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T 06 - 04: DELETED - DELETED

TABLE & RULE: T 06 - 04 R 26.01
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AUTHORITY: N/A

DATE MODIFIED: 03 / Jul / 2008
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COLUMN D DISPOSITION:

T 06 - 21: DELETED - DELETED

TABLE & RULE: T 06 - 21 R 09.00
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DATE RESCINDED: 01 / Jan / 1900
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T 09 - 02: DELETED - DELETED

TABLE & RULE: T 09 - 02 R 03.00
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AUTHORITY: N/A

DATE MODIFIED: 03 / Jul / 2008
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COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 09 - 02 R 04.00
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### T 10 - 01: OPERATIONS - JOINT CHIEFS OF STAFF RECORDS

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<th>DATE CREATED: 21 / Mar / 2005</th>
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<tbody>
<tr>
<td>TITLE: JCS Documents Implemented by the Air Force</td>
<td>DATE MODIFIED: 15 / Mar / 2007</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td>COLUMN B CONSISTING OF:</td>
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<tr>
<td>part(s) of the Air Force documentation of the action implemented</td>
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<td>JCS Documents Implemented by the Air Force</td>
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<tr>
<td>COLUMN D DISPOSITION:</td>
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<tr>
<td>have the same disposition as the records they document</td>
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#### NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 10 - 01: OPERATIONS - JOINT CHIEFS OF STAFF RECORDS

<table>
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<th>TABLE &amp; RULE: T 10 - 01 R 02.00</th>
<th>DATE MODIFIED: 05 / May / 2005</th>
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<tr>
<td>TITLE: JCS Documents Received for Informational Purposes Only</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>COLUMN B CONSISTING OF:</td>
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<tr>
<td>Informational or Background Documents</td>
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<tr>
<td>COLUMN C WHICH ARE:</td>
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<tr>
<td>Informational Purpose JCS Documents</td>
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<td>COLUMN D DISPOSITION:</td>
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<tr>
<td>Destroy when superseded, obsolete, or no longer needed.</td>
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#### NOTES

1 Retain at USAFA for entire retention period.

4 Transfer to the National Archives in 5-year blocks when latest record is 20 years old.

9 Transfer to the National Archives in 5 year blocks when the most recent records pertain to museums that have been closed for 5 years.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 01 R 03.00
TITLE: JCS Documents Brief Packages, Brief Sheet, Index and Air Force Responses to JCS Taskings
AUTHORITY: NC-174-151

COLUMN B CONSISTING OF:
coordination and receipt sheets, talking papers, background papers, service changes, responses to JCS taskings and other related papers to support brief package

COLUMN C WHICH ARE:
JCS Documents, Brief Packages, Brief Sheets, Indexes and Air Force responses to JCS taskings at Headquarters United States Air Force

COLUMN D DISPOSITION:
Retire as permanent after 5 years. See Note number 6, 214

NOTES
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 01 R 04.00
TITLE: JCS Documents, Brief Packages, Brief Sheet, Index and responses to JCS taskings at other than HQ USAF
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
coordination and receipt sheets, talking papers, background papers, service changes, responses to JCS taskings and other related papers to support brief package

COLUMN C WHICH ARE:
JCS Documents Brief Packages, Brief Sheets, responses to JCS taskings and Indexes at other than HQ USAF

COLUMN D DISPOSITION:
Destroy after 3 years or when no longer needed, whichever is sooner

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 01 R 05.00
TITLE: DELETED - (14 Apr 06) -- Incorporated into Rule 3
AUTHORITY: NC-174-151

DATE MODIFIED: 21 / Jun / 2006
FROZEN RECORD: No
CURRENT: Yes
6  Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Air Force Responses to JCS Taskings at HQ USAF.

Retire as permanent after 5 years.

**NOTES**

**TABLE & RULE: T 10 - 01 R 06.00**

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**AUTHORITY: N1-AFU-90-03**

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**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: Air Force Responses to JCS Taskings at Other Than HQ USAF

JCS taskings

**COLUMN C WHICH ARE:**

Air Force Responses to JCS Taskings at other than HQ USAF.

**COLUMN D DISPOSITION:**

Destroy after 3 years or when no longer needed, whichever is sooner.

**NOTES**

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**AUTHORITY: N/A**

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**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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**AUTHORITY: N/A**
**T 10 - 01: CONTROL LOGS DATA ON ROUTINE DAILY SURVEILLANCE OPERATIONS**

**TABLE & RULE:** T 10 - 01 R 11.00  
**TITLE:** DELETED  
**AUTHORITY:** N/A  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 01 / Jan / 1900  
**DATE APPROVED:**

**T 10 - 02: OPERATIONS - AIR SURVEILLANCE RECORDS**

**TABLE & RULE:** T 10 - 02 R 01.00  
**TITLE:** Control Logs Data on Routine Daily Surveillance Operations  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 05 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
Control Logs Data

**COLUMN C WHICH ARE:**  
at Aircraft Control and Warning (ACW) units and Airborne Early Warning and Control (AEW&C) units

**COLUMN D DISPOSITION:**  
Destroy 1 year after close of the calendar year in which last entry was made.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 10 - 02 R 02.00  
**TITLE:** Control Logs Data on AEW&C Aircraft on Active Air Defense Missions  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 05 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
COLUMN B CONSISTING OF:
Control Logs Data

COLUMN C WHICH ARE:
at Aircraft Control and Warning (ACW) units and Airborne Early Warning and Control (AEW&C) units

COLUMN D DISPOSITION:
Destroy after 3 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 02 R 03.00

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<th>DATE APPROVED:</th>
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AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
telling sequence and interception action records, and comparable forms that supplement such records

COLUMN C WHICH ARE:
at Aircraft Control and Warning (ACW) units and Airborne Early Warning and Control (AEW&C) units

COLUMN D DISPOSITION:
Destroy after 2 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 02 R 04.00

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AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
records prepared by AEW&C units during dual exercise (DUALEX) operations

COLUMN C WHICH ARE:
at Aircraft Control and Warning (ACW) units and Airborne Early Warning and Control (AEW&C) units

COLUMN D DISPOSITION:
Destroy after 1 month.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
### T 10 - 03: OPERATIONS - TRAINING REPORTS, SPECIAL EXERCISE AND MANEUVER PLANS RECORDS

#### TABLE & RULE: T 10 - 03 R 01.00

**TITLE:** Tactical Evaluations  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 10 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
reports and other data used in evaluating a unit's capabilities as demonstrated during a training exercise conducted in either live or synthetic environment

**COLUMN C WHICH ARE:**
at MAJCOMs and below

**COLUMN D DISPOSITION:**
Destroy after next evaluation is accomplished, or on change of weapon system, whichever is sooner.

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 10 - 03 R 02.00

**TITLE:** Tactical Evaluations in Area of Responsibility (AOR) During Deployment  
**AUTHORITY:** SECDEF LTR JAN 2004  
**DATE MODIFIED:** 02 / Oct / 2006  
**FROZEN RECORD:** Yes  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
related records prescribing the training of personnel, testing of equipment or both, used in planning for and participating in command or joint maneuvers

**COLUMN C WHICH ARE:**
evidence of events or used as the basis for actions taken. May be filed separately or with other records and not already included in a CFP; maintained at any location performing any type operation or support; provide supporting documentation and/or identify actions taken in the deployed area.

**COLUMN D DISPOSITION:**
Maintain current year plus 1 inactive fiscal year at the port. Retire to staging as permanent. All records relating to or associated with deployment(s) are frozen and treated as permanent to comply with request issued by Deputy Secretary of Defense (January 2004). This freeze will remain until notice issued by SECDEF.

#### TABLE & RULE: T 10 - 03 R 03.00

**TITLE:** Systems Training Status  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 10 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
recurring reports accomplished in compliance with a system training program (STP)

**COLUMN C WHICH ARE:**
at MAJCOMs and below

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
NOTES

no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 10 - 03 R 04.00**

<table>
<thead>
<tr>
<th>TITLE: Training Aids</th>
<th>DATE MODIFIED: 10 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at MAJCOMs and below

**COLUMN D DISPOSITION:**
Destroy when training aid is removed from control.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 10 - 03 R 05.00**

<table>
<thead>
<tr>
<th>TITLE: Special Exercise, Maneuver Plans, Orders, and Reports</th>
<th>DATE MODIFIED: 14 / Apr / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
journals, logs, messages, punched cards, filmstrips, and tapes used to record or report exercise play or pertinent portions for evaluations & reference copies of material

**COLUMN C WHICH ARE:**
at MAJCOMs and below which are identified in Rules 2 thru 10

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 10 - 03 R 06.00**

<table>
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</tr>
</tbody>
</table>

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Report generated: 01 / Oct / 2018 - 08:00:00
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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Created by Air Force activities participating in joint testing

Destroy 3 years after exercise has been completed, or when declared obsolete, whichever is sooner.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Preceding Title: Continental Test Records

plans, orders, and supporting background material

created by Air Force activities participating in joint testing

Destroy 3 years after exercise has been completed, or when declared obsolete, whichever is sooner.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Preceding Title: (RESERVED)

(RESERVED)
### TABLE & RULE: T 10 - 03 R 09.00

<table>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

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### TABLE & RULE: T 10 - 03 R 10.00

<table>
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**COLUMN B CONSISTING OF:**

plans, orders, and final reports

**COLUMN C WHICH ARE:**

created for and in the name of Joint Task Force

**COLUMN D DISPOSITION:**

Disposition pending...

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### TABLE & RULE: T 10 - 03 R 11.00

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<tr>
<th>TITLE:</th>
<th>DELETED - (14 Apr 06) -- Incorporated into Rule 5</th>
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<td>DATE RESCINDED:</td>
<td>29 / Jul / 2008</td>
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<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
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</table>

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Plans, Orders, and Reports

reference copies of material

**COLUMN C WHICH ARE:**

identified in Rules 2 through 10

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
| TABLE & RULE: T 10 - 03 R 12.00 | DATE MODIFIED: 02 / Oct / 2006 |
| TITLE: Personnel Support for Contingency Operations (PERSCO) for Deployment (AOR) Monitoring | FROZEN RECORD: Yes |
| AUTHORITY: SECDEF LTR JAN 2004 | CURRENT: Yes |

**COLUMN B CONSISTING OF:**
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.

**COLUMN C WHICH ARE:**
at any originating command offices that monitor deployment of personnel, operations; supporting documentation (other than TDRs) and/or reports generated identifying shipments that have been deleted; at terminating stations; reflect the disposition or redirection of personnel

**COLUMN D DISPOSITION:**
Maintain current year plus 1 inactive fiscal year at the port. Retire to staging as permanent. All records relating to or associated with deployment(s) are frozen and treated as permanent to comply with request issued by Deputy Secretary of Defense (January 2004). This freeze will remain until notice issued by SECDEF.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

| TABLE & RULE: T 10 - 03 R 13.00 | DATE MODIFIED: 31 / Jul / 2008 |
| TITLE: DELETED - (14 Apr 06) -- Incorporated into Rule 12 | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-96-06 | DATE RESCINDED: 31 / Jul / 2008 |

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: 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.

**COLUMN C WHICH ARE:**
at offices that monitor deployment of personnel

**COLUMN D DISPOSITION:**
Destroy when superseded, obsolete, or no longer needed.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

| TABLE & RULE: T 10 - 03 R 14.00 | DATE MODIFIED: 23 / Jan / 2018 |
| TITLE: PERSCO MANPER-B Reports at MAJCOMs and Below | FROZEN RECORD: Yes |
| AUTHORITY: DAA-GRS-2013-0006-0003 | CURRENT: Yes |

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at offices that monitor deployment of personnel at MAJCOMs and Below

COLUMN D DISPOSITION:
Maintain current year plus 1 inactive fiscal year at the port. Retire to staging as permanent. All records relating to or associated with deployment(s) are frozen and treated as permanent to comply with request issued by Deputy Secretary of Defense (January 2004). This freeze will remain until notice issued by SECDEF.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 03 R 15.00
TITLE: DELETED - (14 Apr 06) -- Incorporated into Rule 14
DATE MODIFIED: 31 / Jul / 2008
FROZEN RECORD: No
DATE RESCINDED: 31 / Jul / 2008
DATE APPROVED:

PREVIOUSLY TITLED: PERSCO MANPER-B Reports MAJCOM 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)

COLUMN C WHICH ARE:
at MAJCOM and below

COLUMN D DISPOSITION:
Destroy when data is no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
T 10 - 04: OPERATIONS - WARTIME PLANNING RECORDS

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at HQ USAF and MAJCOMs

COLUMN D DISPOSITION:
Retire as permanent when superseded, obsolete, or when implemented.

NOTES
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 04 R 01.01
TITLE: Joint Operating Planning System (JOPS) Master Set of Plans
AUTHORITY: NC1-AFU-79-02

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at combatant commands

COLUMN D DISPOSITION:
Hold for 2 years when no longer required by the JCS, retire the record copy and all background information as permanent.

NOTES
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 04 R 02.00
TITLE: Support Plans
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
records similar to those described in Rule 1,

COLUMN C WHICH ARE:
received from subordinate echelons, lateral commands, and other defense agencies for monitoring purposes and/or for coordination of planned operations

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 04 R 03.00

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<tr>
<td>AUTHORITY: NC1-AFU-79-02</td>
<td>FROZEN RECORD: No</td>
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<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

a master set of implementations of the planning records covered in Rule 1

COLUMN C WHICH ARE:

at implementing headquarters

COLUMN D DISPOSITION:

Retire as permanent. Maintain current year plus 1 inactive fiscal year at the port. Retire to staging as permanent. All records relating to or associated with deployment(s) are frozen and treated as permanent to comply with request issued by Deputy Secretary of Defense (January 2004). This freeze will remain until notice issued by SECDEF.

NOTES

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

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 04 R 04.00

<table>
<thead>
<tr>
<th>TITLE: Basic Planning Records &amp; Background Material</th>
<th>DATE MODIFIED: 14 / Apr / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td></td>
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<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

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

COLUMN C WHICH ARE:

providing guidance and requirements to support higher headquarters wartime planning and background material at MAJCOMs

COLUMN D DISPOSITION:

Destroy when related plan or order is superseded or obsolete.

NOTES

Dispose of per Table 10-6 those reports generated as a result of actual combat; or if peacetime operations or exercises performed to simulate, test, evaluate, or support emergency war orders and allied activities.

Event/Incident reports (HOMELINE, BEELINE, PINNACLE) contained in AFMAN 10-206, chapter 3.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
| TABLE & RULE: T 10 - 04 R 05.00 | DATE MODIFIED: 10 / May / 2005 |
| TITLE: Reference Plans | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

**COLUMN B CONSISTING OF:**
war plans and similar media

**COLUMN C WHICH ARE:**
received for review and guidance

**COLUMN D DISPOSITION:**
Destroy when superseded, obsolete, or no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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| TABLE & RULE: T 10 - 04 R 06.00 | DATE MODIFIED: 31 / Jul / 2008 |
| TITLE: DELETED - (14 Apr 06) -- Incorporated into Rule 4 above - Background Material | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | DATE RESCINDED: 31 / Jul / 2008 |

**COLUMN B CONSISTING OF:**
correspondence and related support data furnishing input to MAJCOM wartime plans

**COLUMN C WHICH ARE:**
at MAJCOMs

**COLUMN D DISPOSITION:**
Destroy when related plan is superseded or obsolete.

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 10 - 05 R 01.00

**Title:** Adaptation Data  
**Authority:** N1-AFU-88-41  
**Date Modified:** 10 / May / 2005  
**Frozen Record:** No  
**Current:** Yes

**Column B Consisting Of:**
- 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.

**Column C Which Are:**
- At command level and below

**Column D Disposition:**
- Destroy when superseded, obsolete, or no longer needed.

**Notes:**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### Table & Rule: T 10 - 05 R 02.00

**Title:** Computer Programming  
**Authority:** N1-AFU-88-41  
**Date Modified:** 10 / May / 2005  
**Frozen Record:** No  
**Current:** Yes

**Column B Consisting Of:**
- 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.

**Column C Which Are:**
- At command level and programming facility

**Column D Disposition:**
- Destroy when no longer needed.

**Notes:**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### Table & Rule: T 10 - 05 R 03.00

**Title:** Program Card Decks  
**Authority:** N1-AFU-88-04  
**Date Modified:** 10 / May / 2005  
**Frozen Record:** No  
**Current:** Yes

**Column B Consisting Of:**
- 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.

**Column C Which Are:**
- At command level and programming facility

**Column D Disposition:**
- Destroy when superseded, obsolete, or no longer needed.

**Notes:**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 10 - 05 R 04.00

Title: Active Card Decks
Authority: N1-AFU-88-04

Column B Consisting Of:
Master file of program card decks

Column C Which Are:
At command level and programming facility

Column D Disposition:
Destroy replaced or superseded program card decks 60 days after the succeeding program is declared successful and operational.

Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 10 - 05 R 05.00

Title: Program Write-Ups/ Electric Accounting Machine(EAM) Card Decks
Authority: N1-AFU-88-41

Column B Consisting Of:
Reflecting air surveillance, weather, weapons status, or other local variables

Column C Which Are:
At command level and programming facility

Column D Disposition:
Destroy 30 days after data becomes obsolete.

Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 05 R 06.00
TITLE: Obsolete Card-Loaded Program Decks
AUTHORITY: N1-AFU-88-41
DATE MODIFIED: 13 / Aug / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
standby file and/or partial program decks

COLUMN C WHICH ARE:
at command level and programming facility

COLUMN D DISPOSITION:
Destroy after 30 days.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 05 R 07.00
TITLE: Duty Rosters, EAM Cards, and Consolidated Rosters
AUTHORITY: N1-AFU-88-41
DATE MODIFIED: 10 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
detailing individuals for computer operation and/or maintenance duties

COLUMN C WHICH ARE:
at command level and programming facility

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 05 R 08.00
TITLE: Coordinators' Notebooks
AUTHORITY: N1-AFU-88-41
DATE MODIFIED: 10 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
COLUMN B CONSISTING OF:
containing entries involving monitoring and control of program card decks, writings, tapes, plug-in units, and related program material

COLUMN C WHICH ARE:
at command level and programming facility

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 05 R 09.00
TITLE: Computer Use Monthly Planning Schedules
AUTHORITY: N1-AFU-88-41
DATE MODIFIED: 10 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at command level and programming facility

COLUMN D DISPOSITION:
Destroy 6 months after implementation or when declared obsolete, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 05 R 10.00
TITLE: Technical Library Materials
AUTHORITY: N1-AFU-88-41
DATE MODIFIED: 10 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at the software support facility

COLUMN D DISPOSITION:
Dispose of according to the applicable rules relating to the specific records.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
NOTES

no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 05 R 11.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A

COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 10 - 05 R 12.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A

COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 10 - 05 R 13.00
TITLE: Technical Memoranda (Manuals)-Record Sets
AUTHORITY: N1-AFU-88-41

COLUMN B CONSISTING OF:
technical manuals, published system notes, etc., that describe system design, operations and limits
COLUMN C WHICH ARE:
record sets at software support facility
COLUMN D DISPOSITION:
Retire as permanent.

NOTES

23 Transfer to the National Archives at end of system life-cycle.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 10 - 05 R 14.00

**TITLE:** Technical Memoranda (Manuals)-Copies and Command Level and Below  
**AUTHORITY:** N1-AFU-88-41  
**DATE MODIFIED:** 13 / Aug / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

#### COLUMN B CONSISTING OF:
Technical Memoranda (manuals), notes and guides that describe system data and data characteristics

#### COLUMN C WHICH ARE:
copies at command level and below

#### COLUMN D DISPOSITION:
Destroy when rescinded, superseded or no longer needed.

#### NOTES
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 10 - 05 R 15.00

**TITLE:** Deleted (14 Apr 06) -- Incorporated in Rule 14  
**AUTHORITY:** N1-AFU-88-41  
**DATE MODIFIED:** 13 / Aug / 2007  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 12 / Jun / 2006  
**DATE APPROVED:**

#### COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Technical Memoranda (Manuals)-Command Level and Below

manuals, notes and guides that describe system data and data characteristics

#### COLUMN C WHICH ARE:
at command level and below

#### COLUMN D DISPOSITION:
Destroy when rescinded, superseded or no longer needed.

#### NOTES
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### T 10 - 06: OPERATIONS - OPERATIONAL REPORTS AND ANALYSES

**TABLE & RULE:** T 10 - 06 R 01.00  
**TITLE:** Combat Operations Orginator MAJCOMs or Major Subordinate Commands & Analyses - Record Copies

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>accounts and reports describing combat action, objectives, accomplishments, results, loss of personnel, equipment, material, aircraft, and related data as a result of actual combat &amp; 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</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**COLUMNS C WHICH ARE:**

- at originator, MAJCOMs and major subordinate commands & record copies

**COLUMNS D DISPOSITION:**

- Retire as permanent.

**NOTES**

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

---

**TABLE & RULE:** T 10 - 06 R 01.01  
**TITLE:** Combat Operations other than MAJCOMs or Major Subordinate Command & Sonic Boom Data Logs

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMNS C WHICH ARE:**

- at any agency other than the originator, MAJCOMs, or major subordinate commands and operational units

**COLUMNS D DISPOSITION:**

- Destroy after 1 year.

**NOTES**

- Transfer records to National Archives in 5-year blocks when latest record is 25 years old.
COLUMNS CONSISTING OF:
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

COLUMN C WHICH ARE:
a result of peacetime operations or exercises performed to simulate, test, evaluate or support emergency war orders (EWO), reference copies and allied activities

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
89 See Table 61-5 for disposition of operational test and evaluation (OT&E) records.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTES
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.
89 See Table 61-5 for disposition of operational test and evaluation (OT&E) records.
11 Microfilmed copies of special intelligence records at HQ AFIC shall be transferred to the National Archives when 50 years old. Silver gelatin original (or duplicate) and 1 microform copy, along with related documentation specified in 36 CFR 1230.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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

COLUMN C WHICH ARE:
reference copies

COLUMN D DISPOSITION:
Destroy when no longer needed.

89 See Table 61-5 for disposition of operational test and evaluation (OT&E) records.

47 These aircraft maintenance records, normally disposed of in Table 21-6, are considered as operational records until the plane's aircrew status is resolved.

89 See Table 61-5 for disposition of operational test and evaluation (OT&E) records.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 06 R 04.00
TITLE: Sonic Boom Data Records, Schedules, Forms
AUTHORITY: N1-AFU-90-03
DATE APPROVED: 10 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 10 / May / 2005

COLUMN B CONSISTING OF:
data bank records, schedules, comparable forms, and related papers

COLUMN C WHICH ARE:
at HQ USAF and MAJCOMs

COLUMN D DISPOSITION:
Destroy after 30 months.

89 See Table 61-5 for disposition of operational test and evaluation (OT&E) records.

47 These aircraft maintenance records, normally disposed of in Table 21-6, are considered as operational records until the plane's aircrew status is resolved.

TABLE & RULE: T 10 - 06 R 05.00
TITLE: DELETED - ( 17 Apr 06) -- Incorporated into Rule 1.01
AUTHORITY: N1-AFU-90-03
DATE RESCINDED: 17 / Apr / 2006
DATE APPROVED: 21 / Jun / 2006
FROZEN RECORD: No
DATE MODIFIED: 21 / Jun / 2006

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Sonic Boom Data Logs

logs

COLUMN C WHICH ARE:
at MAJCOMs and operational units

COLUMN D DISPOSITION:
destroy after 1 year.

89 See Table 61-5 for disposition of operational test and evaluation (OT&E) records.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

These aircraft maintenance records, normally disposed of in Table 21-6, are considered as operational records until the plane's aircrew status is resolved.

Reports of surveys listing findings and recommendations/corrective actions taken.

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Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 10 - 07 R 05.00
TITLE: OPSEC Status Report at MAJCOMs OPSEC OPR
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
OPSEC Status Report

COLUMN C WHICH ARE:
at MAJCOMs OPSEC OPR

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 07 R 06.00
TITLE: OPSEC Status Report at Preparing Activity
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
OPSEC Status Report

COLUMN C WHICH ARE:
copies retained by preparing activities

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 10 - 08 R 01.00

**TITLE:** Computer Program Data Program/Version Histories, Program/Equipment Changes Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 11 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>program/version histories and program/equipment change records</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 5 years after system discontinuance, or when no longer needed, whichever is later.</td>
</tr>
</tbody>
</table>

#### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 10 - 08 R 02.00

**TITLE:** Computer Program Data - Magnetic Tapes, Computer Printouts and Punch Cards  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 11 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>magnetic tapes, computer printouts, and punched cards</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when no longer needed.</td>
</tr>
</tbody>
</table>

#### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 10 - 09 R 01.00

**TITLE:** Approved Requests DD Form 2401 & DD Form 2402  
**AUTHORITY:** N1-AFU-86-50  
**DATE MODIFIED:** 17 / Apr / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

- Civil aircraft landing permits & hold harmless agreements

#### COLUMN C WHICH ARE:

- 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

#### COLUMN D DISPOSITION:

- Destroy 2 years after expiration date of DD Form 2401 or when superseded.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 10 - 09 R 02.00

**TITLE:** DELETED - (17 Apr 06) -- Incorporated into Rule 1  
**AUTHORITY:** N1-AFU-86-50  
**DATE MODIFIED:** 21 / Jun / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 17 / Apr / 2006  
**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

- Previously titled: Approved Requests DD Form 2402

#### COLUMN C WHICH ARE:

- DD Form 2402, Civil Aircraft Hold Harmless Agreement and related correspondence

#### COLUMN D DISPOSITION:

- Destroy 2 years after expiration date of DD Form 2401 or when superseded.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 10 - 09 R 03.00

**TITLE:** Approved Requests DD Form 2400  
**AUTHORITY:** N1-AFU-86-50  
**DATE MODIFIED:** 11 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
COLUMN B CONSISTING OF:
civil aircraft certificates of insurance

COLUMN C WHICH ARE:
DD Form 2400, Civil Aircraft Certificate of Insurance and related correspondence.

COLUMN D DISPOSITION:
Destroy 2 years after expiration date of DD Form 2401 or when superseded.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 09 R 04.00
TITLE: Copies of DD Forms 2400, 2401, and 2402 for Insurance Claims

AUTHORITY: N1-AFU-86-50

COLUMN B CONSISTING OF:
copies of Rules 1, 2, and 3 records

COLUMN C WHICH ARE:
required for insurance claims resulting from an accident or violation of AFI 10-1001, Civil Aircraft Landing Permits

COLUMN D DISPOSITION:
Destroy 2 years after settlement of insurance claims or completion of administrative actions.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 09 R 04.01
TITLE: Approved Requests Landing Permit Listing

AUTHORITY: N1-AFU-86-50

COLUMN B CONSISTING OF:
computer printouts

COLUMN C WHICH ARE:
listings of landing permits

COLUMN D DISPOSITION:
Destroy when superseded.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 10 - 09 R 04.02
TITLE: Approved Requests Computer Entries of Rule 4.1 Records
AUTHORITY: N1-AFU-86-50

COLUMN B CONSISTING OF:
approved requests

COLUMN C WHICH ARE:
computer entries of Rule 4.1 Records

COLUMN D DISPOSITION:
Destroy when permit expires.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 10 - 09 R 05.00
TITLE: Disapproved Requests
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
disapproved requests

COLUMN C WHICH ARE:
correspondence and related data

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 10 - 09 R 06.00
TITLE: Foreign Government Requests
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
foreign government requests

COLUMN C WHICH ARE:
correspondence and related disposition actions approved by Secretary of the Air Force

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 10 - 09 R 07.00**

**TITLE:** DELETED--(18 May 06) Converted to Table 65-12, Civil Aircraft Use of USAF Airfields

**AUTHORITY:** N/A

**DATE MODIFIED:** 31 / Jul / 2008
**FROZEN RECORD:** No
**DATE RESCINDED:** 31 / Jul / 2008
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

**T 10 - 10: OPERATIONS - COMMAND AND CONTROL**

**TABLE & RULE: T 10 - 10 R 01.00**

**TITLE:** Aircrew Management and Aircraft Ground Handling Actions & Mission Following Folders

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 17 / Apr / 2006
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

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 numbers, complete mission itineraries, aircraft delay information and other pertinent data

**COLUMN C WHICH ARE:**

at command posts, operations centers, airlift control elements

**COLUMN D DISPOSITION:**

Destroy after 2 months.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 10 - 10 R 02.00**

**TITLE:** DELETED - (17 Apr 06) -- Incorporated into Rule 1

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 21 / Jun / 2006
**FROZEN RECORD:** No
**DATE RESCINDED:** 17 / Apr / 2006
**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Mission Following Folders

forms and related records that record arrival/departure times, mission numbers, complete mission itineraries, aircraft delay information and other pertinent data

COLUMN C WHICH ARE:
at command posts, operations centers, airlift control elements

COLUMN D DISPOSITION:
Destroy after 2 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 10 - 10 R 03.00
TITLE: Controller Certification Record
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
written record of personnel certified to perform duty in the command post

COLUMN C WHICH ARE:
for certification

COLUMN D DISPOSITION:
Destroy upon reassignment or retirement of person for which record was created.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 10 - 10 R 03.01
TITLE: Controller Decertification Record
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
written record of personnel certified to perform duty in the command post

COLUMN C WHICH ARE:
for decertification

COLUMN D DISPOSITION:
Destroy upon decertification

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 10 - 10 R 04.00**

**TITLE:** Controller Training Records Event/Incident Reports (Operations Report [OPREP]-3H/B/P)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 27 / Apr / 2006

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
controller training records - event/incident reports

**COLUMN C WHICH ARE:**
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)

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 10 - 10 R 05.00**

**TITLE:** Events Log/Availability of Commanders

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 27 / Apr / 2006

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
events log and reports

**COLUMN C WHICH ARE:**
records of aircraft arrival/departure and monitor key personnel, very important people (VIP), advising higher headquarters of the whereabouts of commanders and significant events

**COLUMN D DISPOSITION:**
Destroy after 3 months.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 10 - 10 R 06.00**

**TITLE:** DELETED - 27 Apr 06 - - Incorporated into Rule 4

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 21 / Jun / 2006

**FROZEN RECORD:** No

**DATE RESCINDED:** 27 / Apr / 2006

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
event/incident reports

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.

NOTES

12 Dispose of per Table 10-6 those reports generated as a result of actual combat; or if peacetime operations or exercises performed to simulate, test, evaluate, or support emergency war orders and allied activities.

12 Event/incident reports (HOMELINE, BEELINE, PINNACLE) contained in AFMAN 10-206, chapter 3.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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OPERATIONAL STATUS REPORTS

COLUMN B CONSISTING OF:

reports using command and control channels to inform commanders

COLUMN C WHICH ARE:

at any level of significant information of operational or mission concerns (AFMAN 10-206)

COLUMN D DISPOSITION:

Destroy after 1 year.

NOTES

13 Named OPREP-3 PINNACLEs, and operational status reports contained in AFMAN 10-206, Chapters 3 through 6.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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OPERATIONAL SUPPORT MONITORING REPORTS

COLUMN B CONSISTING OF:

operational support monitoring reports

COLUMN C WHICH ARE:

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)

COLUMN D DISPOSITION:

Destroy after 1 year.

NOTES

13 Operational support monitoring reports contained in AFMAN 10-206, Chapters 7 through 13.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Availability of Commanders

reports

COLUMN C WHICH ARE:
advancing higher headquarters of the whereabouts of commanders

COLUMN D DISPOSITION:
Destroy after 3 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 10 R 10.00
TITLE: Emergency Mass Notification System (EMNS) Global Positioning System (GPS) Data
AUTHORITY: DAA-AFU-2017-0003

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:
collected by/in EMNS

COLUMN D DISPOSITION:
Destroy immediately after the notification.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 10 - 11 R 01.00

<table>
<thead>
<tr>
<th>TITLE: Revisions of the SIOP, Contingency or Training Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED: 11 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
operational and intelligence data essential to the successful execution of specific sorties of a unit’s EWO, contingency operation, or training operation

**COLUMN C WHICH ARE:**
at operational units

**COLUMN D DISPOSITION:**
Destroy when revised plan is implemented, superseded, obsolete or no longer needed.

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 10 - 11 R 02.00

<table>
<thead>
<tr>
<th>TITLE: Planning Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED: 11 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at intermediate commands, NAFs, and operational units

**COLUMN D DISPOSITION:**
Destroy when superseded, obsolete or no longer needed.

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
- Space observations, orbital elements, sensor calibrations, parameters, and solar flux

COLUMN C WHICH ARE:
- at responsible activity

COLUMN D DISPOSITION:
- Retire as permanent.

NOTES
22 Transfer to the National Archives after life of the system. Retire microfilm to WNRC at 5-year intervals. Silver gelatin original (or duplicate) and 1 microform copy, along with related documentation specified in 36 CFR 1230.

TABLE & RULE: T 10 - 12 R 01.01
TITLE: Computer Tape Data/Duplicates of SODTS Historical Data (previously orbital element cards) Indivs Record of Duties & Quals
AUTHORITY: N1-AFU-91-26

COLUMN B CONSISTING OF:
- Computer tape data/ duplicates of space object detection and tracking system historical data and individual's records for duties and qualifications

COLUMN C WHICH ARE:
- for updating the historical database and duplicates of Rule 1 records at command OPR

COLUMN D DISPOSITION:
- Destroy when no longer needed.

NOTES
13 At units and wings, send record to gaining unit with copy to Command OPR on transfer of individual to another space operations assignment; give record to individual and send copy to Command OPR on their transfer to an assignment not involving space operations; or give record to individual on their separation or retirement.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 12 R 01.02
TITLE: DELETED - (27 Apr 06) -- See Rule 1.01
AUTHORITY: N1-AFU-91-26
duplicates of space object detection and tracking system historical data

PREVIOUSLY TITLED: Duplicates of SODTS Historical Data (previously orbital element cards)

duplicates of Rule 1 records

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTES

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no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 10 - 12 R 04.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>space object identification</td>
<td>digitized and transcribed on cards and transmitted by SOI capable sensors</td>
<td>Destroy when no longer needed.</td>
</tr>
</tbody>
</table>

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 10 - 12 R 05.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>space object identification</td>
<td>transmitted by SOI capable sensors</td>
<td>Destroy when no longer needed.</td>
</tr>
</tbody>
</table>

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### TABLE & RULE: T 10 - 12 R 06.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREVIOUSLY TITLED: Space Object Identification (SOI) Discrimination Info</td>
<td>transmitted by SOI capable sensors</td>
<td>Destroy when no longer needed.</td>
</tr>
</tbody>
</table>

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 10 - 12 R 09.00
TITLE: Space Object Identification (SOI) Time Sequence Lgs
AUTHORITY: N1-AFU-91-26

COLUMN B CONSISTING OF:
of significant operational events

COLUMN C WHICH ARE:
at tracking sites

COLUMN D DISPOSITION:
Destroy 1 year after last entry in the log.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 12 R 10.00
TITLE: DELETED - (27 Apr 06) -- Incorporated into Rule 8
AUTHORITY: N1-AFU-90-03

PREVIOUSLY TITLED: Space Object Identification (SOI) Computer Printouts

space object identification

COLUMN C WHICH ARE:
satellite track data, mission planning logs, records of message transmissions, positional checklists, etc.

COLUMN D DISPOSITION:
Destroy when superseded or when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 12 R 10.01
TITLE: Space Object Identification (SOI) Tasking Messages and Sensor Network Tasking Data Other Than Special Interest
AUTHORITY: N1-AFU-91-26

DATE MODIFIED: 12 / Jun / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 48
**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 10 - 12 R 11.00**

<table>
<thead>
<tr>
<th>TITLE: Sensor Network Tasking Data Special Interest; Launch Information case files; and Satellite Ops Changes Ground Sys Procedures</th>
<th>DATE MODIFIED: 12 / Jun / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-91-26</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 10 - 12 R 12.00**

<table>
<thead>
<tr>
<th>TITLE: DELETED - (12 Jun 06) -- Incorporated into Rule 10.01</th>
<th>DATE MODIFIED: 10 / Aug / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-91-26</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE RESCINDED: 12 / Jun / 2006</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Transfer to the National Archives in 5-year blocks when the most recent records in the block are 25 years old.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
of special interest

COLUMN D DISPOSITION:
Retire as permanent after object decay.

NOTES

5 Transfer to the National Archives in 5-year blocks when the most recent records in the block are 25 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 10 - 12 R 13.01
TITLE: Sensor Network Tasking Data Other Than Special Interest
AUTHORITY: N1-AFU-91-26

COLUMN B CONSISTING OF:
sensor network tasking data
COLUMN C WHICH ARE:
other than special interest
COLUMN D DISPOSITION:
Destroy 2 years after object decay.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 10 - 12 R 14.00
TITLE: Space Operations Logs
AUTHORITY: N1-AFU-91-26

COLUMN B CONSISTING OF:
data on daily operations
COLUMN C WHICH ARE:
at space operations units or command and control activities
COLUMN D DISPOSITION:
Destroy 6 months after last entry in log.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 10 - 12 R 15.00</th>
<th>DATE MODIFIED:</th>
<th>16 / Jun / 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Missile Warning System</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-91-26</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
missile warning system

**COLUMN C WHICH ARE:**
at responsible activity

**COLUMN D DISPOSITION:**
Hold for life of missile warning system, then destroy.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 10 - 12 R 16.00</th>
<th>DATE MODIFIED:</th>
<th>11 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Operations Center Activity Log</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-91-26</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
opertations center activity log

**COLUMN C WHICH ARE:**
at tactical warning/attack assessment and space surveillance functional OPRs

**COLUMN D DISPOSITION:**
Destroy 1 year after last entry in log, or when no longer needed, whichever is later.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 10 - 12 R 17.00</th>
<th>DATE MODIFIED:</th>
<th>11 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Launch Information Case Files - Foreign Launches Tracking</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-91-26</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
case files consisting of how foreign launches are tracked, any problems, and related records

**COLUMN C WHICH ARE:**
at responsible activity

**COLUMN D DISPOSITION:**
Destroy 2 years after launch.

**NOTES**
NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 10 - 12 R 18.00**

**TITLE:** Launch Information Case Files - Cooperative Launches Tracking  
**DATE MODIFIED:** 11 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-91-26

**COLUMN B CONSISTING OF:**
- case files

**COLUMN C WHICH ARE:**
- consisting of how cooperative launches are tracked, initial launch alert message, any problems, and related records

**COLUMN D DISPOSITION:**
- Destroy 8 years after launch.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 10 - 12 R 19.00**

**TITLE:** DELETED - (12 Jun 06) -- Incorporated into Rule 11  
**DATE MODIFIED:** 21 / Jun / 2006  
**FROZEN RECORD:** No  
**CURRENT:** No  
**AUTHORITY:** N1-AFU-91-26

**COLUMN B CONSISTING OF:**
- PREVIOUSLY TITLED: Launch Information Case Files Information Copies

**COLUMN C WHICH ARE:**
- information in Rules 17 and 18

**COLUMN D DISPOSITION:**
- destroy when no longer needed.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 10 - 12 R 20.00**

**TITLE:** Technical Reference Material  
**DATE MODIFIED:** 11 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-91-26
COLUMN B CONSISTING OF:
technical reference material

COLUMN C WHICH ARE:
satellite catalog, radar cross section catalog, foreign launch information publication catalog, and similar records

COLUMN D DISPOSITION:
Destroy when superseded.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 12 R 21.00
TITLE: Radar Cross Section Catalog
AUTHORITY: N1-AFU-91-26

| COLUMN B CONSISTING OF: | radar cross section catalog |
| COLUMN C WHICH ARE: | at OPR |
| COLUMN D DISPOSITION: | destroy 10 years after superseded |

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 12 R 22.00
AUTHORITY: N1-AFU-91-26

| COLUMN B CONSISTING OF: | copies of original reports sent to JCS for forwarding to the UN; messages and reports |
| COLUMN C WHICH ARE: | at command OPR; summary messages and trend analysis reports |
| COLUMN D DISPOSITION: | destroy after 1 year |

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 10 - 12 R 23.00
TITLE: Satellite State of Health Information
AUTHORITY: N1-AFU-91-26

COLUMN B CONSISTING OF: raw satellite data and similar records
COLUMN C WHICH ARE: used for trend analysis and anomaly resolution to support testing and evaluation
COLUMN D DISPOSITION: Destroy 2 years after decommissioning of satellite.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 12 R 24.00
TITLE: Satellite Operations Changes Temporary Satellite Procedures
AUTHORITY: N1-AFU-91-26

COLUMN B CONSISTING OF: satellite operations changes
COLUMN C WHICH ARE: temporary satellite procedure request, flight code change request
COLUMN D DISPOSITION: Destroy 2 years after decommissioning of satellite.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 12 R 25.00
TITLE: DELETED - (12 Jun 06) – Incorporated into Rule 11
AUTHORITY: N1-AFU-91-26

COLUMN B CONSISTING OF: satellite operations changes
COLUMN C WHICH ARE: temporary ground system procedure request, flight code change request
COLUMN D DISPOSITION: Destroy when no longer needed.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 10 - 12 R 26.00**

**TITLE:** Post Contact Packages

**AUTHORITY:** N1-AFU-91-26

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 11 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>post contact packages</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN C WHICH ARE:**
run command messages, command plans, worksheets, out of limits telemetry printouts, and other required records

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 10 - 12 R 27.00**

**TITLE:** Individual Evaluation Folders

**AUTHORITY:** N1-AFU-91-26

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 11 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN C WHICH ARE:**
letters of certification and decertification, and other records pertaining to an individual's mission-ready qualification status

**COLUMN D DISPOSITION:**
Give to individual upon transfer, reassignment, or separation.

**NOTES**

At units and wings, send record to gaining unit with copy to Command OPR on transfer of individual to another space operations assignment; give record to individual and send copy to Command OPR on their transfer to an assignment not involving space operations; or give record to individual on their separation or retirement.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMNS B CONSISTING OF:

PREVIOUSLY TITLED: Individual's Record of Duties and Qualifications

individual's record of duties and qualifications

COLUMNS C WHICH ARE:

at command OPR

COLUMNS D DISPOSITION:

Destroy when no longer needed.

NOTES

13 At units and wings, send record to gaining unit with copy to Command OPR on transfer of individual to another space operations assignment; give record to individual and send copy to Command OPR on their transfer to an assignment not involving space operations; or give record to individual on their separation or retirement.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:

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

COLUMNS C WHICH ARE:

at units and wings

COLUMNS D DISPOSITION:

Destroy when superseded or obsolete.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:

DELETED - (27 Apr 06)-- Incorporated into Rule 1.01

FROZEN RECORD: No

DATE MODIFIED: 10 / Aug / 2007

DATE RESCINDED: 27 / Apr / 2006

DATE APPROVED: 27 / Apr / 2006

AUTHORITY: N1-AFU-91-26

REPORT STATUS: DELETED

PREVIOUSLY TITLED: Individual's Record of Duties and Qualifications

individual's record of duties and qualifications

COLUMNS C WHICH ARE:

at command OPR

COLUMNS D DISPOSITION:

Destroy when no longer needed.

NOTES

13 At units and wings, send record to gaining unit with copy to Command OPR on transfer of individual to another space operations assignment; give record to individual and send copy to Command OPR on their transfer to an assignment not involving space operations; or give record to individual on their separation or retirement.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:

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

COLUMNS C WHICH ARE:

at units and wings

COLUMNS D DISPOSITION:

Destroy when superseded or obsolete.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:

DELETED - (12 Jun 06) -- Incorporated into Rule 29

FROZEN RECORD: No

DATE MODIFIED: 21 / Jun / 2006

DATE RESCINDED: 12 / Jun / 2006

DATE APPROVED: 12 / Jun / 2006

AUTHORITY: N1-AFU-91-26

REPORT STATUS: DELETED

PREVIOUSLY TITLED: Individual's Record of Duties and Qualifications

individual's record of duties and qualifications

COLUMNS C WHICH ARE:

at units and wings

COLUMNS D DISPOSITION:

Destroy when superseded or obsolete.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Operations Records

positional checklists, reports, guidebooks, operations positional reference handbooks, operations manuals (other than technical orders), and similar records

COLUMN C WHICH ARE:
at units and wings

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 12 R 31.00
TITLE: Operations Review Board Minutes
AUTHORITY: N1-AFU-91-26

COLUMN B CONSISTING OF:
operations review panel and operations review board minutes

COLUMN C WHICH ARE:
at units and above

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 12 R 32.00
TITLE: DELETED - (12 Jun 06) -- Incorporated into Rule 22
AUTHORITY: N1-AFU-91-26

COLUMN B CONSISTING OF:

messages and reports

COLUMN C WHICH ARE:
summary messages and trend analysis reports

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
## NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 10 - 12 R 33.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th></th>
</tr>
</thead>
</table>

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:

---

## T 10 - 13: OPERATIONS - ELECTRONIC WARFARE (EW) SYSTEMS

### TABLE & RULE: T 10 - 13 R 01.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>EW permissible operating distance (POD) reports</th>
</tr>
</thead>
</table>

### COLUMN C WHICH ARE:

at HQ USAF

### COLUMN D DISPOSITION:

Destroy after 1 year.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 10 - 13 R 02.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>EW permissible operating distance (POD) reports</th>
</tr>
</thead>
</table>

### COLUMN C WHICH ARE:

at Warner-Robbins Air Logistics Center (WR-ALC)

### COLUMN D DISPOSITION:

Destroy after 2 years.
### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

#### TABLE & RULE: T 10 - 13 R 03.00

| DATE MODIFIED: | 11 / May / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

**TITLE:** Status and Location of Equipment - MAJCOM and below  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
EW permissible operating distance (POD) reports

**COLUMN C WHICH ARE:**  
at MAJCOM and below

**COLUMN D DISPOSITION:**  
Destroy when no longer needed.

---

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 10 - 13 R 04.00

| DATE MODIFIED: | 11 / May / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

**TITLE:** EW Projects  
**AUTHORITY:** UNSCHEDULED

**COLUMN B CONSISTING OF:**  
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

**COLUMN C WHICH ARE:**  
at HQ USAF/ MAJCOM/major subordinate commands, field operating agency (FOA)/direct reporting unit (DRU)

**COLUMN D DISPOSITION:**  
Disposition pending...

---

### NOTES

61 If applicable, include a list in the case file of records used and removed from file on retirement.
## Table & Rule: T 10 - 14 R 01.00

**Title:** Air Force Reserve (AFR) Applications and AFR Apps Disapproved on Eligible Officers on EAD  
**Authority:** N1-AFU-90-03  
**Date Modified:** 12 / Jun / 2006  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

### Column B Consisting Of:
Copies of disapproved applications; disapproved applications of eligible officers.

### Column C Which Are:
For appointment as AFR or USAF without component, and comparable forms, correspondence and related papers; for entry on earliest arrival date (EAD).

### Column D Disposition:
Destroy 1 year after disapproval.

### Notes
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## Table & Rule: T 10 - 14 R 01.01

**Title:** Deleted - (12 Jun 06) -- Incorporated into Rule 1  
**Authority:** N1-AFU-90-03  
**Date Modified:** 12 / Jun / 2006  
**Frozen Record:** No  
**Date Rescinded:** 12 / Jun / 2006  
**Date Approved:**

### Column B Consisting Of:
Previously titled: Air Force Reserve (AFR) Applications Disapproved on Eligible Officers On EAD

Disapproved applications of eligible officers.

### Column C Which Are:
For entry on earliest arrival date (EAD).

### Column D Disposition:
Destroy 1 year after disapproval.

### Notes
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## Table & Rule: T 10 - 14 R 02.00

**Title:** Appointments Declined  
**Authority:** UNSCHEDULED  
**Date Modified:** 11 / May / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
approved applications, Armed Services Vocational Aptitude Battery (ASVAB) scores and physical

COLUMN C WHICH ARE:
pertaining to individuals with or without prior military appointment

COLUMN D DISPOSITION:
Disposition pending....

NOTES
14 Rules apply to those copies not required by other directives to be filed in the military personnel records groups (See AFI 47-101).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 14 R 03.00
TITLE: Enlistment Records (AFR)  
AUTHORITY: N1-AFU-90-03

NOTE: Enlistment Records (AFR)  
CURRENT: No  
DATE APPROVED: 11 / May / 2005  
FROZEN RECORD: No  
DATE MODIFIED: 11 / May / 2005  

COLUMN B CONSISTING OF:
triplicate copies of enlistment record-Armed Forces of the United States or comparable forms accumulated incident to enlistment of persons in the AFR
COLUMN C WHICH ARE:
not in conjunction with an appointment to the Air Force or other military academy
COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
14 Rules apply to those copies not required by other directives to be filed in the military personnel records groups (See AFI 47-101).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 14 R 04.00
TITLE: Enlistment Records (AFR) Appointment to the Air Force or Other Military Academy  
AUTHORITY: N1-AFU-90-03

NOTE: Enlistment Records (AFR) Appointment to the Air Force or Other Military Academy  
CURRENT: Yes  
DATE APPROVED: 11 / May / 2005  
FROZEN RECORD: No  
DATE MODIFIED: 11 / May / 2005  

COLUMN B CONSISTING OF:
enlistment records
COLUMN C WHICH ARE:
appointed to the Air Force or other military academy
COLUMN D DISPOSITION:
Destroy 6 months after date of enlistment.

NOTES
14 The original copies of the enlistment forms are maintained in accordance with AFI 47-101 and become a permanent part of the Master Personnel Record Group.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Notes

14 Rules apply to those copies not required by other directives to be filed in the military personnel records groups (See AFI 47-101).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 10 - 14 R 05.00**

**TITLE:** Delay and Appeal Requests

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 11 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

reservists' requests for delay in reporting for active duty, requests for reconsideration of decisions on requests for delay, and related records

**COLUMN C WHICH ARE:**

at MAJCOMs or units of assignment

**COLUMN D DISPOSITION:**

Destroy 1 year after date individual reports for active duty or 1 year after date of expiration of delay.

---

**TABLE & RULE: T 10 - 14 R 06.00**

**TITLE:** Report of Transfer or Discharge

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 11 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

forms and related records

**COLUMN C WHICH ARE:**

at National Guard Bureau (NGB) units

**COLUMN D DISPOSITION:**

Destroy 3 months after date individual separates.

---

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in the military personnel records groups (See AFI 47-101).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 10 - 14 R 07.00

**TITLE:** General Military Course (GMC) Cadets  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 11 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
records the detachment commander creates, including evaluation rating forms, training and disciplinary reports, and related correspondence

**COLUMN C WHICH ARE:**
maintained by professors of aerospace studies and HQ Air Force Reserve Officer Training Corps (AFROTC)

**COLUMN D DISPOSITION:**
Destroy after 3 years or when no longer needed, whichever is sooner.

### NOTES

**14** Rules apply to those copies not required by other directives to be filed in the military personnel records groups (See AFI 47-101).

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 10 - 14 R 08.00

**TITLE:** Professional Officer Course (POC) Cadets and Financial Assistance Program Cadets  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 11 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at unit of assignment

**COLUMN D DISPOSITION:**
Destroy 1 year after acceptance of commission.

### NOTES

**14** Rules apply to those copies not required by other directives to be filed in the military personnel records groups (See AFI 47-101).

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 10 - 14 R 09.00

**TITLE:** Records of AFROTC Cadets Not Commissioned as Second Lieutenants  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 11 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

### NOTES

**14** Rules apply to those copies not required by other directives to be filed in the military personnel records groups (See AFI 47-101).
COLUMN B CONSISTING OF:
records of AFROTC Cadets not commissioned as Second Lieutenants

COLUMN C WHICH ARE:
not required for institutional purposes, which comprise the field file, cadet record, and similar records

COLUMN D DISPOSITION:
Destroy after 1 year after disenrollment.

NOTES
14 Rules apply to those copies not required by other directives to be filed in the military personnel records groups (See AFI 47-101).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 14 R 10.00
TITLE: Disenrollment From Officer Candidate-Type Training
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
disenrollment from officer candidate-type training

COLUMN C WHICH ARE:
at HQ AFROTC

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES
14 Rules apply to those copies not required by other directives to be filed in the military personnel records groups (See AFI 47-101).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 14 R 11.00
TITLE: Overgrades/ Undergrades
AUTHORITY: N1-AFU-92-10

COLUMN B CONSISTING OF:
authorization letters

COLUMN C WHICH ARE:
at military personnel offices

COLUMN D DISPOSITION:
Review every 2 years, then destroy those authorization letters which are no longer applicable, or reapply for a waiver.

NOTES
14 Rules apply to those copies not required by other directives to be filed in the military personnel records groups (See AFI 47-101).
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 10 - 14 R 12.00**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Overtages (excluding medical officers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED:</td>
<td>11 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

overages

**COLUMN C WHICH ARE:**

excluding medical officers

**COLUMN D DISPOSITION:**

Review every 2 years, then destroy those authorization letters which are no longer applicable, or reapply for a waiver.

---

**TABLE & RULE: T 10 - 14 R 13.00**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Cadet Personnel Action Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED:</td>
<td>11 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

AFROTC Form 22, Cadet Personnel Action Request [a2] and related correspondence (excluding medical offices)

**COLUMN C WHICH ARE:**

at HQ AFROTC

**COLUMN D DISPOSITION:**

Destroy completed requests 30 days after close of fiscal year of applicant's/cadet's date of commission.

---

**TABLE & RULE: T 10 - 14 R 13.01**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Cadet Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED:</td>
<td>11 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
original copies of student performance reports used to evaluate cadet performance at field training

COLUMN C WHICH ARE:
at AFROTC

COLUMN D DISPOSITION:
Destroy 1 year after completion of field training.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 10 - 15: OPERATIONS - RESERVE FORCES TRAINING

TABLE & RULE: T 10 - 15 R 01.00
TITLE: Establishment of Senior and Junior AFROTC
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 11 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at HQ USAF and HQ AU

COLUMN D DISPOSITION:
Destroy 2 years after inactivation of AFROTC detachment.

NOTES
17 Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 15 R 02.00
TITLE: Establishment of Senior and Junior AFROTC at HQ AFROTC
AUTHORITY: NC-174-224

DATE MODIFIED: 11 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
the establishment of Senior and Junior AFROTC

COLUMN C WHICH ARE:
at HQ AFROTC

COLUMN D DISPOSITION:
Hold at HQ AFROTC 10 years after inactivation of detachment, then retire as permanent.

NOTES
10 Transfer to the National Archives 10 years after inactivation of the AFROTC detachment.
### Notes

17  Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 10 - 15 R 03.00

<table>
<thead>
<tr>
<th>TITLE: Establishment of Senior and Junior AFROTC at AFROTC Detachment.</th>
<th>DATE MODIFIED: 11 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**Column B Consisting of:**
the establishment of Senior and Junior AFROTC

**Column C Which Are:**
at AFROTC Detachment

**Column D Disposition:**
Destroy on inactivation of detachment.

### Notes

17  Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF.

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 10 - 15 R 04.00

<table>
<thead>
<tr>
<th>TITLE: Armed Forces of the United States Report of Transfer or Discharge</th>
<th>DATE MODIFIED: 11 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**Column B Consisting of:**
Armed Forces of the United States Report

**Column C Which Are:**
transferred or discharged

**Column D Disposition:**
Destroy 3 months after date of separation.

### Notes

17  Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF.

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 10 - 15 R 05.00


AUTHORITY: N/A

DATE MODIFIED: 31 / Jul / 2008
FROZEN RECORD: No
DATE MODIFIED: 31 / Jul / 2008
DATE APPROVED:

COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:

NOTES
17 Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 15 R 06.00

TITLE: Inactive Duty Training Originals or AFROTC Enrollment Data, Program Status and Scholarship Selection Analysis

AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 12 / Jun / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
inactive duty training originals; AFROTC Enrollment Data, AFROTC Program Status Report, AFROTC Scholarship Selection Analysis

COLUMN C WHICH ARE:
authorization for inactive duty training, authorization for individual inactive duty training (for nonpay status only; for pay status authorization see Table 65-25); at HQ AFROTC, HQ Air Education and Training Command (HQ AETC), or HQ USAF

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES
17 Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 15 R 07.00

TITLE: Inactive Duty Training Duplicates

AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 11 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
COLUMN B CONSISTING OF:
inactive duty training

COLUMN C WHICH ARE:
duplicates

COLUMN D DISPOSITION:
Destroy after training has been posted to reservist's AFR personnel record for retention, promotion, and retirement.

NOTES
17 Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 15 R 08.00
TITLE: Extension Course Institute (ECI) Training Originals
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
certificate of completion

COLUMN C WHICH ARE:
issued on completion of a volume of a course

COLUMN D DISPOSITION:
Give to individual reservists.

NOTES
17 Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 15 R 09.00
TITLE: Extension Course Institute (ECI) Training Duplicates
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Extension Course Institute (ECI) training

COLUMN C WHICH ARE:
duplicate

COLUMN D DISPOSITION:
Hold in reservist's field record group file until 6 months after date reservist receives his or her certificate of completion, then destroy.

NOTES
17 Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 10 - 15 R 10.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Certificate of Completion Issued on Completion of a Course Originals</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

certificate of completion

**COLUMN C WHICH ARE:**

issued in completion of course originals

**COLUMN D DISPOSITION:**

Give to individual reservists.

**NOTES**

17  Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 10 - 15 R 11.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Certificate of Completion Issued on Completion of a Course Duplicates</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

certificate of completion

**COLUMN C WHICH ARE:**

issued in completion of course duplicates

**COLUMN D DISPOSITION:**

Hold in reservist's field record group file until it is outdated, then destroy.

**NOTES**

17  Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 10 - 15 R 12.00

**TITLE:** Authenticated Reports of Flying Time and Active Duty Reports

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>authenticated reports and reports of active duty time served</td>
<td>07 / Dec / 2007</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>of flying time or active duty served</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold until closing of reservist's AFR personnel record for retention, promotion, and or retirement, then destroy.</td>
</tr>
</tbody>
</table>

**NOTES**

1. Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF.

2. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

3. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

4. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 10 - 15 R 13.00

**TITLE:** Cadet Evaluation

**AUTHORITY:** N1-AFU-92-13

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>original copies of student performance reports used to evaluate cadet performance at field training</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at AFROTC detachments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 1 year after acceptance of commission.</td>
</tr>
</tbody>
</table>

**NOTES**

1. Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF.

2. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

3. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

4. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 10 - 15 R 13.01

**TITLE:** Cadet Evaluation or Applications for AFROTC College Scholarship Program

**AUTHORITY:** N1-AFU-92-13

<table>
<thead>
<tr>
<th>DATE CREATED:</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 / Aug / 2003</td>
<td>12 / Jun / 2006</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**NOTES**

1. Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF.

2. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

3. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

4. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at HQ AFROTC

COLUMN D DISPOSITION:
destroy after 1 year or when no longer needed, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 15 R 14.00
TITLE: DELETED - (12 Jun 06) -- Incorporated into Rule 6
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 21 / Jun / 2006
FROZEN RECORD: No
DATE RESCINDED: 12 / Jun / 2006
DATE APPROVED: 

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: AFROTC Enrollment Data, Program Status and Scholarship Selection Analysis
AFROTC Enrollment Data, AFROTC Program Status Report, AFROTC Scholarship Selection Analysis

COLUMN C WHICH ARE:
at HQ AFROTC, HQ Air Education and Training Command (HQ AETC), or HQ USAF

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES

17 Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 15 R 15.00
TITLE: Unit Training Assembly Participation
AUTHORITY: N1-AFU-88-25
DATE MODIFIED: 01 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at military personnel flight (MPF) or unit

COLUMN D DISPOSITION:
retain for a minimum of 2 years from the end of the CY and/or FY in which the record was initiated.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
NOTES

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 15 R 16.00
TITLE: Applications for AFROTC College Scholarship Program
DATE MODIFIED: 21 / Jun / 2006
FROZEN RECORD: No
DATE RESCINDED: 12 / Jun / 2006
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Applications for AFROTC College Scholarship Program
records reflecting eligibility, suitability, physical and mental qualifications, status of application, selection, nonselection, interview board results, acceptance, declinations or disqualification, and related records reflecting actions taken by examining and selecting activity

COLUMN C WHICH ARE:
at HQ AFROTC

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 15 R 17.00
TITLE: Applications for Airmen Scholarship and Commissioning Program (ASCP)
DATE MODIFIED: 11 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
applications

COLUMN C WHICH ARE:
for Airmen Scholarship and Commissioning Program (ASCP)

COLUMN D DISPOSITION:
Destroy upon graduation or disenrollment, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 15 R 18.00
TITLE: AFROTC Scholarship Program
DATE MODIFIED: 12 / Jun / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 15 R 19.00
TITLE: Weight Professional Officer Course Selection System (WPSS)
AUTHORITY: N1-AFU-92-13

COLUMN B CONSISTING OF:
WPSS roster

COLUMN C WHICH ARE:
at HQ AFROTC/ RRUC

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 15 R 20.00
TITLE: Weight Professional Officer Course Selection System (WPSS) at Unit Level
AUTHORITY: N1-AFU-92-13

COLUMN B CONSISTING OF:
weight professional officer course selection system (WPSS)

COLUMN C WHICH ARE:
at unit level

COLUMN D DISPOSITION:
Destroy year end roster after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### T 10 - 15: RECORDS AND DOCUMENTS

**COLUMN B CONSISTING OF:**
- applications for AFJROTC instructor duty

**COLUMN C WHICH ARE:**
- at HQ AFROTC

**COLUMN D DISPOSITION:**
- Destroy 30 days after withdrawal or termination of eligibility.

**NOTES**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 10 - 16: OPERATIONS - STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS)

**COLUMN B CONSISTING OF:**
- SORTS designed operational capability (DOC) Statement

**COLUMN C WHICH ARE:**
- at HQ USAF; at MAJCOM, FOA, and DRU; wing SORTS office; and reporting unit

**COLUMN D DISPOSITION:**
- Destroy when changed or rescinded.

**NOTES**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:
SORTS worksheets, Unit Identification Code Reviews, Easy Reads, and reports

COLUMNS C WHICH ARE:
at wing SORTS office and reporting unit; at MAJCOM, FOA, and DRU; wing SORTS office; and reporting unit (when requesting)

COLUMNS D DISPOSITION:
Destroy after 30 days.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 16 R 03.00
TITLE: DELETED - (12 Jun 06) -- Incorporated into Rule 2
DATE MODIFIED: 21 / Jun / 2006
FROZEN RECORD: No
DATE RESCINDED: 12 / Jun / 2006
DATE APPROVED:

AUTHORITY: N1-AFU-99-04

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: SORTS Unit Identification Code (UIC) Reviews, Easy Reads, and Reports

SORTS Unit Identification Code (UIC) Reviews, Easy Reads and Reports

COLUMNS C WHICH ARE:
at MAJCOM, FOA, and DRU; wing SORTS office; and reporting unit (when requested)

COLUMNS D DISPOSITION:
destroy after 30 days.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 10 - 16 R 04.00
TITLE: SORTS Appointment Letter and Training Certificate
DATE MODIFIED: 11 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

AUTHORITY: N1-AFU-99-04

COLUMN B CONSISTING OF:
SORTS Appointment Letter and Training Certificate

COLUMNS C WHICH ARE:
at wing SORTS office and reporting unit

COLUMNS D DISPOSITION:
destroy when rescinded or superseded.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
### NOTES

no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 10 - 16 R 05.00

<table>
<thead>
<tr>
<th>Title: SORTS Working Disks</th>
<th>Date Modified: 11 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: N1-AFU-99-04</td>
<td>Frozen Record: No</td>
</tr>
<tr>
<td>Current: Yes</td>
<td>Date Approved:</td>
</tr>
</tbody>
</table>

#### COLUMN B CONSISTING OF:
SORTS working disks

#### COLUMN C WHICH ARE:
at wing SORTS office and reporting unit

#### COLUMN D DISPOSITION:
destroy after 30 days or when no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 10 - 16 R 06.00

<table>
<thead>
<tr>
<th>Title: SORTS Electronic Input Records</th>
<th>Date Modified: 11 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: N1-AFU-99-04</td>
<td>Frozen Record: No</td>
</tr>
<tr>
<td>Current: Yes</td>
<td>Date Approved:</td>
</tr>
</tbody>
</table>

#### COLUMN B CONSISTING OF:
SORTS electronic input records

#### COLUMN C WHICH ARE:
word processing, form filler software

#### COLUMN D DISPOSITION:
Delete when record copy is printed and filed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 10 - 16 R 08.00

<table>
<thead>
<tr>
<th>Title: Deleted</th>
<th>Frozen Record: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: N/A</td>
<td>Date Rescinded: 25 / Jul / 2003</td>
</tr>
<tr>
<td>Date Approved:</td>
<td></td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:

| TABLE & RULE: T 10 - 18 R 01.00 | DATE CREATED: 24 / Jan / 2018 |
| TITLE: NEADS 9/11/2001 Records of Historical Value | DATE MODIFIED: 24 / Jan / 2018 |
| AUTHORITY: DAA-AFU-2017-0004 | FROZEN RECORD: No |
| | CURRENT: Yes |
| | DATE APPROVED: 03 / Jan / 2018 |

T 10 - 18: OPERATIONS - NORTHEAST AIR DEFENSE SECTOR (NEADS)

COLUMN B CONSISTING OF:
Records in the Northeast Air Defense Sector (NEADS) 9/11/2001 collection relating to significant NEADS operations, procedures, and policies in regard to the terrorist attacks against the United States on September 11, 2001, and the aftermath of the attacks, including under Operation Noble Eagle (ONE). Most of the records date from September 2001 through December 2001. Textual records exist in both paper and electronic format and in such record types as email messages, power point briefings, reports, and correspondence.

COLUMN C WHICH ARE:
Records include: Power point briefings including twice-daily Battle Staff Coordinator (BSC) briefings during ONE in the several months after 9/11/2001. The BSC briefings were given at shift changes in the NEADS Sector Operations Control Center (SOCC) to summarize the activities of the shift just ending. Daily reports and other information regarding domestic air defense in the several months after the 9/11/2001 terrorist attacks, Sortie counts under Operation Noble Eagle (ONE), Intelligence updates for several months after 9/11/2001, Records relating to antihijacking exercises conducted before 9/11/2001, Transcript of 9/11/2001 NEADS voice recordings, Timeline of 9/11/2001 events, Communications between NEADS and the National Commission on Terrorist Attacks Upon the United States ("9/11 Commission"), and Inventories of the records, including an inventory of copies sent to the 9/11 Commission. Also included are audiovisual records, such as Digital Audio Tapes (DATs) recording the voices (conversations) of NEADS staff in the SOCC on roughly September 3 - 12, 2001, including the conversations on September 11 relating to the events of that day.

COLUMN D DISPOSITION:
Permanent. Transfer paper and electronic textual records when the latest records are 15 years old, after declassification review. Transfer audiovisual records within one year after approval of this schedule, and, prior to transfer, Air Force will perform declassification review to the extent feasible.

| TABLE & RULE: T 10 - 18 R 02.00 | DATE CREATED: 24 / Jan / 2018 |
| TITLE: NEADS 9/11/2001 Records Lacking in Historical Value | FROZEN RECORD: No |
| AUTHORITY: DAA-AFU-2017-0004 | CURRENT: Yes |
| | DATE APPROVED: 03 / Jan / 2018 |

COLUMN B CONSISTING OF:
Records in the NEADS 9/11/2001 collection that lack historical value.

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Destroy upon approval of this schedule.
### TABLE & RULE: T 11 - 01 R 01.00

**TITLE:** Flight Inspection Records; Reports of Original Commissioning; Oscillograph Recordings Made During Commissioning Inspections  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 12 / Jun / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
reports of original commissioning; other reports pertinent to facility modification; reports containing restrictions; data sheets; and related documentation; oscillograph recordings made during commissioning inspections

**COLUMN C WHICH ARE:**  
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

**COLUMN D DISPOSITION:**  
Destroy 3 months after a commissioned facility is decommissioned.

#### NOTES

19. Refile and dispose of oscillograph recordings related to reports containing restrictions under Rule 7 after the restrictions are removed.

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 11 - 01 R 01.01

**TITLE:** Flight Inspection Data Sheets and Reports  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 12 / Jun / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
flight inspection and reports

**COLUMN C WHICH ARE:**  
data sheets; at HQ AFFSA [a3]Flight Inspection Central Operations (FICO)

**COLUMN D DISPOSITION:**  
Destroy when superseded or obsolete.

#### NOTES

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 11 - 01 R 02.00

**TITLE:** Flight Inspection - All Reports, Data Sheets, Related Records, and Flight Inspection Records - Other Reports  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 12 / Jun / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:  
flight inspection records; all flight inspection reports, data sheets and related records

COLUMN C WHICH ARE:  
related records not covered by Rule 1; at the facility checking activity

COLUMN D DISPOSITION:  
Destroy after 2 years, or 3 months after decommissioned facility, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 11 - 01 R 03.00
TITLE: DELETED - (12 Jun 06) -- Incorporated into Rule 1.01  
DATE MODIFIED: 21 / Jun / 2006
FROZEN RECORD: No
DATE RESCINDED: 12 / Jun / 2006
DATE APPROVED:

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:  
PREVIOUSLY TITLED: Flight Inspection Reports

flight inspection reports

COLUMN C WHICH ARE:  
at HQ AFFSA [a3] Flight Inspection Central Operations(FICO)

COLUMN D DISPOSITION:  
Destroy when superseded or obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 11 - 01 R 04.00
TITLE: DELETED - (12 Jun 06) -- Incorporated into Rule 2  
DATE MODIFIED: 21 / Jun / 2006
FROZEN RECORD: No
DATE RESCINDED: 12 / Jun / 2006
DATE APPROVED:

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:  
Flight Inspection - All Reports, Data Sheets, and Related Records

all flight inspection reports, data sheets and related records

COLUMN C WHICH ARE:  
at the facility checking activity

COLUMN D DISPOSITION:  
Destroy after 2 years or 3 months after decommissioning of a commissioned facility, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 11 - 01 R 04.01**

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**AUTHORITY: N1-AFU-90-03**

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Reports of Original Commissioning

reports of original commissioning

**COLUMN C WHICH ARE:**

other reports pertinent to facility modification, and reports containing restrictions which have not been removed

**COLUMN D DISPOSITION:**

Destroy 3 months after the facility is decommissioned.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**TABLE & RULE: T 11 - 01 R 05.00**

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<th>DATE APPROVED:</th>
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<tr>
<td>Flight Inspection at all Activities Not Covered in Rules 1, 2, 3, or 4 Above</td>
<td>11 / May / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
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</table>

**AUTHORITY: N1-AFU-90-03**

**COLUMN B CONSISTING OF:**

flight inspection at all activities

**COLUMN C WHICH ARE:**

not covered in Rules 1, 2, 3 or 4

**COLUMN D DISPOSITION:**

Destroy after 1 year.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 11 - 01 R 06.00**

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<th>DATE APPROVED:</th>
</tr>
</thead>
</table>

**AUTHORITY: N1-AFU-90-03**

**COLUMN C WHICH ARE:**

other reports pertinent to facility modification, and reports containing restrictions which have not been removed

**COLUMN D DISPOSITION:**

Destroy 3 months after the facility is decommissioned.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
osillograph recordings made during commissioning inspections
resulting from modification of a facility; and related to reports containing restrictions

Destroy 3 months after a commissioned facility is decommissioned.

NOTES
19 Refile and dispose of oscillograph recordings related to reports containing restrictions under Rule 7 after the restrictions are removed.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 11 - 01 R 07.00
TITLE: Flight Inspection Recordings Not Covered by Rule 6
AUTHORITY: N1-AFU-90-03

 COLUMN B CONSISTING OF:
flight inspection recordings
 COLUMN C WHICH ARE:
not covered by Rule 6
 COLUMN D DISPOSITION:
Destroy 1 year after completion of related tests and evaluations; or 3 months after a commissioned facility is decommissioned, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 11 - 01 R 08.00
TITLE: Flight Inspection Checklists, Reports of Finding
AUTHORITY: N1-AFU-90-03

 COLUMN B CONSISTING OF:
flight inspection checklists, reports of findings
 COLUMN C WHICH ARE:
records pertaining to periodic inspection of airfield facilities
 COLUMN D DISPOSITION:
Destroy after 3 months, or after discrepancies are corrected, whichever is later.

NOTES
19 File copy of airfield facility inspection checklist if applicable in mishap reporting records (Table 91-5) if mishap/accident occurs before airfield facility discrepancy is corrected.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 11 - 01 R 09.00**
**TITLE:** H-1 Helicopter Crewmember Flight Evaluations
**AUTHORITY:** N1-AFU-03-20
**DATE CREATED:** 02 / Apr / 2004
**DATE MODIFIED:** 11 / May / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
kept in the Flight Evaluation Folder until completion of the AF Form 8

**COLUMN D DISPOSITION:**
destroy when no longer needed, i.e. upon completion of AF Form 8.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 11 - 01 R 10.00**
**TITLE:** DELETED
**AUTHORITY:** N/A

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

**TABLE & RULE: T 11 - 01 R 14.00**
**TITLE:** DELETED
**AUTHORITY:** N/A

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
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<td>TITLE: Aircraft Distribution and Assignment Control</td>
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<tr>
<td>DATE MODIFIED: 11 / May / 2005</td>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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Table & Rule: T 11 - 02 R 05.00
Title: Aircraft/Missile Allocations
Authority: N1-AFU-90-03

Column B Consisting Of:
Aircraft/Missile Allocations

Column C Which Are:
schedules of current and 6-month projected tactical aircraft/missile allocations

Column D Disposition:
Destroy when superseded or obsolete.

Notes
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Table & Rule: T 11 - 02 R 06.00
Title: Aircraft Mission History at MAJCOMs
Authority: N1-AFU-90-03

Column B Consisting Of:
reports of aircraft utilization

Column C Which Are:
also known throughout the Air Force as aircraft standard utilization (UTE)

Column D Disposition:
Destroy after 2 years.

Notes
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Table & Rule: T 11 - 02 R 07.00
Title: Aircraft Mission History at Preparing and Intermediate Activities
Authority: N1-AFU-90-03

Column B Consisting Of:

Column C Which Are:

Column D Disposition:
Destroy after 1 year.

Notes
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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TABLE & RULE: T 11 - 02 R 08.00

<table>
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<tr>
<th>TITLE: Purchase of Aviation Fuel and Oil</th>
<th>DATE MODIFIED:</th>
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<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
USAF invoices covering purchases

**COLUMN C WHICH ARE:**
from domestic commercial firms, government activities other than USAF, or foreign government sources

**COLUMN D DISPOSITION:**
Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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TABLE & RULE: T 11 - 02 R 09.00

<table>
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<tr>
<th>TITLE: Local Engineering and Operations Records Pertaining to Discrepancies</th>
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**COLUMN B CONSISTING OF:**
preflight reports, schedules for engineering, and records

**COLUMN C WHICH ARE:**
relative to aircraft in operation

**COLUMN D DISPOSITION:**
destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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TABLE & RULE: T 11 - 02 R 10.00

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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
### TABLE & RULE: T 11 - 03 R 01.00

**TITLE:** Aircrew Life Support and Chemical Defense Equipment  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 11 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**  
inspection records  

**COLUMN C WHICH ARE:**  
at aircrew life support functions  

**COLUMN D DISPOSITION:**  
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.  

**NOTES**  
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 11 - 03 R 02.00

**TITLE:** Aircrew Life Support and Chemical Defense Equipment Individual Custody Receipts  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 11 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**  
aircrew life support and chemical defense equipment  

**COLUMN C WHICH ARE:**  
individual custody receipts  

**COLUMN D DISPOSITION:**  
Destroy on turn-in of equipment.  

**NOTES**  
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
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### TABLE & RULE: T 11 - 03 R 03.00

**TITLE:** Operational Directives, Lesson Plans, Training Records, Training Aids, and Maintenance Instructions  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 11 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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<th>T 11 - 04: FLYING OPERATIONS - (RESERVED)</th>
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| **COLUMN B CONSISTING OF:**              |
| **COLUMN C WHICH ARE:**                  |
| **COLUMN D DISPOSITION:**                |
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| **01 / Jan / 1900**                      |

| **TABLE & RULE:** T 11 - 04 R 01.00       |
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| **DATE RESCINDED:** 01 / Jan / 1900      |
| **DATE APPROVED:**                       |

| **COLUMN B CONSISTING OF:**              |
| **COLUMN C WHICH ARE:**                  |
| **COLUMN D DISPOSITION:**                |
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| **01 / Jan / 1900**                      |

| **TABLE & RULE:** T 11 - 04 R 02.00       |
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| **AUTHORITY:** N/A                       |
| **FROZEN RECORD:** No                   |
| **DATE RESCINDED:** 01 / Jan / 1900      |
| **DATE APPROVED:**                       |
### T 11 - 04: FROZEN RECORD

**TABLE & RULE:** T 11 - 04 R 03.00  
**TITLE:** DELETED  
**AUTHORITY:** N/A  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 01 / Jan / 1900  
**DATE APPROVED:**

### T 11 - 05: FLYING OPERATIONS - COMMAND AND CONTROL

**TABLE & RULE:** T 11 - 05 R 01.00  
**TITLE:** Notices to Airmen (NOTAM)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 11 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 11 - 05 R 02.00  
**TITLE:** Notices to Airmen (NOTAM) Other Than Master Copies  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 11 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notices to Airmen (NOTAM)</td>
<td>10 / Oct / 2007</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>other than master copies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Destroy when information is superseded by another NOTAM or by later summaries or is otherwise terminated.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 11 - 05 R 03.00

<table>
<thead>
<tr>
<th>TITLE: Aircraft Accidents/Incidents, Operational Hazards, and/or Alleged Violations Notices to Airmen (NOTAM)</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT:</td>
<td>11 / May / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

#### COLUMN B CONSISTING OF:

aircraft accidents/incidents, operational hazards and/or alleged violations

#### COLUMN C WHICH ARE:

Notices to Airmen (NOTAM)

#### COLUMN D DISPOSITION:

Destroy after 6 months, or upon completion of investigation, whichever is later.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 11 - 05 R 04.00

<table>
<thead>
<tr>
<th>TITLE: DD Form 2349, NOTAM Control Log, or Automated Weather Distribution System (AWDS)-Generated Control Log</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT:</td>
<td>11 / May / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

#### COLUMN B CONSISTING OF:

DD Form 2349, NOTAM Control Log, or Automated Weather Distribution System (AWDS)

#### COLUMN C WHICH ARE:

generated control logs

#### COLUMN D DISPOSITION:

Destroy 15 days after expiration or cancellation of recorded NOTAMs.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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<tr>
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<tbody>
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<td>TITLE: DELETED</td>
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<tr>
<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE RESCINDED: 01 / Jan / 1900</td>
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<tr>
<td>DATE APPROVED:</td>
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<tr>
<td>AUTHORITY: N/A</td>
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<tr>
<td>COLUMN B CONSISTING OF:</td>
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<tr>
<td>COLUMN C WHICH ARE:</td>
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<tr>
<td>COLUMN D DISPOSITION:</td>
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<table>
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<th>TABLE &amp; RULE: T 11 - 11 R 04.00</th>
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<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE RESCINDED: 01 / Jan / 1900</td>
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<tr>
<td>DATE APPROVED:</td>
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<tr>
<td>AUTHORITY: N/A</td>
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<tr>
<td>COLUMN B CONSISTING OF:</td>
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<tr>
<td>COLUMN C WHICH ARE:</td>
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<tr>
<td>COLUMN D DISPOSITION:</td>
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<table>
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<td>TITLE: DELETED</td>
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<tr>
<td>DATE MODIFIED: 03 / Jul / 2008</td>
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<td>DATE APPROVED:</td>
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<td>COLUMN B CONSISTING OF:</td>
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<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>TABLE &amp; RULE: T 13 - 01 R 01.00</td>
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<tr>
<td>-----------------------------</td>
</tr>
<tr>
<td>TITLE: Vehicle Flight Line Authorization, Registration Identification Label on Vehicles</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>at issuing authority, or on vehicles</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>Destroy when superseded, obsolete, or no longer needed.</td>
</tr>
<tr>
<td>NOTES</td>
</tr>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
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<tr>
<td>21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
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<th>TABLE &amp; RULE: T 13 - 01 R 02.00</th>
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<tr>
<td>TITLE: DELETED - (13 Jun 06) -- Incorporated into Rule 1</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
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<tr>
<td>COLUMN B CONSISTING OF:</td>
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<tr>
<td>PREVIOUSLY TITLED: Registration Identification Label on Vehicles</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>registration identification labels</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>Destroy when superseded, obsolete, or no longer needed.</td>
</tr>
<tr>
<td>NOTES</td>
</tr>
<tr>
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<tr>
<td>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
</tbody>
</table>
### T 13 - 02: SPACE, MISSILE, COMMAND AND CONTROL - AIRDROP INSPECTION RECORDS/MALFUNCTION AND ACTIVITY REPORTS

**TABLE & RULE:** T 13 - 02 R 01.00  
**TITLE:** Airdrop Inspections
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 12 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**COLUMN B CONSISTING OF:**  
joint airdrop inspection record (platforms, Low-Altitude Parachute Extraction System [LAPES] and containers)

**COLUMN C WHICH ARE:**  
not part of the records of an accident/incident investigation

**COLUMN D DISPOSITION:**  
Destroy after 1 month.

---

**TABLE & RULE:** T 13 - 02 R 02.00  
**TITLE:** Airdrop Activity Reporting
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 12 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**COLUMN B CONSISTING OF:**  
airdrop activity reporting

**COLUMN C WHICH ARE:**  
joint monthly airdrop summary report

**COLUMN D DISPOSITION:**  
Destroy after 1 year.

---

**TABLE & RULE:** T 13 - 02 R 03.00  
**TITLE:** Airdrop Malfunction Investigations
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 12 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
airdrop malfunction report, monthly airdrop summary report, joint airdrop inspection record (platforms, LAPES and containers)

COLUMN C WHICH ARE:
part of the records of an accident/ incident investigation

COLUMN D DISPOSITION:
Destroy after 2 years, or on inactivation of the activity, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 13 - 03: SPACE, MISSILE, COMMAND AND CONTROL - RADAR BOMB SCORING (RBS) RECORDS

TABLE & RULE: T 13 - 03 R 01.00
TITLE: RBS Ground Directed Bombing (GDB), and Electronic Countermeasures (ECM) Sites at OPRs
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 25 / Mar / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
textual records pertaining to planning, establishment, development, and operation of RBS/GDB/ECM sites

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Destroy 10 years after inactivation of site.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 03 R 02.00
TITLE: RBS Ground Directed Bombing (GDB), and Electronic Countermeasures (ECM) Sites at Other Offices
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 25 / Mar / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:
at MAJCOMs, NAFs, and monitoring offices

COLUMN D DISPOSITION:
Destroy on inactivation of site or when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 13 - 03 R 03.00</th>
<th>DATE MODIFIED: 25 / Aug / 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Low-Level Training Routes at OPRs</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE RESCINDED: 25 / Aug / 2008</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- textual records

**COLUMN C WHICH ARE:**
- associated with the planning, establishment, impact, operation, justification, and related data

**COLUMN D DISPOSITION:**
- Destroy 10 years after closure of route.

NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 13 - 03 R 04.00</th>
<th>DATE MODIFIED: 12 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Low-Level Training Routes at MAJCOMs, NAFs, and Monitoring Offices</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- low-level training routes

**COLUMN C WHICH ARE:**
- at MAJCOMs, NAFs and monitoring offices

**COLUMN D DISPOSITION:**
- Destroy on closure of route or when no longer needed.

NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 13 - 03 R 05.00</th>
<th>DATE MODIFIED: 13 / Jun / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Olive Branch (cruising altitude) Route Analysis, RBS Analyses/Summaries at OPRs</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
Olive Branch Route Analysis, or results of RBS scored evaluations, air-to-ground missile (AGM), bombing and ECM training activities

COLUMN C WHICH ARE:
basic data on route, description, evaluation potential, and results of low-level evaluation, or conducted against RBS sites

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 13 - 03 R 06.00
TITLE: RBS Activity Records at MAJCOMs and Below, ECM Activity Special ECM Activity
Records (printouts)

AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 13 / Jun / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
RBS Activity Records at MAJCOMs and below, or ECM activity

COLUMN C WHICH ARE:
forms, memoranda, reports, plotting papers, communication logs, RBS data creation records (printouts), abort reports, and operational logs, or special ECM activity records (printouts)

COLUMN D DISPOSITION:
Destroy after 3 months or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 13 - 03 R 07.00
TITLE: RBS Activity Records Related to RBS-Scored Activity

AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 12 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
RBS activity records

COLUMN C WHICH ARE:
related to RBS-scored activity

COLUMN D DISPOSITION:
Destroy after 1 year or after applicable unit's subsequent evaluation, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 13 - 03 R 08.00

**Title:** ECM Activity  
**Authority:** N1-AFU-90-03

**Date Modified:** 12 / May / 2005  
**Frozen Record:** No  
**Current:** Yes  

#### Notes

**Column B Consisting Of:**

- Data creation records (printouts)

**Column C Which Are:**

- At MAJCOMs and below

**Column D Disposition:**

Destroy after 6 months.

---

### Table & Rule: T 13 - 03 R 09.00

**Title:** Deleted - (13 Jun 06) -- Incorporated into Rule 6  
**Authority:** N1-AFU-90-03

**Date Modified:** 21 / Jun / 2006  
**Frozen Record:** No  
**Date Rescinded:** 13 / Jun / 2006  

#### Notes

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### Table & Rule: T 13 - 03 R 10.00

**Title:** ECM Activity Brush Graphs, Printer Tapes, and Plotting Papers  
**Authority:** N1-AFU-90-03

**Date Modified:** 12 / May / 2005  
**Frozen Record:** No  
**Current:** Yes  

---
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
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<tr>
<td>TITLE: DELETED - (13 Jun 06) – Incorporated into Rule 5</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
RBS Analyses/ Summaries at OPRs

results of RBS scored evaluations, air-to-ground missile (AGM), bombing and ECM training activities

**COLUMN C WHICH ARE:**
conducted against RBS sites

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<th>DATE MODIFIED: 12 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: RBS Analyses/ Summaries at Other Organizations</td>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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<tr>
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</table>

**COLUMN B CONSISTING OF:**
RBS Analyses/Summaries

**COLUMN C WHICH ARE:**
at other organizations

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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<tr>
<td>TITLE: Operational/Admin Airspace Management in Domestic/Foreign Environments, Airspace Flight Routes/Areas, and Working Projects</td>
</tr>
<tr>
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<td>FROZEN RECORD: No</td>
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Letters, messages, correspondence, memorandums, and forms governing operational/administrative directions and guidance effecting both domestic and foreign airspace usage; data pertaining to international and domestic flight route/track systems; aerial refueling routes; tracks, and areas; and special military/civil low-altitude training routes, visual flight condition routes, and all weather low-altitude routes; airspace working projects

at HQ USAF, MAJCOMs, and foreign national operational staff offices; at preparing, controlling, or monitoring agencies; correspondence and data on special instrument flight rules (IFR)/visual flight rules (VFR) military/civil operations, supersonic flights mid-air collision avoidance, wake turbulence criteria, and flight record attempts

Destroy when superseded, obsolete, or no longer needed.

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<table>
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<td>FROZEN RECORD:</td>
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PREVIOUSLY TITLED: Airspace Flight Routes and Flight Areas

data pertaining to international and domestic flight route/track systems; aerial refueling routes, tracks, and areas; and special military/civil low-altitude training routes, visual flight condition routes, and all weather low-altitude routes

at preparing, controlling, or monitoring agencies

Destroy when superseded, obsolete, or no longer needed.
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 04 R 03.00

TITLE: DELETED - (13 Jun 06) -- Incorporated into Rule 1

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

PREVIOUSLY TITLED: Airspace Working Projects

COLUMN C WHICH ARE:

airspace working projects

correspondence and data on special instrument flight rules (IFR)/visual flight rules (VFR) military/civil operations, supersonic flights mid-air collision avoidance, wake turbulence criteria, and flight record attempts

COLUMN D DISPOSITION:

Destroy when superseded, obsolete, or no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 04 R 04.00

TITLE: Airspace Management Agreements, Special Use Airspace, Reserved Airspace

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

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 operation areas, domestic or international control areas, low-altitude tactical navigation use areas; reserved airspace

COLUMN C WHICH ARE:
at preparing, controlling, or monitoring agencies, or correspondence/data/booklets relative operational mission airspace reservations, and altitude reservations

COLUMN D DISPOSITION:

Destroy 2 years after supersession/obsolescence or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 13 - 04 R 05.00
TITLE: DELETED - (13 Jun 06) -- Incorporated into Rule 4
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Special Use Airspace

Correspondence and data pertaining to airspace warning/controlled firing/restricted areas, military operations areas, domestic or international control areas, low-altitude tactical navigation use areas

COLUMN C WHICH ARE:
at preparing, controlling, or monitoring agencies

COLUMN D DISPOSITION:
Destroy 2 years after supersession/obsolescence or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 04 R 06.00
TITLE: DELETED - (13 Jun 06) -- Incorporated into Rule 4
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Reserved Airspace

Reserved airspace

COLUMN C WHICH ARE:
correspondence/data/booklets relative operational mission airspace reservations, and altitude reservations

COLUMN D DISPOSITION:
Destroy 2 years after supersession/obsolescence or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 13 - 05 R 01.00

**TITLE:** Original Tech Reports of Lab Analysis; those Req for Reproduction of Final Data/Historical Baseline, and Tech Memos/Studies  
**AUTHORITY:** N1-AFU-87-12  
**DATE MODIFIED:** 13 / Jun / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
efforts produced in support of the United States 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 memos and studies

**COLUMN C WHICH ARE:**  
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

**COLUMN D DISPOSITION:**  
Retire as permanent.

**NOTES**

6. Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 13 - 05 R 02.00

**TITLE:** Technical Reports/Memos/Studies at Preparing, Controlling, or Monitoring Agencies  
**AUTHORITY:** N1-AFU-87-12  
**DATE MODIFIED:** 13 / Jun / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
technical reports, memos, and studies

**COLUMN C WHICH ARE:**  
at preparing, controlling or monitoring agencies

**COLUMN D DISPOSITION:**  
Destroy when no longer needed.

**NOTES**

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### TABLE & RULE: T 13 - 05 R 03.00

**TITLE:** DELETED - (13 Jun 06) -- Incorporated into Rule 1  
**AUTHORITY:** N1-AFU-87-12  
**DATE MODIFIED:** 21 / Jun / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 13 / Jun / 2006  
**DATE APPROVED:**
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Technical Reports Required for Reproduction of Final Data and for Historical Baseline

support analysis files consisting of original hand calculations, raw data summaries and sheets, correspondence, and associated records

COLUMN C WHICH ARE:

at HQ AFTAC and AEDS laboratories

COLUMN D DISPOSITION:

Retire as permanent.

NOTES

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 13 - 06 R 01.00

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**NOTES**

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

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**NOTES**

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### TABLE & RULE: T 13 - 06 R 02.00

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**NOTES**

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

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
- recordings

COLUMN C WHICH ARE:
- tape, wire or disk recordings

COLUMN D DISPOSITION:
- Destroy after 15 days.

NOTES
19 AFFSA area/independent region may extend this retention time for overseas units to a maximum of 30 days where normal mail delays preclude the proper processing of OHR and incident reports.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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TABLE & RULE: T 13 - 06 R 03.00
TITLE: Note Pads and Flight Progress Strips for Recording Weather Information
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 12 / May / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
- Note pad and flight progress strips

COLUMN C WHICH ARE:
- for recording weather information

COLUMN D DISPOSITION:
- Destroy after 3 months or when information is entered in operations log or is received by teleautograph, teletype, or other weather dissemination system.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 06 R 04.00
TITLE: Administration at Preparing Activities
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
- all airfield related policies and procedures to include Letters of Agreement (LOAs), Memorandums of Understanding (MOUs), Operations Plans (OPLANs), Host Tenant Support and Joint use Agreements.

COLUMN C WHICH ARE:
- at preparing activities and document all policy, procedures and reviews (e.g. Memo for Record)

COLUMN D DISPOSITION:
- Destroy 1 year after superseded or rescinded.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 13 - 06 R 05.00**

**TITLE:** Administration at Monitoring or Reviewing Activities  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
letters of agreement and operations letters

**COLUMN C WHICH ARE:**  
administration at monitoring or reviewing activities

**COLUMN D DISPOSITION:**  
Destroy when superseded or rescinded.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**NOTES**

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 13 - 06 R 05.01**

**TITLE:** Facility Operating Instructions  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
facility operating instructions

**COLUMN C WHICH ARE:**  
at preparing or monitoring activities

**COLUMN D DISPOSITION:**  
Destroy 6 months after superseded or rescinded, or when no longer needed, whichever is sooner.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 13 - 06 R 06.00**

**TITLE:** Air Traffic System (ATS) Analysis Program  
**AUTHORITY:** N1-AFU-90-03

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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<tr>
<td>unit reports and related correspondence</td>
<td>at other than HQ USAF and HQ AFFSA</td>
<td>destroy on receipt of succeeding report or when reported action items are completed, whichever is later.</td>
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</table>

**NOTES**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |

**Electronic systems that replace temporary hard copy records:**

| 21 | Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |

**Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:**

| 21 | Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

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**TABLE & RULE: T 13 - 06 R 07.00**

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<th>COLUMN C WHICH ARE:</th>
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<tr>
<td>unit reports and related correspondence</td>
<td>at other than HQ USAF and HQ AFFSA</td>
<td>destroy after 3 years or when no longer needed, whichever is sooner.</td>
</tr>
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</table>

**NOTES**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |

**Electronic systems that replace temporary hard copy records:**

| 21 | Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |

**Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:**

| 21 | Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

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**TABLE & RULE: T 13 - 06 R 08.00**

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**NOTES**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |

**Electronic systems that replace temporary hard copy records:**

| 21 | Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |

**Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:**

| 21 | Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

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**TABLE & RULE: T 13 - 06 R 09.00**

<table>
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Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 13 - 06 R 10.00

**TITLE:** ATS Analysis Program Analysis Summary Reports  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 12 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**COLUMN B CONSISTING OF:** summary reports

**COLUMN C WHICH ARE:** ATS analysis program and analysis summary reports

**COLUMN D DISPOSITION:** Destroy after 2 years or when no longer needed, whichever is sooner.

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 06 R 10.01

**TITLE:** ATS Analysis Program Analysis Checklists, Operational Evaluation Worksheet  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 13 / Jun / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**COLUMN B CONSISTING OF:** checklists, worksheets

**COLUMN C WHICH ARE:** ATS analysis program analysis checklists, operational evaluations worksheets

**COLUMN D DISPOSITION:** Destroy when related report is prepared.

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMNS B CONSISTING OF:
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 traffic reports (see also Tables 91-4 and 91-5)

COLUMNS C WHICH ARE:
At HQ AFCA; at HQ USAF; at NAF/MAJCOM

COLUMNS D DISPOSITION:
Destroy after 3 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 06 R 12.00
TITLE: ATC Operations at HQ AFFSA and all other activities
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
ATC operations reports containing traffic count data and daily aircraft status

COLUMNS C WHICH ARE:
at HQ AFFSA and all other activities

COLUMNS D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 06 R 12.01
TITLE: DELETED - (13 Jun 06) – Incorporated into Rule 12
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
PREVIOUSLY TITLED: ATC Operations at all Other Activities

COLUMNS C WHICH ARE:
ATC operations at all other activities

COLUMNS D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 13 - 06 R 13.00**

<table>
<thead>
<tr>
<th>TITLE: ATC Quarterly Summary Report at MAJCOMs and Below</th>
<th>DATE MODIFIED: 12 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
ATC quarterly summary report

**COLUMN C WHICH ARE:**
at MAJCOMs and below

**COLUMN D DISPOSITION:**
Destroy after 4 years.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 13 - 06 R 14.00**

<table>
<thead>
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<th>TITLE: DELETED - (13 Jun 06) – Incorporated into Rule 11</th>
<th>DATE MODIFIED: 22 / Jun / 2006</th>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE RESCINDED: 13 / Jun / 2006</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: ATC Quarterly Summary Report at MAJCOMs and Below

ATC quarterly summary report

**COLUMN C WHICH ARE:**
at HQ USAF

**COLUMN D DISPOSITION:**
Destroy after 3 years.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 13 - 06 R 15.00**

<table>
<thead>
<tr>
<th>TITLE: Data That Relates to Hazardous Air Traffic Reports at Unit Level</th>
<th>DATE MODIFIED: 12 / May / 2005</th>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
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</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
data that relates to hazardous air traffic reports (See also Tables 91-4 and 91-5)

COLUMN C WHICH ARE:
at unit level

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 13 - 06 R 16.00
TITLE: DELETED - (13 Jun 06) -- Incorporated into Rule 11
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 22 / Jun / 2006
FROZEN RECORD: No
DATE APPROVED: 

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Data That Relates to Hazardous Air Traffic Reports at NAF/MAJCOM

data that relates to hazardous air traffic reports (see also Tables 91-4 and 91-5)

COLUMN C WHICH ARE:
at NAF/MAJCOM

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 13 - 06 R 17.00
TITLE: Data That Relates to Hazardous Air Traffic Reports at HQ USAF and HQ AFFSA
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 12 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
data that relates to hazardous air traffic reports(see also Tables 91-4 and 91-5)

COLUMN C WHICH ARE:
at HQ USAF and HQ AFFSA

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
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<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N/A</td>
<td>DATE RESCINDED: 11 / Apr / 2006</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

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<td>FROZEN RECORD: No</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

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<td>DATE RESCINDED: 11 / Apr / 2006</td>
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<th>TABLE &amp; RULE: T 13 - 06 R 24.00</th>
<th>DATE MODIFIED: 12 / May / 2005</th>
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<tr>
<td>TITLE: Minutes of Meetings</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 13 - 06 R 25.00**

**TITLE:** Operational Evaluations  
**DATE MODIFIED:** 12 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
operational evaluations

**COLUMN C WHICH ARE:**
individual reports and related papers, NOTAM systems, pilot-to-forecaster service flight evaluations, ATS facility monitor reports, mission records, and other pertinent data

**COLUMN D DISPOSITION:**
Destroy after 1 year.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 13 - 06 R 26.00**

**TITLE:** DELETED - (18 May 06) - Previously (RESERVED)  
**DATE MODIFIED:** 18 / May / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 11 / Apr / 2006  
**AUTHORITY:** N/A

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

**TABLE & RULE: T 13 - 06 R 27.00**

**TITLE:** DELETED - (13 Jun 06) – Incorporated into Rule 10.01  
**DATE MODIFIED:** 22 / Jun / 2006  
**FROZEN RECORD:** No  
**AUTHORITY:** N1-AFU-90-03  
**DATE RESCINDED:** 13 / Jun / 2006  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Operational Evaluations Worksheet

**COLUMN C WHICH ARE:**
worksheets

**COLUMN D DISPOSITION:**
Destroy after related report is prepared.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 13 - 06 R 28.00**

| TITLE: Operational Evaluations Tape Recordings | DATE MODIFIED: | 12 / May / 2005 |
| DATE APPROVED: | FROZEN RECORD: | No |
| CURRENT: | Yes |
| AUTHORITY: N1-AFU-90-03 | |

**COLUMN B CONSISTING OF:**

recordings

**COLUMN C WHICH ARE:**

operational evaluations tape recordings

**COLUMN D DISPOSITION:**

Destroy data after 3 months or when no longer needed, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 13 - 07: SPACE, MISSILE, COMMAND AND CONTROL - CIVIL AVIATION AND MILITARY FLIGHT PLAN RECORDS**

**TABLE & RULE: T 13 - 07 R 01.00**

| TITLE: International Civil Aviation Organization (ICAO) and Interagency Group on International Related Papers | DATE MODIFIED: | 12 / May / 2005 |
| DATE APPROVED: | FROZEN RECORD: | No |
| CURRENT: | Yes |
| AUTHORITY: N1-AFU-84-40 | |

**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

at HQ USAF

**COLUMN D DISPOSITION:**

Retire as permanent.

**NOTES**

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 13 - 07 R 02.00**
**TITLE: ICAO and IGIA Extra, Reference or Copies Requiring No Action**  
**AUTHORITY: N1-AFU-90-03**  
**DATE MODIFIED:** 12 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
extra or reference copies or records

**COLUMN C WHICH ARE:**
requiring no action or comments

**COLUMN D DISPOSITION:**
Destroy after 6 months.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 13 - 07 R 03.00**
**TITLE: Flight Plans**  
**AUTHORITY: N1-AFU-90-03**  
**DATE MODIFIED:** 12 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
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, 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

**COLUMN C WHICH ARE:**
related to aircraft conducting training missions and are not involved in any aircraft accident, incident, or ATC deviation

**COLUMN D DISPOSITION:**
Destroy after 3 months.

**NOTES**
91 See Table 21-8 for disposition of weight and balance data.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 13 - 07 R 04.00**
**TITLE: Flight Plans Aircraft Involved in an Accident, Incident, or ATC Deviation**  
**AUTHORITY: N1-AFU-90-03**  
**DATE MODIFIED:** 12 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
**NOTES**

<table>
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<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>flight plans aircraft</td>
<td>involved in an accident, incident or ATC deviation</td>
<td>Destroy 1 year after appropriate investigation is complete.</td>
</tr>
</tbody>
</table>

91 See Table 21-8 for disposition of weight and balance data.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 13 - 07 R 05.00**

**DATE CREATED:** 01 / Jun / 2005  
**DATE MODIFIED:** 18 / May / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 11 / Apr / 2006  
**DATE APPROVED:**

**AUTHORITY:** N/A

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**TABLE & RULE: T 13 - 07 R 06.00**

**DATE CREATED:** 01 / Jun / 2005  
**DATE MODIFIED:** 18 / May / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 11 / Apr / 2006  
**DATE APPROVED:**

**AUTHORITY:** N/A

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**TABLE & RULE: T 13 - 07 R 07.00**

**DATE MODIFIED:** 12 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**TITLE:** Air Traffic System (ATS) Analysis Program at HQ USAF and HQ AFFSA

**AUTHORITY:** N1-AFU-90-03
column b consisting of:
unit reports and related correspondence

column c which are:
at HQ USAF and HQ AFFSA

column d disposition:
destroy after 3 years or when no longer needed, whichever is sooner.

notes
21 electronic copies created using electronic mail and word processing: destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 electronic systems that replace temporary hard copy records:
destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 13 - 08: SPACE, MISSILE, COMMAND AND CONTROL - FLIGHT OPERATIONS

TABLE & RULE: T 13 - 08 R 01.00
TITLE: Terminal Instrument Procedures (TERPs)
AUTHORITY: N1-AFU-87-34
DATE MODIFIED: 12 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

column b consisting of:
source records of approach and departure procedures, including charts, maps, sketches, photographs, drawings, and related data

column c which are:
from Air Force activities, FAA, and other government agencies

column d disposition:
destroy 3 months after superseding records are incorporated into a flight information publication (FLIP). Send to gaining activity when responsibilities are transferred.

notes
94 see T14-8 for disposition of records maintained at Defense Mapping Agency (DMAAC).

21 electronic copies created using electronic mail and word processing: destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 electronic systems that replace temporary hard copy records:
destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 08 R 01.01
TITLE: TERPS at Automating Agencies, supporting background material, Obstruction Data and Summary, Master Maps
AUTHORITY: N1-AFU-87-34
DATE MODIFIED: 13 / Jun / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

column b consisting of:
terminal instruments procedures (TERPs), plans letters reports and related correspondence; data; TERPS Master Maps

column c which are:
automating agencies; supporting/affecting TERPS procedures; TERPS automation data summary and obstruction data; generated from obstruction data forms

column d disposition:
destroy when superseded or obsolete. send to gaining activity when responsibilities are transferred.

notes
93 see T32-16, R5, for disposition of Civil Engineering maps and drawings.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 13 - 08 R 02.00**

**TITLE:** DELETED - (13 Jun 06) -- Incorporated into Rule 1.01

**AUTHORITY:** N1-AFU-87-34

**DATE MODIFIED:** 22 / Jun / 2006

**FROZEN RECORD:** No

**DATE RESCINDED:** 13 / Jun / 2006

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: TERPS Supporting Background Material

plans, letters, reports, and related correspondence

**COLUMN C WHICH ARE:**

supporting/affecting TERPS procedures

**COLUMN D DISPOSITION:**

Destroy when superseded or obsolete. Send to gaining activity when responsibilities are transferred.

---

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 13 - 08 R 02.01**

**TITLE:** DELETED - (13 Jun 06) -- Incorporated into Rule 1.01

**AUTHORITY:** N1-AFU-87-34

**DATE MODIFIED:** 22 / Jun / 2006

**FROZEN RECORD:** No

**DATE RESCINDED:** 13 / Jun / 2006

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: TERPS Automation Data Summary and Obstruction Data

data

**COLUMN C WHICH ARE:**

TERPS automation data summary and obstruction data

**COLUMN D DISPOSITION:**

Destroy when superseded or obsolete. Send to gaining activity when responsibilities are transferred.

---

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 13 - 08 R 02.02

<table>
<thead>
<tr>
<th>TITLE: DELETED - (13 Jun 06) – Incorporated into Rule 1.01</th>
<th>DATE MODIFIED: 22 / Jun / 2006</th>
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<tr>
<td>AUTHORITY: N1-AFU-87-34</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE RESCINDED: 13 / Jun / 2006</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: TERPS Master Maps

**COLUMN C WHICH ARE:**

generated from obstruction data forms

**COLUMN D DISPOSITION:**

Destroy when superseded or obsolete. Send to gaining activity when responsibilities are transferred.

### NOTES

93 See T32-16, R5, for disposition of Civil Engineering maps and drawings.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 08 R 03.00

<table>
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<th>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</th>
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<td>AUTHORITY: N/A</td>
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<tr>
<td>DATE RESCINDED: 11 / Apr / 2006</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

### TABLE & RULE: T 13 - 08 R 04.00

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)
| TABLE & RULE: T 13 - 08 R 05.00 | DATE MODIFIED: 12 / May / 2005 |
| TITLE: Changes to Aircrew Standardization Manual Approved Changes at Initiating Activities | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |
| DATE APPROVED: | |

**COLUMN B CONSISTING OF:**
change to aircrew standardization manual approved changes

**COLUMN C WHICH ARE:**
at initiating activities

**COLUMN D DISPOSITION:**
Destroy after inclusion in published directives.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 13 - 08 R 06.00 | DATE MODIFIED: 12 / May / 2005 |
| TITLE: Changes to Aircrew Standardization Manual Disapproved Changes | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |
| DATE APPROVED: | |

**COLUMN B CONSISTING OF:**
changes to aircrew standardization manual disapproved changes

**COLUMN C WHICH ARE:**
at initiating activities

**COLUMN D DISPOSITION:**
Destroy 1 year after notification of disapproval.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 13 - 08 R 06.01 | DATE MODIFIED: 13 / Jun / 2006 |
| TITLE: Chngs to Aircrew Stndrdzttn Man. Dis/Appr Chngs at Mont. Actvlties, Fight Authrztns, Cmd’s Ops Rprt Sys BEELINE, Arcrft Arr/Dep | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |
| DATE APPROVED: | |

**COLUMN B CONSISTING OF:**
changes to aircrew standardization manuwa 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

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
NOTES

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<tr>
<td>COLUMN D DISPOSITION:</td>
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<td>COLUMN D DISPOSITION:</td>
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### TABLE & RULE: T 13 - 08 R 10.00

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<td>FROZEN RECORD: No</td>
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**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Aircraft Arrivals and Departures

flight logs (in/out bound) master clock error and rate records, and similar forms relating to transient or local aircraft flights

**COLUMN C WHICH ARE:**

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

**COLUMN D DISPOSITION:**

Destroy after 1 year.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 08 R 11.00

<table>
<thead>
<tr>
<th>TITLE: Airbase Runway Traffic Reports of Landings and Takeoffs</th>
<th>DATE MODIFIED: 12 / May / 2005</th>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td></td>
<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**

reports

**COLUMN C WHICH ARE:**

airbase runway traffic reports of landings and takeoffs

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 08 R 12.00

<table>
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<tr>
<th>TITLE: Airborne Launch Control System</th>
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<td>AUTHORITY: N1-AFU-90-03</td>
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<td>CURRENT: Yes</td>
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<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
### COLUMN B CONSISTING OF:
status and flight logs used to record significant events

### COLUMN C WHICH ARE:
- occurring during alert tours or flights

### COLUMN D DISPOSITION:
- Destroy after 1 year or when no longer needed, whichever is sooner.

#### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### TABLE & RULE: T 13 - 08 R 13.00
**TITLE:** DELETED - (18 May 06) - Previously (RESERVED)  
**AUTHORITY:** N/A  
**DATE MODIFIED:** 18 / May / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 11 / Apr / 2006  
**DATE APPROVED:**

### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:
- (RESERVED)

### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:
- (RESERVED)

### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:
- (RESERVED)
PREVIOUSLY TITLED: Commander's Operational Reporting System BEELINE Reports

reports

records of telephone conversations, messages, letter reports, and supporting data

COLUMN D DISPOSITION: Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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TABLE & RULE: T 13 - 08 R 18.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A
DATE CREATED: 01 / Jun / 2005
DATE MODIFIED: 18 / May / 2006
FROZEN RECORD: No
DATE RESCINDED: 11 / Apr / 2006
DATE APPROVED:
TABLE & RULE: T 13 - 08 R 19.00
TITLE: Electronic Warfare Systems
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
electronic warfare systems
COLUMN C WHICH ARE:
mission logs that support management requirements
COLUMN D DISPOSITION:
Destroy 30 days after end of FY in which mission was performed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 08 R 20.00
TITLE: Electronic Warfare Systems Mission Logs that Do Not Support Management Requirements
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
logs
COLUMN C WHICH ARE:
electronic warfare systems mission logs that do not support management requirements
COLUMN D DISPOSITION:
Destroy 30 days after training period in which accomplished.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 08 R 20.01
TITLE: Electronic Warfare Systems Mission Logs that Record Mission Performance
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
mission logs that support management requirements
COLUMN C WHICH ARE:
electronic warfare systems mission logs that record mission performance
COLUMN D DISPOSITION:
Destroy 30 days after end of FY in which mission was performed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic warfare systems mission logs: Destroy 10 days after month in which accomplished.

Electronic warfare systems training accomplishment/reliability summaries and analysis records:

- Destroy 6 months after completion of training period.
- Destroy 12 months after training period in which accomplished.

Forms that record gunnery training, including accomplishments also support management requirements.

Destroy 12 months after training period in which accomplished.
### TABLE & RULE: T 13 - 08 R 21.01
**TITLE:** Forms that Score/Record T-1 Trainer Mission Performance
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tbody>
<tr>
<td>forms</td>
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<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
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</thead>
<tbody>
<tr>
<td>forms that support management requirements</td>
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<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
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</thead>
<tbody>
<tr>
<td>Destroy 90 days after training period in which accomplished or when no longer needed to support management requirements, whichever is later.</td>
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### TABLE & RULE: T 13 - 08 R 21.02
**TITLE:** Mission Planning/Activity Reports and Flight Evaluators' Scoring Records
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tbody>
<tr>
<td>records</td>
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<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
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<tbody>
<tr>
<td>record training and support management requirements</td>
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<table>
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<th>COLUMN D DISPOSITION:</th>
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<tbody>
<tr>
<td>Destroy 30 days after month in which accomplished or when no longer needed, whichever is sooner.</td>
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### TABLE & RULE: T 13 - 08 R 22.00
**TITLE:** Operational Support Airlift
**AUTHORITY:** N1-AFU-88-45

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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</thead>
<tbody>
<tr>
<td>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</td>
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</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
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</thead>
<tbody>
<tr>
<td>at MAJCOMs/FOAs, preparing and intermediate activities</td>
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</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 1 year or when no longer needed, whichever is later.</td>
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</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 13 - 08 R 23.00**

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**AUTHORITY:** N/A

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

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**TABLE & RULE: T 13 - 08 R 24.00**

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<thead>
<tr>
<th>TITLE:</th>
<th>Navigator's Log, Radar Photo-Scored Bomb Runs</th>
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<td>DATE MODIFIED:</td>
<td>13 / Jun / 2006</td>
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</tr>
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<td>DATE APPROVED:</td>
<td></td>
</tr>
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</table>

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

forms and comparable records used for maintenance of navigation proficiency; reports used to list photo interpreter proficiency in scoring bomb impact points

**COLUMN C WHICH ARE:**

at MAJCOMs/FOAs, preparing and intermediate activities; from radarscope photography

**COLUMN D DISPOSITION:**

Destroy after 3 months.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 13 - 08 R 25.00**

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<thead>
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<th>TITLE:</th>
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<td>DATE APPROVED:</td>
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**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

reports of the navigation mission

**COLUMN C WHICH ARE:**

at MAJCOMs/FOAs, preparing and intermediate activities

**COLUMN D DISPOSITION:**

Destroy after 3 months.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 13 - 08 R 26.00**

**TITLE:** Investigative Forms and Comparable Records Required to Reconstruct Flight  
**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE MODIFIED:** 12 / May / 2005

**COLUMN B CONSISTING OF:**  
investigative forms and comparable records required to reconstruct flight

**COLUMN C WHICH ARE:**  
at MAJCOMs/FOAs, preparing and intermediate activities

**COLUMN D DISPOSITION:**  
Destroy with the investigative files to which they pertain.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 13 - 08 R 27.00**

**TITLE:** Navigation Work Forms  
**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE MODIFIED:** 12 / May / 2005

**COLUMN B CONSISTING OF:**  
standardized forms of general use

**COLUMN C WHICH ARE:**  
at MAJCOMs/FOAs, preparing and intermediate activities

**COLUMN D DISPOSITION:**  
Destroy after data is entered on the navigator's log or when form is superseded by form containing updated calibrations.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 13 - 08 R 28.00**

**TITLE:** DELETED - (18 May 06) - Previously (RESERVED)  
**AUTHORITY:** N/A  
**DATE APPROVED:**  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 11 / Apr / 2006  
**DATE MODIFIED:** 18 / May / 2006

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**  
(RESERVED)
TABLE & RULE: T 13 - 08 R 29.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)  DATE MODIFIED: 18 / May / 2006
FROZEN RECORD: No  DATE RESCINDED: 11 / Apr / 2006
AUTHORITY: N/A  DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 13 - 08 R 30.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)  DATE MODIFIED: 18 / May / 2006
FROZEN RECORD: No  DATE RESCINDED: 11 / Apr / 2006
AUTHORITY: N/A  DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 13 - 08 R 31.00
TITLE: Radar Target Plates  DATE MODIFIED: 12 / May / 2005
AUTHORITY: N1-AFU-90-03  FROZEN RECORD: No  CURRENT: Yes

COLUMN B CONSISTING OF:
base plate charts and radar prediction negatives; target plates and pertinent history forms

COLUMN C WHICH ARE:
for combat sorties, RBS sites, or other areas as required

COLUMN D DISPOSITION:
Destroy when obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: DESTROY paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 08 R 32.00
TITLE: DELETED - (13 Jun 06) -- Incorporated into Rule 24  DATE MODIFIED: 22 / Jun / 2006
AUTHORITY: N1-AFU-90-03  DATE APPROVED:
reports used to list photo interpreter proficiency in scoring bomb impact points

COLUMN C WHICH ARE:
from radarscope photography

COLUMN D DISPOSITION:
Destroy after 3 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 08 R 33.00
TITLE: DELETED - (13 Jun 06) -- Incorporated into Rule 6.01
AUTHORITY: N1-AFU-90-03

COLUMNS B
PREVIOUSLY TITLED: Radar Photo-Scored Bomb Runs

COLUMNS C

COLUMNS D

DISPOSITION:
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 08 R 34.00
TITLE: Unit Standardization/ Evaluation
AUTHORITY: N1-AFU-90-03

COLUMNS B
PREVIOUSLY TITLED: Flight Authorizations

COLUMNS C

COLUMNS D

DISPOSITION:
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 13 - 08 R 35.00
**TITLE:** Unit Standardization/ Evaluation at Evaluated and Monitoring Activities
**AUTHORITY:** N1-AFU-90-03
**DATE MODIFIED:** 12 / May / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
unit standardization/evaluation

**COLUMN C WHICH ARE:**
at evaluated and monitoring activities

**COLUMN D DISPOSITION:**
Destroy 1 year after complete action has been taken.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 08 R 36.00
**TITLE:** Unit Standardization/ Evaluation at Other Activities
**AUTHORITY:** N1-AFU-90-03
**DATE MODIFIED:** 12 / May / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
unit standardization/evaluation

**COLUMN C WHICH ARE:**
at activities other than Rules 34 and 35

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 08 R 37.00
**TITLE:** Informational Background Material
**AUTHORITY:** N1-AFU-90-03
**DATE MODIFIED:** 12 / May / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
informational background material

**COLUMN C WHICH ARE:**
collected during an evaluation

**COLUMN D DISPOSITION:**
Destroy on completion of analysis.

**NOTES**
**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 08 R 38.00

**TITLE:** Flight Crew Information File (FCIF)  
**DATE MODIFIED:** 12 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
correspondence and forms disseminating information to aircrew members

**COLUMN C WHICH ARE:**
at flying units

**COLUMN D DISPOSITION:**
Destroy 6 months after superseded or rescinded.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 08 R 38.01

**TITLE:** Aircrew Publications Control  
**DATE MODIFIED:** 12 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
forms: publications control record on each aircrew member; receipt for standardization publications

**COLUMN C WHICH ARE:**
at units of assignment/attachment

**COLUMN D DISPOSITION:**
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.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 08 R 38.02

**TITLE:** Aircrew Publications Control Log  
**DATE MODIFIED:** 12 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**

**REPORT GENERATED:** 01 / Oct / 2018 - 08:00:00
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21 NOTAMs that relate to aircraft accidents/incidents, operational hazards, and/or alleged violations will be destroyed after 6 months, or upon completion of investigation. See also Tables 91-5 and 91-7.

21 For retention requirements on data that relates to aircraft accidents/incidents, operational hazards, and/or alleged violations, see also Table 13-6, Rules 15, 16, 17, and Tables 91-5 and 91-7.

TABLE & RULE: T 13 - 08 R 39.00
TITLE: Aircraft Flight Data
AUTHORITY: N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>control logs</td>
</tr>
<tr>
<td>aircraft flight data</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircrew Publications</td>
</tr>
<tr>
<td>recordings of in-flight operating data removed from aircraft</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when all entries are cleared.</td>
</tr>
<tr>
<td>Destroy upon receipt of next completed tape.</td>
</tr>
</tbody>
</table>

NOTES

19 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 13 - 09 R 01.00

**TITLE:** Readiness Checks  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 12 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
readiness checks

**COLUMN C WHICH ARE:**  
checklists and related logs

**COLUMN D DISPOSITION:**  
Destroy after 1 year or when missile is removed from inventory, whichever is sooner.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 09 R 02.00

**TITLE:** Service Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 12 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
service records

**COLUMN C WHICH ARE:**  
control logs for readiness checks, maintenance, and similar data

**COLUMN D DISPOSITION:**  
Destroy after firing or final disposal of related missile.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 09 R 03.00

**TITLE:** Intercontinental Ballistic Missile (ICBM) Code/Targeting System  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 12 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
COLUMN B CONSISTING OF:
Intercontinental Ballistic Missile (ICBM) Code/Targeting System

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy when superseded or no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 09 R 03.01
TITLE: ICBM Code/Targeting System Other Forms
AUTHORITY: N1-AFU-89-11

| DATE MODIFIED: | 12 / May / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

COLUMN B CONSISTING OF:
other forms

COLUMN C WHICH ARE:
form records not covered in Rule 3

COLUMN D DISPOSITION:
Destroy 1 year after completion of the following code change.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 09 R 03.02
TITLE: USSTRATCOM Form Records
AUTHORITY: N1-AFU-90-03

| DATE MODIFIED: | 12 / May / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

COLUMN B CONSISTING OF:
USSTRATCOM form records

COLUMN C WHICH ARE:
certification/ decertification and code handler training

COLUMN D DISPOSITION:
Destroy 1 year after individual has been decertified.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
### TABLE & RULE: T 13 - 09 R 04.00
**TITLE:** Missile Alert Duty Orders  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 12 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
missile alert duty orders

**COLUMN C WHICH ARE:**  
original copies of alert requirements

**COLUMN D DISPOSITION:**  
Destroy after 6 months.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 09 R 05.00
**TITLE:** Duplicate Copies of Alert Requirements  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 12 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
copies

**COLUMN C WHICH ARE:**  
duplicate copies of alert requirements

**COLUMN D DISPOSITION:**  
Destroy on completion of duty tour.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 09 R 06.00
**TITLE:** Missile Crew Log  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 12 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
**COLUMN B CONSISTING OF:**
logs

**COLUMN C WHICH ARE:**
completed crew logs

**COLUMN D DISPOSITION:**
Destroy after 1 year or when no longer needed, whichever is later.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**T 13 - 10: SPACE, MISSILE, COMMAND AND CONTROL - AVIATION RESOURCE MANAGEMENT SYSTEM (ARMS)**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 13 - 10 R 01.00</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Aviation Resource Management System (ARMS) Database Backups</td>
<td>27 / Aug / 2007</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
daily and weekly ARMS Data backup

**COLUMN C WHICH ARE:**
at Standard Systems Group

**COLUMN D DISPOSITION:**
destroy after 30 days.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 13 - 10 R 01.01**

<table>
<thead>
<tr>
<th>DATE CREATED:</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-03-11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
Data Warehouse Flying hours Archives (Operational ARMS data warehouse)

**COLUMN C WHICH ARE:**
at Standard Systems Group

**COLUMN D DISPOSITION:**
destroy after 30 years.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**NOTES**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>at the Host Aviation Resource Management (HARM) Office</td>
<td>Maintain the AFTO 781s in the Host Aviation Resource Management (HARM) office for 3 years. Destroy 3 years after end of fiscal year in which records were created. Exemption - AFTO 781s stored at USAFCENT due to the Under Secretary of Defense's 15 Aug 03 memo, &quot;Historical Records Pertaining to Major Deployments&quot;, are exempt from this disposition until determined otherwise. This disposition does not apply to the AFTO 781 data in the Aviation Resource Management System (ARMS) and any predecessor system of ARMS such as AFORMS, microform and microfiche, which will utilize different records dispositions. Excluding USAFCENT, for legacy AFTO 781s stored in staging areas and records centers, destroy 56 years after end of fiscal year in which records were created. If these legacy AFTO 781s are scanned or its data inputted into an official electronic recordkeeping system such as ARMS, then the legacy AFTO 781s can be destroyed.</td>
</tr>
</tbody>
</table>

**NOTES**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>at the Squadron Aviation Resource Management (SARM) or HARM Offices</td>
<td>Destroy 2 years and 1 month after documents were created.</td>
</tr>
</tbody>
</table>

**NOTES**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
<td></td>
<td></td>
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</tbody>
</table>

**NOTES**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
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**NOTES**

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<tr>
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<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
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Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 13 - 10 R 05.01

**TITLE:** DELETED (27 Aug 2007) --Incorporated into Rule 5 of this table--Cockpit/Crew Training

**AUTHORITY:** N1-AFU-00-11

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<td>25 / Aug / 2008</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
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**COLUMN B CONSISTING OF:**

- skills training/evaluation forms, i.e., AF Form 4031

**COLUMN C WHICH ARE:**

- at MAJCOMs

**COLUMN D DISPOSITION:**

- Destroy 6 months after semi-annual cutoff.

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 10 R 06.00

**TITLE:** AF Form 1887, ARMS Aeronautical Order or Computerized Aeronautical Order (HQ AFPC)

**AUTHORITY:** N1-AFU-03-11

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**COLUMN B CONSISTING OF:**

- microfiche or electronic or digital Aeronautical Order(s) (AOs)

**COLUMN C WHICH ARE:**

- at HQ Air Force Personnel Center (AFPC)

**COLUMN D DISPOSITION:**

- Destroy after 56 years after the records are created.

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 10 R 07.00

**TITLE:** Source Documents (AF 1522, ARMS Output, Pay Records, Daily Register Transactions, Training and Sonic Boom Data, etc.)

**AUTHORITY:** N1-AFU-03-11

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<td>CURRENT:</td>
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<td>DATE APPROVED:</td>
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</table>
COLUMN B CONSISTING OF:
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, etc., 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

COLUMN C WHICH ARE:
at the HARM/SARM office and/or at member's duty station and used to

COLUMN D DISPOSITION:
destroy 2 years after the event has occurred.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 10 R 08.00
TITLE: AF Form 5, Individual Flight Records, AF Form 5a, Individual Flight Record--Air Craft Observer
AUTHORITY: N1-AFU-03-11
DATE MODIFIED: 27 / Aug / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
AF Form 5, Individual Flight Records-Pilot; and or AF Form 5a, Individual Flight Record-Aircraft Observer

COLUMN C WHICH ARE:
at the Host Aviation Resource Management (HARM) office

COLUMN D DISPOSITION:
Retire one copy of the member's final Individual Flight Records--Pilot (AF Form 5) to the member's Official Military Personnel File (OMPF) upon his or her separation or retirement from service.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 10 R 09.00
TITLE: AF Forms 1520, Arms Flight Pay Entitlement Worksheet
AUTHORITY: N1-AFU-03-11
DATE MODIFIED: 27 / Aug / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
Individual FRF Tracking of all conditional flight time for entire aviation career and application of conditional flying hours for HDIP, conditional ACIP/CEFIP entitlement

COLUMN C WHICH ARE:
at the Host Aviation Resource Management (HARM) office

COLUMN D DISPOSITION:
Filed in the Jump Record File (JRF) or Flight Record File (FRF).

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<td>TITLE: DELETED -- (20 Dec 05) Incorporated into Table 13-10, Rule 2</td>
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<td>DATE RESCINDED: 25 / Aug / 2008</td>
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<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-86-23</td>
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**COLUMN B CONSISTING OF:**
AFTO Form 781 and AF Form 3520

**COLUMN C WHICH ARE:**
at the HARM office

**COLUMN D DISPOSITION:**
Destroy after 56 years.

Notes:

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<tr>
<td>TITLE: DELETED - (14 Jun 06) -- Incorporated into Rule 9</td>
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<tr>
<td>DATE MODIFIED: 25 / Aug / 2008</td>
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<tr>
<td>FROZEN RECORD: No</td>
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<tr>
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<td>AUTHORITY: N1-AFU-03-11</td>
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</table>

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: AF Form 1521 Arms JUMP Pay Entitlement Worksheet

Individual JRF tracking of all JUMP accomplishments and application of JUMP for pay entitlement

**COLUMN C WHICH ARE:**
at the HARM office

**COLUMN D DISPOSITION:**
File in the JRF.

Notes:

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<tr>
<td>AUTHORITY: N1-AFU-03-11</td>
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</table>

Report generated: 01 / Oct / 2018 - 08:00:00
source documents used and AF Form 1521; and source documents and AF Form 922, ARMS Individual JUMP Records

COLUMN C WHICH ARE:

at HARM Office

COLUMN D DISPOSITION:

File in the Jump Record File (JRF).

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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<th>TABLE &amp; RULE: T 13 - 10 R 15.00</th>
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<tr>
<td>TITLE: AF Form 196, Parachutist Badge Application</td>
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<td>DATE MODIFIED: 12 / May / 2005</td>
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<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**
AF Form 196 Parachutist Badge Application used to submit for award of parachutist badges

**COLUMN C WHICH ARE:**
at the HARM office

**COLUMN D DISPOSITION:**
Destroy after 2 years

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**TABLE & RULE: T 13 - 10 R 16.00**

**TITLE:** DELETED - (14 Jun 06) – Incorporated into Rule 9

**AUTHORITY:** N1-AFU-03-11

**DATE MODIFIED:** 25 / Aug / 2008

**FROZEN RECORD:** No

**DATE RESCINDED:** 25 / Aug / 2008

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: AF Form 196, Parachutist Badge Application

AF Form 142, Aviation Service Worksheet manual audit FRF copy and pre-ACI 1999 historical Air Battle Manager and Career Enlisted Advisor Historical copies

**COLUMN C WHICH ARE:**
at HARM office

**COLUMN D DISPOSITION:**
File in JRF.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**TABLE & RULE: T 13 - 10 R 17.00**

**TITLE:** DELETED - (14 Jun 06) – Incorporated into Rule 9

**AUTHORITY:** N1-AFU-03-11

**DATE MODIFIED:** 25 / Aug / 2008

**FROZEN RECORD:** No

**DATE RESCINDED:** 25 / Aug / 2008

**DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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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.

File in the FRF/JRF.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 10 R 20.00

**TITLE:** DELETED - (14 Jun 06) – Incorporated into Rule 7

**AUTHORITY:** N1-AFU-03-11

**DATE MODIFIED:** 25 / Aug / 2008

**FROZEN RECORD:** No

**DATE RESCINDED:** 25 / Aug / 2008

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Source Documents for ARMS Flying and Parachutist Training Update Forms (SARM)

Mission/Training Accomplishment Forms listing training events where crew members log their mission training accomplishments for entry in ARMS

**COLUMN C WHICH ARE:**
at SARM

**COLUMN D DISPOSITION:**
Destroy after 2 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### TABLE & RULE: T 13 - 10 R 21.00

**TITLE:** Arms Output (HARM Office)

**AUTHORITY:** N1-AFU-03-11

**DATE MODIFIED:** 27 / Aug / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
Aircraft Investigation Products to include IDS, Fly History, and IFR for investigation

**COLUMN C WHICH ARE:**
at HARM Office

**COLUMN D DISPOSITION:**
Destroy after 2 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
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### TABLE & RULE: T 13 - 10 R 22.00

**TITLE:** ARMS Output Operations Systems Management, etc. (HARM Office)

**AUTHORITY:** N1-AFU-03-11

**DATE MODIFIED:** 16 / Nov / 2010

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**
### Notes

- **Electronic copies created using electronic mail and word processing:** Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
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#### Table & Rule: T 13 - 10 R 23.00

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#### Table & Rule: T 13 - 10 R 24.00

<table>
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<th>Title:</th>
<th>ARMS Output, Flying Activity Update Summary, Audit List etc. (SARM or HARM Offices)</th>
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NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 10 R 25.00
TITLE: ARMS Output, Individual Data Summary, etc. (HARM Office)  
AUTHORITY: N1-AFU-03-11
DATE MODIFIED: 12 / May / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at HARM Office

COLUMN D DISPOSITION:
Retain annual and PCS, SEP or RET IDS/FHR/IFRs, 30 Sep 91, IDS, and ARMS conversion products in the FRF/JRF.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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TABLE & RULE: T 13 - 10 R 25.01
TITLE: IDS/FHR Inquiries  
AUTHORITY: N1-AFU-03-11
DATE CREATED: 31 / Mar / 2003
DATE MODIFIED: 12 / May / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
forms and backup information gathered during the inquiry

COLUMN C WHICH ARE:
no longer relevant

COLUMN D DISPOSITION:
Destroy inquiries IDS/FHRs, when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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TABLE & RULE: T 13 - 10 R 26.00
TITLE: ARMS Output, Individual Flight Data, etc. (SARM Office) 
AUTHORITY: N1-AFU-03-11
DATE MODIFIED: 12 / May / 2005
FROZEN RECORD: No
CURRENT: Yes

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMNS B CONSISTING OF:
individual flight time summaries; or other ADHOC ORACLE discover developed reports

COLUMNS C WHICH ARE:
at SARM Office

COLUMNS D DISPOSITION:
Destroy when superseded, obsolete or no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 10 R 26.01
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 31 / Mar / 2003
DATE APPROVED:

COLUMNS B CONSISTING OF:

COLUMNS C WHICH ARE:

COLUMNS D DISPOSITION:

TABLE & RULE: T 13 - 10 R 27.00
TITLE: DELETED - (14 Jun 06) -- Incorporated into Rule 7
AUTHORITY: N1-AFU-03-11
DATE MODIFIED: 25 / Aug / 2008
FROZEN RECORD: No
DATE RESCINDED: 25 / Aug / 2008
DATE APPROVED:

COLUMNS B CONSISTING OF:
PREVIOUSLY TITLED: ARMS Output, Training, Summaries, Mission Accomplishment Reports, etc. (SARM Office)
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

COLUMNS C WHICH ARE:
at SARM office

COLUMNS D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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<td>AUTHORITY: N/A</td>
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<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE RESCINDED: 31 / Mar / 2003</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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<td>DATE RESCINDED: 31 / Mar / 2003</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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<tr>
<th>TABLE &amp; RULE: T 13 - 10 R 28.00</th>
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<tbody>
<tr>
<td>TITLE: ARMS Output, Unit Training Status Summary; etc. (SARM Office)</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-31</td>
</tr>
<tr>
<td>DATE MODIFIED: 12 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
Unit Training Status Report, Aircrew Experience Report, and all other training reports not listed

**COLUMN C WHICH ARE:**
at SARM office

**COLUMN D DISPOSITION:**
Destroy when superseded, obsolete or no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
<td>DATE RESCINDED: 31 / Mar / 2003</td>
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<td>DATE APPROVED:</td>
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TABLE & RULE: T 13 - 10 R 29.00
TITLE: DELETED - (14 Jun 06) -- Incorporated into Rule 24
AUTHORITY: N1-AFU-03-11
DATE MODIFIED: 25 / Aug / 2008
FROZEN RECORD: No
DATE RESCINDED: 25 / Aug / 2008
DATE APPROVED: 

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 10 R 30.00
TITLE: DELETED - (14 Jun 06) -- Incorporated into Rule 9
AUTHORITY: N1-AFU-03-11
DATE MODIFIED: 25 / Aug / 2008
FROZEN RECORD: No
DATE RESCINDED: 25 / Aug / 2008
DATE APPROVED: 

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 13 - 10 R 31.00
**Title:** DELETED - (14 Jun 06) -- Incorporated into Rule 9  
**Authority:** N1-AFU-03-11  
**Date Modified:** 25 / Aug / 2008  
**Frozen Record:** No  
**Date Rescinded:** 25 / Aug / 2008  
**Date Approved:**

**Column B Consisting Of:**
PREVIOUSLY TITLED: Certificates of Jump Training, etc. (HARM Office)

As pertains to completion of airborne and military free fall and jump masters schools

**Column C Which Are:**

at HARM office

**Column D Disposition:**

file in the JRF.

### Notes

#### 1
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

#### 21
Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

#### 21
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 13 - 10 R 32.00
**Title:** DELETED - (14 Jun 06) -- Incorporated into Rule 7  
**Authority:** N1-AFU-03-11  
**Date Modified:** 25 / Aug / 2008  
**Frozen Record:** No  
**Date Rescinded:** 25 / Aug / 2008  
**Date Approved:**

**Column B Consisting Of:**
PREVIOUSLY TITLED: Record of Sonic Boom Activity (HARM Office)

AF Form 121 that relates to specific sonic boom activity logged by aircrew at time of occurrence

**Column C Which Are:**

at HARM Office

**Column D Disposition:**

Destroy after 2 years.

### Notes

#### 21
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

#### 21
Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

#### 21
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 13 - 10 R 33.00
**Title:** DELETED - (14 Jun 06) -- Incorporated into Rule 7  
**Authority:** N1-AFU-03-11  
**Date Modified:** 25 / Aug / 2008  
**Frozen Record:** No  
**Date Rescinded:** 25 / Aug / 2008  
**Date Approved:**

**Column B Consisting Of:**
PREVIOUSLY TITLED: AF Form 121 that relates to specific sonic boom activity logged by aircrew at time of occurrence

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<thead>
<tr>
<th>TABLE &amp; RULE: T 13 - 10 R 34.00</th>
<th>DATE MODIFIED:</th>
<th>12 / May / 2005</th>
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<tbody>
<tr>
<td>TITLE: Certificates of Aircrew Qualification (Unit Level Copies)</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-03-11</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>AF Form 8 that relate to individuals qualification, filed in Flight Evaluation Folder (FEF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>copies at unit level Standard Evaluation Office</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>File in the FEF.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF Form 8 that relate to individuals qualification, filed in Flight Evaluation Folder (FEF)</td>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td></td>
<td>21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td></td>
<td>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
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<th>DATE RESCINDED:</th>
<th>31 / Mar / 2003</th>
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<td>160</td>
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<th>COLUMN B CONSISTING OF:</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>DELETED</td>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td></td>
<td>21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td></td>
<td>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
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</tbody>
</table>
TABLE & RULE: T 13 - 10 R 35.00
TITLE: Record of Evaluation (Unit Level Copies)  
AUTHORITY: N1-AFU-03-11

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF Form 942, Record of Evaluations to track specific aircrew qualification history</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>copies at unit level Stan Evaluation Office</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>File in member's FEF.</td>
</tr>
</tbody>
</table>

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 10 R 36.00
TITLE: Flight, Jump or Flight Evaluation Record Folders (FRF/JRF/FEF)
AUTHORITY: N1-AFU-86-23

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>on rated career enlisted aviators, non-rated aircrew members engaged in flying duties or parachutists members on valid aeronautical 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</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

33 Members review their FRFs, FEFs, and JRFs at certain intervals and certify on completeness and accuracy of those records.

33 Before permanently releasing an FRF, JRF or FEF to a member as indicated in rules 35 through 39, remove all documents that account for disclosures of records requested under the Privacy Act. Destroy the disclosure records 5 year after the date of disclosure (See Table 37-20, Rule 7).

64 When changing to another duty station, member is given a flight record package that contains the FRF, FEF, or JRF, to hand-carry to gaining station.

64 See AFIs 11-401 and 11-421 for custodial, procedure and action requirements for members and HARM and SARM offices concerning entries in ARMS, and maintenance, review, station to station transfer requirements of FRF, FEF, and JRFs, and their disposition.
TABLE & RULE: T 13 - 10 R 37.00
TITLE: Flight, Jump, or Flight Evaluation Record Folders when Member is Disqualified for Flying Duties
AUTHORITY: N1-AFU-03-11
DATE MODIFIED: 12 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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.

COLUMN C WHICH ARE:
at HARM office

COLUMN D DISPOSITION:
When a member is disqualified or jump duty terminated, release member's record to him/her 5 years after disqualification or termination of jump duties. Exception: Release FRF to an operational support member when member has not been active for one year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
   Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
33 Before permanently releasing an FRF, JRF or FEF to a member as indicated in rules 35 through 39, remove all documents that account for disclosures of records requested under the Privacy Act. Destroy the disclosure records 5 year after the date of disclosure (See Table 37-20, Rule 7).
64 See AFIs 11-401 and 11-421 for custodial, procedure and action requirements for members and HARM and SARM offices concerning entries in ARMS, and maintenance, review, station to station transfer requirements of FRF, FEF, and JRFs, and their disposition.

TABLE & RULE: T 13 - 10 R 38.00
TITLE: Flight, Jump, or Flight Evaluation Record Folders when Member is Separated or Retired from Service
AUTHORITY: N1-AFU-03-11
DATE MODIFIED: 12 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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.

COLUMN C WHICH ARE:
at HARM office

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
   Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
33 Before permanently releasing an FRF, JRF or FEF to a member as indicated in rules 35 through 39, remove all documents that account for disclosures of records requested under the Privacy Act. Destroy the disclosure records 5 year after the date of disclosure (See Table 37-20, Rule 7).
64 When changing to another duty station, member is given a flight record package that contains the FRF, FEF, or JRF, to hand-carry to gaining station.
<table>
<thead>
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<th>TABLE &amp; RULE: T 13 - 10 R 39.00</th>
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<tr>
<td>TITLE: Flight, Jump, or Flight Evaluation Record Folders when Member is Missing in Action</td>
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<tr>
<td>DATE MODIFIED: 12 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-11</td>
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</table>

**COLUMN B CONSISTING OF:**
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.

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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 disposition from AFPC. When member returns to duty, send record to member's gaining HARM.

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

4. Before permanently releasing an FRF, JRF or FEF to a member as indicated in rules 35 through 39, remove all documents that account for disclosures of records requested under the Privacy Act. Destroy the disclosure records 5 year after the date of disclosure (See Table 37-20, Rule 7).

5. See AFIs 11-401 and 11-421 for custodial, procedure and action requirements for members and HARM and SARM offices concerning entries in ARMS, and maintenance, review, station to station transfer requirements of FRF, FEF, and JRFs, and their disposition.

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<thead>
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<th>TABLE &amp; RULE: T 13 - 10 R 40.00</th>
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<tbody>
<tr>
<td>TITLE: Flight, Jump, or Flight Evaluation Record Folders when Member is Reported as Deceased</td>
</tr>
<tr>
<td>DATE MODIFIED: 12 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-11</td>
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**COLUMN B CONSISTING OF:**
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.

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

When member is deceased, his/her file becomes personal effects; dispose of per AFI 34-244.

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

4. Before permanently releasing an FRF, JRF or FEF to a member as indicated in rules 35 through 39, remove all documents that account for disclosures of records requested under the Privacy Act. Destroy the disclosure records 5 year after the date of disclosure (See Table 37-20, Rule 7).

5. See AFIs 11-401 and 11-421 for custodial, procedure and action requirements for members and HARM and SARM offices concerning entries in ARMS, and maintenance, review, station to station transfer requirements of FRF, FEF, and JRFs, and
NOTES

their disposition.

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<th>TABLE &amp; RULE: T 13 - 10 R 41.00</th>
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<tr>
<td>TITLE: Aircrew Waivers</td>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N1-AFU-86-23</td>
<td>CURRENT: Yes</td>
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<tr>
<td>Waiver requests (approvals or</td>
<td></td>
</tr>
<tr>
<td>denials) to flying requirements</td>
<td></td>
</tr>
<tr>
<td>or procedures prescribed in</td>
<td></td>
</tr>
<tr>
<td>AFIs 11-202, 11-401, 11-402 for</td>
<td></td>
</tr>
<tr>
<td>aircrew or parachutist</td>
<td></td>
</tr>
<tr>
<td>and their flight/and or jump</td>
<td></td>
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<tr>
<td>duties</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>at HARM or SARM office (when</td>
<td></td>
</tr>
<tr>
<td>applicable)</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Return to member when no</td>
<td></td>
</tr>
<tr>
<td>longer valid, all except 2</td>
<td></td>
</tr>
<tr>
<td>most recent years.</td>
<td></td>
</tr>
<tr>
<td>NOTES</td>
<td></td>
</tr>
<tr>
<td>21 Electronic copies created</td>
<td></td>
</tr>
<tr>
<td>using electronic mail and word</td>
<td></td>
</tr>
<tr>
<td>processing: Destroy paper after</td>
<td></td>
</tr>
<tr>
<td>recordkeeping copy has been</td>
<td></td>
</tr>
<tr>
<td>created and filed or when</td>
<td></td>
</tr>
<tr>
<td>no longer needed for revision,</td>
<td></td>
</tr>
<tr>
<td>dissemination, or reference,</td>
<td></td>
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<tr>
<td>whichever is later.</td>
<td></td>
</tr>
<tr>
<td>21 Electronic systems that</td>
<td></td>
</tr>
<tr>
<td>replace temporary hard copy</td>
<td></td>
</tr>
<tr>
<td>records: Destroy on expiration</td>
<td></td>
</tr>
<tr>
<td>of the retention period</td>
<td></td>
</tr>
<tr>
<td>previously approved for the</td>
<td></td>
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<tr>
<td>corresponding hard copy records.</td>
<td></td>
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<tr>
<td>21 Electronic systems that</td>
<td></td>
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<tr>
<td>supplement temporary hard copy</td>
<td></td>
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<tr>
<td>records where the hard copy</td>
<td></td>
</tr>
<tr>
<td>records are retained to meet</td>
<td></td>
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<tr>
<td>recordkeeping requirements:</td>
<td></td>
</tr>
<tr>
<td>Destroy when the agency</td>
<td></td>
</tr>
<tr>
<td>determines that the electronic</td>
<td></td>
</tr>
<tr>
<td>records are superseded,</td>
<td></td>
</tr>
<tr>
<td>obsolete, or no longer needed</td>
<td></td>
</tr>
<tr>
<td>for administrative, legal,</td>
<td></td>
</tr>
<tr>
<td>audit, or other operational</td>
<td></td>
</tr>
<tr>
<td>purposes.</td>
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<table>
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<th>TABLE &amp; RULE: T 13 - 10 R 42.00</th>
<th>DATE MODIFIED: 12 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Approval of Contractor</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>Operating Procedures and Flight</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>Crews</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-86-23</td>
<td></td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td></td>
</tr>
<tr>
<td>Contractor crew member flight</td>
<td></td>
</tr>
<tr>
<td>and crew member qualification</td>
<td></td>
</tr>
<tr>
<td>record, and related documentation</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>at HARM or SARM office (when</td>
<td></td>
</tr>
<tr>
<td>applicable)</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Destroy 90 days after contract</td>
<td></td>
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<tr>
<td>terminated or sooner if</td>
<td></td>
</tr>
<tr>
<td>requirement to fly is canceled.</td>
<td></td>
</tr>
<tr>
<td>NOTES</td>
<td></td>
</tr>
<tr>
<td>21 Electronic copies created</td>
<td></td>
</tr>
<tr>
<td>using electronic mail and word</td>
<td></td>
</tr>
<tr>
<td>processing: Destroy paper after</td>
<td></td>
</tr>
<tr>
<td>recordkeeping copy has been</td>
<td></td>
</tr>
<tr>
<td>created and filed or when no</td>
<td></td>
</tr>
<tr>
<td>longer needed for revision,</td>
<td></td>
</tr>
<tr>
<td>dissemination, or reference,</td>
<td></td>
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<tr>
<td>whichever is later.</td>
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</tr>
<tr>
<td>21 Electronic systems that</td>
<td></td>
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<tr>
<td>replace temporary hard copy</td>
<td></td>
</tr>
<tr>
<td>records: Destroy on expiration</td>
<td></td>
</tr>
<tr>
<td>of the retention period</td>
<td></td>
</tr>
<tr>
<td>previously approved for the</td>
<td></td>
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<tr>
<td>corresponding hard copy records.</td>
<td></td>
</tr>
<tr>
<td>21 Electronic systems that</td>
<td></td>
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<tr>
<td>supplement temporary hard copy</td>
<td></td>
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<tr>
<td>records where the hard copy</td>
<td></td>
</tr>
<tr>
<td>records are retained to meet</td>
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<tr>
<td>recordkeeping requirements:</td>
<td></td>
</tr>
<tr>
<td>Destroy when the agency</td>
<td></td>
</tr>
<tr>
<td>determines that the electronic</td>
<td></td>
</tr>
<tr>
<td>records are superseded,</td>
<td></td>
</tr>
<tr>
<td>obsolete, or no longer needed</td>
<td></td>
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<tr>
<td>for administrative, legal,</td>
<td></td>
</tr>
<tr>
<td>audit, or other operational</td>
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</tr>
<tr>
<td>purposes.</td>
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<th>DATE MODIFIED: 12 / May / 2005</th>
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<tbody>
<tr>
<td>TITLE: Flying Evaluation,</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>Faculty, Aircrew Evaluation,</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>or Aeronautical Rating Boards</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-11</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
MAJCOM Aviation Management office

COLUMN D DISPOSITION:
Destroy case files after 5 years.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 10 R 44.00
TITLE: DELETED - (14 Jun 06) – Incorporated into Rule 9
DATE MODIFIED: 22 / Jun / 2006
FROZEN RECORD: No
DATE RESCINDED: 14 / Jun / 2006
DATE APPROVED:

AUTHORITY: N1-AFU-03-11

PREVIOUSLY TITLED: Other Aviation or Parachutist Service Actions

flying activity waivers, or other waivers/messages pertaining to an individual's aviation or parachutist service

COLUMN C WHICH ARE:
at HARM office

COLUMN D DISPOSITION:
File in the member's FRF/JRF/.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 10 R 45.00
TITLE: DELETED
FROZEN RECORD: No
DATE RESCINDED: 31 / Mar / 2003
DATE APPROVED:

AUTHORITY: N/A

PREVIOUSLY TITLED:

flying activity waivers, or other waivers/messages pertaining to an individual's aviation or parachutist service

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
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<tr>
<th>TABLE &amp; RULE: T 13 - 10 R 46.00</th>
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</thead>
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<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N/A</td>
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<tr>
<td>DATE RESCINDED: 31 / Mar / 2003</td>
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<td>DATE APPROVED:</td>
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| COLUMN B CONSISTING OF:          |
| COLUMN C WHICH ARE:             |
| COLUMN D DISPOSITION:           |

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<tr>
<td>DATE RESCINDED: 31 / Mar / 2003</td>
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<td>DATE APPROVED:</td>
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| COLUMN B CONSISTING OF:          |
| COLUMN C WHICH ARE:             |
| COLUMN D DISPOSITION:           |

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<tr>
<td>DATE RESCINDED: 31 / Mar / 2003</td>
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<td>DATE APPROVED:</td>
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| COLUMN B CONSISTING OF:          |
| COLUMN C WHICH ARE:             |
| COLUMN D DISPOSITION:           |

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<tr>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N/A</td>
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<td>DATE RESCINDED: 31 / Mar / 2003</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
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<p>| COLUMN B CONSISTING OF:          |
| COLUMN C WHICH ARE:             |
| COLUMN D DISPOSITION:           |</p>
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<td>DATE RESCINDED: 31 / Mar / 2003</td>
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<th>TABLE &amp; RULE: T 13 - 10 R 51.00</th>
<th>TITLE: DELETED</th>
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<td>DATE RESCINDED: 31 / Mar / 2003</td>
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<th>TABLE &amp; RULE: T 13 - 10 R 52.00</th>
<th>TITLE: DELETED</th>
<th>FROZEN RECORD: No</th>
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<tbody>
<tr>
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<td>DATE RESCINDED: 31 / Mar / 2003</td>
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<td>DATE APPROVED:</td>
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</table>
### T 13 - 10: SPACE, MISSILE, COMMAND AND CONTROL - SEARCH AND RESCUE (SAR) MISSION RECORDS

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
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<tr>
<th>TABLE &amp; RULE: T 13 - 10 R 53.00</th>
<th>TITLE: DELETED</th>
<th>FROZEN RECORD: No</th>
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</thead>
<tbody>
<tr>
<td>AUTHORITY: N/A</td>
<td>DATE RESCINDED: 31 / Mar / 2003</td>
<td>DATE APPROVED:</td>
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### T 13 - 11: SPACE, MISSILE, COMMAND AND CONTROL - SEARCH AND RESCUE (SAR) MISSION RECORDS

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
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<tr>
<td>AUTHORITY: N1-AFU-91-46</td>
<td>FROZEN RECORD: No</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
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</tbody>
</table>

### NOTES

6. Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

34. On inactivation or relocation of a unit, transfer all records to the unit that assumes responsibility for the area in which incidents occurred; destroy or retire the transferred records when specified retention periods have elapsed.

### T 13 - 11 R 01.01

<table>
<thead>
<tr>
<th>TITLE: RCC and Operating Units for Closed Noncombat Area Missions Other than Rule 1.3</th>
<th>DATE MODIFIED: 12 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

### NOTES

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that replace temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

On inactivation or relocation of a unit, transfer all records to the unit that assumes responsibility for the area in which incidents occurred; destroy or retire the transferred records when specified retention periods have elapsed.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

On inactivation or relocation of a unit, transfer all records to the unit that assumes responsibility for the area in which incidents occurred; destroy or retire the transferred records when specified retention periods have elapsed.

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

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
| TABLE & RULE: T 13 - 11 R 02.00 | DATE MODIFIED: 25 / Aug / 2008 |
| TITLE: DELETED - (18 May 06) - Incorporated into Rule 1.01 of this Table |
| AUTHORITY: N/A |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 13 - 11 R 03.00 | DATE MODIFIED: 25 / Aug / 2008 |
| TITLE: DELETED - (18 May 06) - Incorporated into Rule 1.01 of this Table |
| AUTHORITY: N/A |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 13 - 11 R 03.01 | DATE CREATED: 04 / Sep / 2003 |
| TITLE: Closed or Suspended Missions, Incident Forms |
| AUTHORITY: N1-AFU-90-03 |

**COLUMN B CONSISTING OF:**

closed or suspened missions, incident forms pertaining to search and rescue

**COLUMN C WHICH ARE:**

at other units, emergency locator transmitters not included in rules 1 through 1.02

**COLUMN D DISPOSITION:**

Destroy after 1 year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
form reports and related records

COLUMN C WHICH ARE:
other than those in Rule 4.1

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTES

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Monthly Mission Summary Reports Form Reports and Related Records in Combat Areas

monthly mission summary reports

COLUMN C WHICH ARE:
at operating units for suspended missions

COLUMN D DISPOSITION:
Retire as permanent.

NOTE: Some rules could not be converted to a specific rule within a table because the old disposition read "see Table ....", therefore, only table conversion is provided.
TABLE & RULE: T 13 - 11 R 06.00
TITLE: Operations Logs
AUTHORITY: N1-AFU-91-46
FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 12 / May / 2005
DATE APPROVED: 

COLUMN B CONSISTING OF:
log books of all mission activities except Rule 6.1

COLUMN C WHICH ARE:
at RCCs

COLUMN D DISPOSITION:
Destroy after 7 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 11 R 06.01
TITLE: DELETED - (15 Jun 06) – Incorporated into Rule 1
AUTHORITY: N1-AFU-91-46
FROZEN RECORD: No
DATE RESCINDED: 15 / Jun / 2006
DATE APPROVED: 

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Log Books Of Combat and High Interest Mission Activities
log books of combat

COLUMN C WHICH ARE:
high interest mission activities

COLUMN D DISPOSITION:
Retire as permanent.

NOTES
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

34 On inactivation or relocation of a unit, transfer all records to the unit that assumes responsibility for the area in which incidents occurred; destroy or retire the transferred records when specified retention periods have elapsed.

TABLE & RULE: T 13 - 11 R 07.00
TITLE: DELETED - (15 Jun 06) – Incorporated into Rule 3.01
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No
DATE RESCINDED: 15 / Jun / 2006
DATE APPROVED: 

PREVIOUSLY TITLED: Log Books Of Combat and High Interest Mission Activities
Emergency locator transmitters not included in Rules 1 through 3.1

Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 13 - 12: SPACE, MISSILE, COMMAND AND CONTROL - (RESERVED)

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<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
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<tr>
<td>COLUMN D DISPOSITION:</td>
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<table>
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<tr>
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<tr>
<td>FROZEN RECORD: No</td>
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<td>DATE RESCINDED: 01 / Jan / 1900</td>
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<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tr>
<td>COLUMN C WHICH ARE:</td>
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<tr>
<td>COLUMN D DISPOSITION:</td>
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### T 13 - 13: SPACE, MISSILE, COMMAND AND CONTROL - AIRCREW PERSONAL AUTHENTICATION

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 13 - 13 R 01.00</th>
<th>DATE MODIFIED: 12 / May / 2005</th>
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<tbody>
<tr>
<td>TITLE: Personal Authenticator Card</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
card form for aircrew members/individuals who may be subject to action in or over hostile territory

**COLUMN C WHICH ARE:**
at operating units

**COLUMN D DISPOSITION:**
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.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 13 R 02.00

| DATE MODIFIED: 18 / May / 2006 |
| FROZEN RECORD: No |

| DATE RESCINDED: 11 / Apr / 2006 |
| DATE APPROVED: |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

**NOTES**
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 13 R 03.00

| DATE CREATED: 14 / Aug / 2006 |
| FROZEN RECORD: No |

| CURRENT: Yes |
| DATE APPROVED: |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)
T 13 - 14: SPACE, MISSILE, COMMAND AND CONTROL - SEARCH AND RESCUE (SAR) AGREEMENTS AND SUPPORT RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 13 - 14 R 01.00</th>
<th>DATE MODIFIED: 12 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Agreements</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
formal agreements with any modifications and related records concerning SAR operations involving foreign, federal, state, local, and private agencies

**COLUMN C WHICH ARE:**
made by SAR coordinator with foreign SAR authorities only on operational or technical matters at Federal SAR coordinator

**COLUMN D DISPOSITION:**
Destroy 1 year after agreement is terminated or obsolete.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 13 - 14 R 02.00</th>
<th>DATE MODIFIED: 12 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: SAR Support Control Records</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
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</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
SAR Support Control Records

**COLUMN C WHICH ARE:**
lists of agencies involved in SAR operations and the location of their SAR facilities

**COLUMN D DISPOSITION:**
Destroy when superseded or obsolete.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 13 - 15 R 01.00

| COLUMN B CONSISTING OF: | | COLUMN C WHICH ARE: | | COLUMN D DISPOSITION: |
|-------------------------|------------------|---------------------|---------------------|
| 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. |

#### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 15 R 02.00

| COLUMN B CONSISTING OF: | | COLUMN C WHICH ARE: | | COLUMN D DISPOSITION: |
|-------------------------|------------------|---------------------|---------------------|
| Quality Control Reports at Monitoring HQ and Any Other Locs, Eval Reports, Tech Records Used as a Database for Reports | at monitoring headquarters and any other locations | Destroy when no longer needed. |

#### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 13 - 15 R 03.00

| COLUMN B CONSISTING OF: | | COLUMN C WHICH ARE: | | COLUMN D DISPOSITION: |
|-------------------------|------------------|---------------------|---------------------|
| | | | |

#### NOTES

Delete the following rule as it is incorporated into Rule 2.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 15 R 06.00
TITLE: Station, System, and Special Evaluation Reports
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
station, system and special evaluation reports

COLUMN C WHICH ARE:

at sites and monitoring headquarters

COLUMN D DISPOSITION:
Destroy on inactivation or when superseded by new report, whichever is sooner.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 15 R 07.00
TITLE: Ground Radar Station Reports
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
ground radar station reports

COLUMN C WHICH ARE:
continuous evaluation original reports

COLUMN D DISPOSITION:
Destroy 1 year after end of the year in which last entry is made.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 13 - 15 R 08.00
TITLE: Reports Consolidated in Command Periodic Reports
AUTHORITY: N1-AFU-90-03

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 13 - 16: SPACE, MISSILE, COMMAND AND CONTROL - DELETED

T 14 - 01: INTELLIGENCE - INTELLIGENCE RECORDS

NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 14 - 01 R 02.00
**Title:** Indexes or Accession Lists Based on Intelligence Research or Library-Type Activities  
**Authority:** DAA-GRS-2013-0002-0016  
**Date Modified:** 05 / Feb / 2016  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:** 05 / Feb / 2016

**Column B Consisting Of:**  
Indexes or accession lists based on intelligence research or library-type activities

**Column C Which Are:**  
Intelligence holdings on raw and finished intelligence products of other activities

**Column D Disposition:**  
Destroy or delete with related records, or when no longer needed, whichever is sooner.

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 14 - 01 R 03.00
**Title:** Special Indexes or Bibliographies  
**Authority:** N1-AFU-90-03  
**Date Modified:** 13 / May / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**  
Special indexes or bibliographies

**Column C Which Are:**  
Prepared in support of studies or projects

**Column D Disposition:**  
Dispose of originals with the study or project of which they become a part.

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 14 - 01 R 04.00
**Title:** Special Indexes or Bibliographies Information Copies  
**Authority:** N1-AFU-90-03  
**Date Modified:** 13 / May / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**  
Special indexes or bibliographies

**Column C Which Are:**  
Rule 3 information

**Column D Disposition:**  
Destroy when no longer needed.

**Notes**

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<th>13 / May / 2005</th>
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<tr>
<td>TITLE: Intelligence Record Dissemination</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
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</table>

**COLUMN B CONSISTING OF:**
intelligence record dissemination

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 1 year after requirement is discontinued or superseded.

### NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 14 - 01 R 06.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 14 - 01 R 06.00</th>
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<tbody>
<tr>
<td>TITLE: Joint and External Committee Membership</td>
<td>FROZEN RECORD:</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT:</td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**
records

**COLUMN C WHICH ARE:**
joint and external committee membership

**COLUMN D DISPOSITION:**
See Table 38-5 Committee and Board Records

### NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 14 - 01 R 07.00

<table>
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<td>TITLE: Captured Records</td>
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<tr>
<td>AUTHORITY: N1-AFU-96-03</td>
<td>CURRENT:</td>
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</tbody>
</table>
COLUMN B CONSISTING OF:
information captured or confiscated in wartime under international law including records of a foreign government, military, private, or other institutions

COLUMN C WHICH ARE:
at intelligence offices

COLUMN D DISPOSITION:
Retire as permanent.

NOTES

2 Transfer to the National Archives in 5-year blocks when latest document is 5 years old.

3 Transferred to the National Archives in 5-year blocks when the most recent records are 15 years old (e.g., 1970-74 records to be transferred in 1990).

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 14 - 01: INTELLIGENCE - COLLECTION RECORDS

TABLE & RULE: T 14 - 01 R 08.00
TITLE: Sensitive Compartmented Information (SCI) Non-disclosure Agreements (NDA)
DATE MODIFIED: 13 / May / 2005
FROZEN RECORD: No
CURRENT: Yes

AUTHORITY: GRS 18, ITEM 25A

COLUMN B CONSISTING OF:
DD Form 1847, Sensitive Compartmented Information Indoctrination Memorandum, or similar forms

COLUMN C WHICH ARE:
at 497 IG/INSB

COLUMN D DISPOSITION:
Destroy after 70 years.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 14 - 02: INTELLIGENCE - COLLECTION RECORDS

TABLE & RULE: T 14 - 02 R 01.00
TITLE: Raw Intelligence
DATE MODIFIED: 13 / May / 2005
FROZEN RECORD: No
CURRENT: Yes

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at HQ USAF

COLUMN D DISPOSITION:
Destroy when microfilm is determined adequate substitute.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Collection Requirements at Originating Elements

N1-AFU-90-03

Collection Requirements Action Information Sets at Field Collection Activities

N1-AFU-90-03

collection requirements

at originating elements

Destroy 3 years after cancellation or completion.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Collection Requirements Action Information Sets at Field Collection Activities

N1-AFU-90-03

collection requirements action information sets

at field collection activities

Destroy 90 days after cancellation or completion.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 14 - 02 R 07.00

<table>
<thead>
<tr>
<th>TITLE: Proposals for Collection of Intelligence</th>
<th>DATE MODIFIED: 13 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT:</td>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
proposals for collection of intelligence

**COLUMN C WHICH ARE:**
correspondence and related records regarding presentation of proposals for collection of intelligence not developed into collection requirements

**COLUMN D DISPOSITION:**
Destroy 2 years after cancellation.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 14 - 02 R 08.00

<table>
<thead>
<tr>
<th>TITLE: Collection Operations</th>
<th>DATE MODIFIED: 13 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT:</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
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</table>

**COLUMN B CONSISTING OF:**
collection operations

**COLUMN C WHICH ARE:**
correspondence and related records regarding individual case development and exploitation related to special project or case file

**COLUMN D DISPOSITION:**
Destroy 1 year after completion of project case and preparation of resulting intelligence reports.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 14 - 02 R 09.00

<table>
<thead>
<tr>
<th>TITLE: Collection Devices Projects</th>
<th>DATE MODIFIED: 13 / May / 2005</th>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
collection devices projects

COLUMN C WHICH ARE:
records reflecting activities of collection teams that monitor the development of devices and equipment from the standpoint of intelligence needs

COLUMN D DISPOSITION:
Destroy 2 years after project is completed or cancelled.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 14 - 02 R 10.00
TITLE: USAF Name Registry
AUTHORITY: DAA-GRS-2013-0002-0016

COLUMN B CONSISTING OF:
record on persons for whom the Air Force has responsibility

COLUMN C WHICH ARE:
records recorded on microfilm

COLUMN D DISPOSITION:
Destroy or delete with related record.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 14 - 02 R 11.00
TITLE: USAF Name Registry Individual Files
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
files

COLUMN C WHICH ARE:
USAF name registry individual files

COLUMN D DISPOSITION:
Destroy when inactivated or no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:

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 Miscellaneous Federal Government and Commercial Publications

### COLUMN C WHICH ARE:

- directed to be returned by current DIA Manuals

### COLUMN D DISPOSITION:

Request disposition instructions from Air Force Information Systems Architecture (HQ AFISA).

### NOTES

<table>
<thead>
<tr>
<th>Table</th>
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<tr>
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</tr>
</tbody>
</table>

### PREVIOUSLY TITLED:

Collection Guidance Not Directed to be Returned by Current DIA Manuals

### COLUMN B CONSISTING OF:

- collection guidance

### COLUMN C WHICH ARE:

- not directed to be returned by current DIA manuals

### COLUMN D DISPOSITION:

Destroy when superseded, obsolete, or no longer needed.

### NOTES

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</tr>
</tbody>
</table>

### PREVIOUSLY TITLED:

Collection Guidance

### COLUMN B CONSISTING OF:

- collection guidance

### COLUMN C WHICH ARE:

- not directed to be returned by current DIA manuals

### COLUMN D DISPOSITION:

Destroy when superseded, obsolete, or no longer needed.
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<tr>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
which provide requirements, collection guidance of a limited nature, and specific reporting instructions

COLUMN C WHICH ARE:
record sets at HQ USAF

COLUMN D DISPOSITION:
Disposition pending...

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**TABLE & RULE: T 14 - 02 R 21.00**

**TITLE:** ELINT Master Intercept Tapes  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 13 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
ELINT Master Intercept Tapes

**COLUMN C WHICH ARE:**  
maintained for ELINT data processor (EDP) to provide complete updated records of intercepts

**COLUMN D DISPOSITION:**  
Destroy 4 years from date of intercept.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 14 - 02 R 22.00**

**TITLE:** Subsidiary Punched Cards  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 13 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
other mass data records used in processing ELINT data

**COLUMN C WHICH ARE:**  
on unknown emitters and for intercepts originated by the individual organization

**COLUMN D DISPOSITION:**  
Destroy when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 14 - 02 R 23.00**

**TITLE:** Subsidiary Punched Cards - Other Copies  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 13 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
subsidiary punched cards - other copies

**COLUMN C WHICH ARE:**  
not covered in Rule 22

**COLUMN D DISPOSITION:**  
Destroy after 3 years or when transcription to computer tape has been accomplished.

**NOTES**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 14 - 02 R 24.00

**TITLE:** Blood Chits  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 13 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:** reports

**COLUMN C WHICH ARE:** pertaining to lost blood chits

**COLUMN D DISPOSITION:** Destroy 1 year after release from accountability.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 14 - 02 R 25.00

**TITLE:** Blood Chits Inventory Reports  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 13 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:** reports

**COLUMN C WHICH ARE:** blood chits inventory reports

**COLUMN D DISPOSITION:** Destroy when superseded.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 14 - 02 R 26.00

**TITLE:** Optical Intelligence (OPTINT) Apollo Range Instrumentation Ships (ARIS) and Packed Data Tapes/Film  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 15 / Jun / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.

Paper analogs, messages, and reports

Degauss/destroy data after an annual review. An absolute minimum of classical mode quality data will be held for 2 years.

Telemetry Intelligence (TELINT)

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 14 - 02 R 29.00

**Title:** TELINT Magnetic Tape, RADINT ARIS - Packed Data Tapes  
**Date Modified:** 15 / Jun / 2006  
**Frozen Record:** No  
**Current:** Yes  
**Authority:** N1-AFU-90-03  
**Date Approved:**

**Column B Consisting Of:**

- Tapes

**Column C Which Are:**

- TELINT magnetic tapes, or RADINT ARIS - packed data tapes

**Column D Disposition:**

Degauss tapes after annual review. An absolute minimum of classical mode quality will be held for 3 years.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 14 - 02 R 30.00

**Title:** Radar Intelligence (RADINT)  
**Date Modified:** 13 / May / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Authority:** N1-AFU-90-03  
**Date Approved:**

**Column B Consisting Of:**

- Radar Intelligence (RADINT)

**Column C Which Are:**

- over-horizon detection (OHD) packed-data tapes

**Column D Disposition:**

Degauss/destroy after 1 year.

### Notes

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 14 - 02 R 31.00

**Title:** DELETED - (15 Jun 06) -- Incorporated into Rule 29  
**Date Modified:** 22 / Jun / 2006  
**Frozen Record:** No  
**Date Rescinded:** 15 / Jun / 2006  
**Authority:** N1-AFU-90-03  
**Date Approved:**

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Degauss tapes after annual review. An absolute minimum of classical mode quality data will be retained 3 years.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Degauss tapes after annual review. An absolute minimum of classical mode quality data will be retained 5 years.

Filmed test events after 10 years.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<th>TABLE &amp; RULE: T 14 - 02 R 33.01</th>
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<tr>
<td><strong>TITLE:</strong> PHOTINT Duplicate Film</td>
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<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 13 / May / 2005</td>
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<td><strong>FROZEN RECORD:</strong> No</td>
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</table>

**COLUMN B CONSISTING OF:**
- film

**COLUMN C WHICH ARE:**
- PHOTINT duplicate film

**COLUMN D DISPOSITION:**
- Destroy after 5 years.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
<td><strong>TITLE:</strong> Intelligence Debriefs and Related Files on Prisoners of War (POW), Combat Escapees and Evaders, Peacetime Captives, Internes</td>
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<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
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<tr>
<td><strong>DATE APPROVED:</strong></td>
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</table>

**COLUMN B CONSISTING OF:**
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.)

**COLUMN C WHICH ARE:**
at Joint Survival, Evasion, Resistance, and Escape (SERE) Support Agency (HQ USAF)

**COLUMN D DISPOSITION:**
Retain pending approval of disposition authority.

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<thead>
<tr>
<th>TABLE &amp; RULE: T 14 - 02 R 35.00</th>
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<tbody>
<tr>
<td><strong>TITLE:</strong> Intelligence Debriefs at Air Force Historical Research Agency (AFHRA)</td>
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<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
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<tr>
<td><strong>DATE MODIFIED:</strong> 13 / May / 2005</td>
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**COLUMN B CONSISTING OF:**
- intelligence debriefs

**COLUMN C WHICH ARE:**
at Air Force Historical Research Agency (AFHRA)

**COLUMN D DISPOSITION:**
Retain pending approval of disposition authority.
### TABLE & RULE: T 14 - 02 R 36.00
**TITLE:** Intelligence Debriefs at Other Activities  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 13 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:** intelligence debriefs

**COLUMN C WHICH ARE:** at Air Force activities other than Rules 34 and 35

**COLUMN D DISPOSITION:** Retain pending approval of disposition authority.

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### TABLE & RULE: T 14 - 03 R 01.00
**TITLE:** Intelligence Estimates  
**AUTHORITY:** NC1-AFU-80-08  
**DATE MODIFIED:** 13 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:** data relating to analyses of the intentions, capabilities, and vulnerabilities of nations and areas developed for use in operational planning

**COLUMN C WHICH ARE:** record sets and supporting records at originating offices

**COLUMN D DISPOSITION:** Retire as permanent.

**NOTES**
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 14 - 03 R 02.00
**TITLE:** Intelligence Information Copies and Intelligence Reference Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 31 / Jan / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:** copies, reference records and other materials including copies of intelligence reports produced by other agencies and used to support contributions to national or joint estimates

**COLUMN C WHICH ARE:** regardless of location and producing agency(s)

**COLUMN D DISPOSITION:** Destroy when superseded, rescinded, or no longer needed.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

TABLE & RULE: T 14 - 03 R 03.00
TITLE: DELETED - (31 Jan 07) (Incorporated into Rule 2) Intelligence Contributions and Estimates
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
data

COLUMN C WHICH ARE:
data supporting an Air Force contribution to the national or joint estimate

COLUMN D DISPOSITION:
Destroy after 5 years or when no longer needed, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 14 - 03 R 04.00
TITLE: Finished Intelligence Reports
AUTHORITY: NC1-AFU-80-08

COLUMN B CONSISTING OF:
Specialized intelligence publications, estimates, studies, surveys, reports, analyses, evaluations and appraisals, including both general and technical intelligence and intelligence concerning their combat applications

COLUMN C WHICH ARE:
record sets and supporting records (background material) at the office of preparation

COLUMN D DISPOSITION:
Retire as permanent when rescinded, superseded, or obsolete.

NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 14 - 03 R 05.00
TITLE: DELETED - (15 Jun 06) -- Incorporated into Rule 4
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Finished Intelligence Reports

copies

COLUMN C WHICH ARE:
information copies, including copies of intelligence reports produced by other agencies

COLUMN D DISPOSITION:
Destroy when superseded, rescinded, or no longer needed.

NOTES
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 14 - 03 R 06.00

| TITLE: Intelligence Reference Records -- Regardless of Location | DATE MODIFIED: 31 / Jan / 2007 |
| AUTHORITY: N1-341-00-01 | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |

COLUMN B CONSISTING OF:
printed or processed materials, photographs, or maps accumulated at any organizational level as a reference file or for library intelligence research purposes

COLUMN C WHICH ARE:
information copies of finished intelligence reports at originating activity(s), or produced by other national intelligence agencies, DIA, unified and special commands, or by USAF activities for departmental level

COLUMN D DISPOSITION:
Destroy when obsolete, superceded, or no longer needed.

TABLE & RULE: T 14 - 03 R 07.00

| TITLE: DELETED (31 Jan 07)(Incorporated into Rule 6) Intelligence Reference Records at HQ USAF | DATE MODIFIED: 02 / Sep / 2008 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: No |
| DATE RESCINDED: 02 / Sep / 2008 | DATE APPROVED: |

COLUMN B CONSISTING OF:
printed or processed materials, photographs, or maps accumulated at any organizational level as a reference file or for library intelligence research purposes

COLUMN C WHICH ARE:
produced by other national intelligence agencies, DIA, unified and special commands, or by USAF activities for departmental level

COLUMN D DISPOSITION:
Destroy 5 years after record is superseded or rescinded.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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TABLE & RULE: T 14 - 03 R 08.00

| TITLE: DELETED - (15 Jun 06) -- Incorporated into Rule 2 | DATE MODIFIED: 02 / Sep / 2008 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: No |
| DATE RESCINDED: 02 / Sep / 2008 | DATE APPROVED: |
## T 14 - 04: INTELLIGENCE - INTELLIGENCE POLICY AND PLANNING RECORDS

**TABLE & RULE:** T 14 - 04 R 01.00
**TITLE:** Policy Directives and Copies, Planning, Production Planning Support
**AUTHORITY:** UNSCHEDULED

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**COLUMN B CONSISTING OF:**
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**PREVIOUSLY TITLED:** Intelligence Reference Records at other than HQ USAF

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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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---

**T 14 - 04: INTELLIGENCE - INTELLIGENCE POLICY AND PLANNING RECORDS**

**TABLE & RULE:** T 14 - 04 R 01.00
**TITLE:** Policy Directives and Copies, Planning, Production Planning Support
**AUTHORITY:** UNSCHEDULED

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**PREVIOUSLY TITLED:** Policy Directives Information Copies

**COLUMN B CONSISTING OF:**
previously titled: Policy Directives Information Copies

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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**T 14 - 04: INTELLIGENCE - INTELLIGENCE POLICY AND PLANNING RECORDS**

**TABLE & RULE:** T 14 - 04 R 02.00
**TITLE:** DELETED - (15 Jun 06) -- Incorporated into Rule 1 of this Table
**AUTHORITY:** UNSCHEDULED

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**PREVIOUSLY TITLED:** Policy Directives Information Copies

**COLUMN B CONSISTING OF:**
previously titled: Policy Directives Information Copies

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COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Planning

COLUMN C WHICH ARE:
HQ USAF plans, directives, communications, and supporting records relating to implementation of DIA plans and development of USAFINTEL responsibilities, missions and organization

COLUMN D DISPOSITION:
Disposition pending...

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COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Production Planning Support

COLUMN C WHICH ARE:
production planning support

COLUMN D DISPOSITION:
Disposition pending...

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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

NOTES
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 14 - 04 R 06.00**

**TITLE:** Annexes to Joint, Command, Operations, and Wartime Planning at HQ USAF  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 13 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
annexes to joint, command, operations and wartime planning

**COLUMN C WHICH ARE:**
for monitoring purposes and/or coordination

**COLUMN D DISPOSITION:**
Destroy when superseded, obsolete, or no longer needed.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 14 - 04 R 07.00**

**TITLE:** Disclosure of Military Information to Foreign Governments And International Organizations  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 15 / Jun / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy after 10 years.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 14 - 04 R 08.00**

**TITLE:** DELETED - (15 jun 06) -- Incorporated into Rule 7 of this Table  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 02 / Sep / 2008  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 02 / Sep / 2008  
**DATE APPROVED:**
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Disclosure of Military Information to Foreign Government & Interational Organizations at any USAF Level w/Disclosure Auth

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

COLUMN C WHICH ARE:
at any USAF level with disclosure authority

COLUMN D DISPOSITION:
Destroy after 10 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.

PREVIOUSLY TITLED: Disclosure of Military Information to Foreign Government & International Organizations at any USAF Level w/Disclosure Auth

the disclosure of military information

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 10 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

complete 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.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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TABLE & RULE: T 14 - 04 R 10.01

TITLE: DELETED - (15 Jun 06) -- Incorporated into Rule 10 of this Table
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Disclosure of Military Information to Foreign Governments and International Organizations Information Copies

disclosure of military information

COLUMN C WHICH ARE:
maintained below MAJCOM pertaining to Rules 9 and 10

COLUMN D DISPOSITION:
Destroy after 2 years or when no longer needed, whichever is sooner.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 14 - 04 R 11.00

TITLE: Receipts for Records Released to Reps of Foreign Nations, Contract Development and Monitoring, Production Expenditures
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
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)

COLUMN D DISPOSITION:
Destroy after 6 years.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
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**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Contract Development and Monitoring

documentation of implementation, contract development, substantive monitorship, bids, proposals, brochures, technical guidance, reports, correspondence, contracts and amendments, fulfillment of requirements, studies, and contractor final reports of external assistance and contracts and agreements

**COLUMN C WHICH ARE:**

with government agencies and civilian contractors that provide technical and scientific contributions for intelligence efforts

**COLUMN D DISPOSITION:**

destroy after 6 years.

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**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Production Expenditures

production expenditures

**COLUMN C WHICH ARE:**

master files of project or task assignment forms authorization for commitment and expenditure of intelligence production resources

**COLUMN D DISPOSITION:**

Destroy after 6 years.

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**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Production Expenditures Documenting Expenditures of Production Capabilities

project or task case files

**COLUMN C WHICH ARE:**

documenting expenditures of production capabilities

**COLUMN D DISPOSITION:**

Destroy after 6 years.
COLUMN B CONSISTING OF:
production expenditures documenting expenditures incident to administration or routine matters or one-time requests

COLUMN C WHICH ARE:
documenting expenditures incident to administration, consisting of reference records, machine tapes, reports, briefings, records that establish production policy, planning, or procedural development

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 14 - 05: INTELLIGENCE - FOREIGN NATIONALS

COLUMN B CONSISTING OF:
requests for visits, country files, awards

COLUMN C WHICH ARE:
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 representatives to visit USAF installations, awards at field activities

COLUMN D DISPOSITION:
Destroy after 2 years.

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### NOTES

no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 14 - 05 R 05.00

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**COLUMN B CONSISTING OF:**
general orders and correspondence concerning awards or recommendations for awards

**COLUMN C WHICH ARE:**
at HQ USAF

**COLUMN D DISPOSITION:**
Destroy after 4 years.

### TABLE & RULE: T 14 - 05 R 06.00

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<td><strong>DATE RESCINDED:</strong> 02 / Sep / 2008</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Awards at Field Activities

awards

**COLUMN C WHICH ARE:**
at field activities

**COLUMN D DISPOSITION:**
Destroy after 2 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 14 - 05 R 07.00

<table>
<thead>
<tr>
<th>AUTHORITY: N1-AFU-90-03</th>
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<td><strong>DATE MODIFIED:</strong> 02 / Sep / 2008</td>
</tr>
<tr>
<td><strong>DATE RESCINDED:</strong> 02 / Sep / 2008</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Awards at HQ USAF

awards

**COLUMN C WHICH ARE:**
at HQ USAF

**COLUMN D DISPOSITION:**
Destroy after 20 years.

### NOTES
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 14 - 05 R 08.00
TITLE: (RESERVED) DATE MODIFIED: 11 / Apr / 2006
AUTHORITY: N/A FROZEN RECORD: No
DATE RESCINDED: 11 / Apr / 2006 DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

---

TABLE & RULE: T 14 - 05 R 09.00
TITLE: DELETED - (16 Jun 06) -- Incorporated into Rule 3 of this Table DATE MODIFIED: 02 / Sep / 2008
AUTHORITY: N1-AFU-90-03 FROZEN RECORD: No DATE RESCINDED: 02 / Sep / 2008 DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Accredited Attach

a roster of service attach

COLUMN C WHICH ARE:
record copies at originating offices

COLUMN D DISPOSITION:
Destroy after 20 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 14 - 05 R 10.00
TITLE: Accredited Attach DATE MODIFIED: 13 / May / 2005
AUTHORITY: N1-AFU-90-03 FROZEN RECORD: No
CURRENT: Yes DATE APPROVED:

---
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 14 - 05 R 10.01
TITLE: DELETED

AUTHORITY: N/A

FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:

COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:

COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:

TABLE & RULE: T 14 - 05 R 11.00
TITLE: Individual Foreign Attach

AUTHORITY: N1-AFU-87-28

FROZEN RECORD: No
DATE MODIFIED: 13 / May / 2005
DATE RESCINDED:
DATE APPROVED: Yes

COLUMN B CONSISTING OF:
accreditation paperwork, photographs, biographical data and other correspondence pertaining to individual attach
COLUMN C WHICH ARE:
at HQ USAF
COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### T 14 - 06: INTELLIGENCE - MAPPING, CHARTING AND GEODESY (MC&G) RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 14 - 06 R 01.00</th>
<th>DATE MODIFIED: 16 / Jun / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Requirement, Development Project Files</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-92-18</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
copies of requirements, submissions, guidance, studies, background information, and other information, technical data, documentary material, and background studies or reports

**COLUMN C WHICH ARE:**
related to MC&G requirements, related to developmental MC&G programs or weapon systems using MC&G products and services

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 14 - 06 R 02.00

<table>
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<tr>
<th>TABLE &amp; RULE: T 14 - 06 R 02.00</th>
<th>DATE MODIFIED: 22 / Jun / 2006</th>
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<tbody>
<tr>
<td>TITLE: DELETED - (16 Jun 06) – Incorporated into Rule 1</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE RESCINDED: 16 / Jun / 2006</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-92-18</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Development Project Files

technical data, documentary material, and background studies or reports

**COLUMN C WHICH ARE:**
related to developmental MC&G programs or weapon systems using MC&G products and services

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 14 - 06 R 03.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 14 - 06 R 03.00</th>
<th>DATE MODIFIED: 13 / May / 2005</th>
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<tbody>
<tr>
<td>TITLE: Standard Analog MC&amp;G Products</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-92-18</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
technical data, catalogs, specifications, and background information

COLUMN C WHICH ARE:
related to standard aeronautical, hydrographic, topographic, target material, and general purpose MC&G products

COLUMN D DISPOSITION:
Destroy when no longer needed or when no longer produced.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 14 - 06 R 04.00
TITLE: Sample MC&G Products, Point Positioning Databases (PPDB)  DATE MODIFIED: 16 / Jun / 2006
AUTHORITY: N1-AFU-92-18  FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
PPDB held by the using agency

COLUMN D DISPOSITION:
Destroy when no longer needed or when product is obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 14 - 06 R 05.00
AUTHORITY: N1-AFU-92-18  FROZEN RECORD: No
DATE RESCINDED: 16 / Jun / 2006
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Point Positioning Databases (PPDB)

COLUMN C WHICH ARE:
preprocessed sets of rectified and gridded photographs, reference booklets or magnetic media

COLUMN D DISPOSITION:
Destroy when no longer needed or when product is obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

PREVIOUSLY TITLED: Sample MC&G Products, Point Positioning Databases (PPDB)
preprocessed sets of rectified and gridded photographs, reference booklets or magnetic media
held by the using agency

COLUMN D DISPOSITION:
Destroy when no longer needed or when product is obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 14 - 06 R 05.00
AUTHORITY: N1-AFU-92-18  FROZEN RECORD: No
DATE RESCINDED: 16 / Jun / 2006
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Point Positioning Databases (PPDB)

COLUMN C WHICH ARE:
preprocessed sets of rectified and gridded photographs, reference booklets or magnetic media
held by the using agency

COLUMN D DISPOSITION:
Destroy when no longer needed or when product is obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 14 - 06 R 05.00
AUTHORITY: N1-AFU-92-18  FROZEN RECORD: No
DATE RESCINDED: 16 / Jun / 2006
DATE APPROVED:

PREVIOUSLY TITLED: Sample MC&G Products, Point Positioning Databases (PPDB)
preprocessed sets of rectified and gridded photographs, reference booklets or magnetic media

COLUMN C WHICH ARE:
held by the using agency

COLUMN D DISPOSITION:
Destroy when no longer needed or when product is obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

PREVIOUSLY TITLED: Sample MC&G Products, Point Positioning Databases (PPDB)
preprocessed sets of rectified and gridded photographs, reference booklets or magnetic media

COLUMN C WHICH ARE:
held by the using agency

COLUMN D DISPOSITION:
Destroy when no longer needed or when product is obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

PREVIOUSLY TITLED: Sample MC&G Products, Point Positioning Databases (PPDB)
preprocessed sets of rectified and gridded photographs, reference booklets or magnetic media

COLUMN C WHICH ARE:
held by the using agency

COLUMN D DISPOSITION:
Destroy when no longer needed or when product is obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

PREVIOUSLY TITLED: Sample MC&G Products, Point Positioning Databases (PPDB)
preprocessed sets of rectified and gridded photographs, reference booklets or magnetic media

COLUMN C WHICH ARE:
held by the using agency

COLUMN D DISPOSITION:
Destroy when no longer needed or when product is obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
## T 14 - 07: INTELLIGENCE - DIGITAL DATA RECORDS

### COLUMN B CONSISTING OF:

- technical data, specifications, and background information, transformation information, and other records related to standard digital terrain data, feature data, maps, and other digital products, other material

### COLUMN C WHICH ARE:

- other material

### COLUMN D DISPOSITION:

Destroy when no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### T 14 - 07 R 01.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE</th>
<th>TITLE: Standard Digital MC&amp;G Products, Simulator Databases</th>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
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</thead>
<tbody>
<tr>
<td>T 14 - 07 R 01.00</td>
<td>DATE MODIFIED: 16 / Jun / 2006</td>
<td>FROZEN RECORD: No</td>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:

- technical data, specifications, and background information, transformation information, and other records related to simulator databases

### COLUMN C WHICH ARE:

- related to standard digital terrain data, feature data, maps, and other digital products, other material

### COLUMN D DISPOSITION:

Destroy when no longer needed.

---

### T 14 - 07 R 02.00

<table>
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<tr>
<th>TABLE &amp; RULE</th>
<th>TITLE: DELETED - (16 Jun 06) -- Incorporated into Rule 1</th>
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<th>FROZEN RECORD</th>
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<tr>
<td>T 14 - 07 R 02.00</td>
<td>DATE MODIFIED: 22 / Jun / 2006</td>
<td>FROZEN RECORD: No</td>
<td>DATE RESCINDED: 16 / Jun / 2006</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
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</table>

### COLUMN B CONSISTING OF:

PREVIOUSLY TITLED: Simulator Database

- technical data, transformation information, and other records related to simulator databases

### COLUMN C WHICH ARE:

- other material

### COLUMN D DISPOSITION:

Destroy when no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

38 Forward 2 copies to NIMA/MCEA.

---

### T 14 - 07 R 03.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE</th>
<th>TITLE: Printed, Photo Processes, and Similarly Produced Charts and Maps</th>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
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<tr>
<td>T 14 - 07 R 03.00</td>
<td>DATE MODIFIED: 13 / May / 2005</td>
<td>FROZEN RECORD: No</td>
<td>CURRENT: Yes</td>
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NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

38 Forward 2 copies to NIMA/MCEA.

TABLE & RULE: T 14 - 07 R 04.00
TITLE: PPDB
AUTHORITY: N1-AFU-90-03

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

38 Send destruction certifications to: NIMA, ATTN: PPDG, 3200 South Second Street, St Louis, MO 63118-3399.

TABLE & RULE: T 14 - 07 R 05.00
TITLE: Research Reference Records
AUTHORITY: N1-AFU-78-49

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

38 Send destruction certifications to: NIMA, ATTN: PPDG, 3200 South Second Street, St Louis, MO 63118-3399.
NOTES

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

37 They may also include intelligence information; see tables in 14-series for disposition instructions.

T 14 - 08: INTELLIGENCE - FLIGHT INFORMATION PUBLICATIONS (FLIP) RECORDS

T 14 - 08: INTELLIGENCE - FLIGHT INFORMATION PUBLICATIONS (FLIP) RECORDS

TABLE & RULE: T 14 - 08 R 01.00
TITLE: Background Materials
AUTHORITY: N1-AFU-92-20

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

FLIP material are addressed in AFI 11-201, Flight Information Publications.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 14 - 09 R 03.00**

**TITLE:** Preliminary Mathematical Computations
**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 13 / May / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
computations

**COLUMN C WHICH ARE:**
preliminary mathematical computations

**COLUMN D DISPOSITION:**
Destroy preliminary computations when no longer needed.

---

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 14 - 09 R 04.00**

**TITLE:** Office Records
**AUTHORITY:** NC1-AFU-78-46

**DATE MODIFIED:** 30 / Mar / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
computations involved in determining final values to be derived from observed data by adjustment or some other process

**COLUMN C WHICH ARE:**
at organizations performing computation

**COLUMN D DISPOSITION:**
Destroy originals when no longer needed.

---

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 14 - 09 R 05.00**

**TITLE:** Geodetic or Gravity Data
**AUTHORITY:** UNSCHEDULED

**DATE MODIFIED:** 13 / May / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
### T 14 - 10: INTELLIGENCE - SENSITIVE COMPARTMENTED INFORMATION (SCI) ADMINISTRATIVE SECURITY RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 14 - 10 R 01.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Computer Sys Sec Officer (CSSO) Rcds, Destruction Certs, SCI Files/Receipts/Programs/Rcds, Intelligence Rpts/Msgrs</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE MODIFIED: 09 / Feb / 2016</td>
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<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2016-0002-0002</td>
</tr>
<tr>
<td>DATE APPROVED: 09 / Feb / 2016</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- 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 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 identity, literature, posters, lectures, etc.

**COLUMN C WHICH ARE:**
- 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

**COLUMN D DISPOSITION:**
- Destroy when 2 years old.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

22 This item does not cover records documenting policies and procedures accumulated in offices having Air Force-wide responsibilities for security and protective services programs.

### T 14 - 10 R 02.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 14 - 10 R 02.00</th>
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<td>TITLE: DELETED - (16 Jun 06) – Incorporated into Rule 1</td>
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<tr>
<td>CURRENT: No</td>
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<tr>
<td>DATE MODIFIED: 22 / Jun / 2006</td>
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<tr>
<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE RESCINDED: 16 / Jun / 2006</td>
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<tr>
<td>AUTHORITY: GRS 18, ITEM 03</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
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</table>
**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Destruction Certificates

certificates

**COLUMN C WHICH ARE:**
relating to the destruction of accountable SCI documents

**COLUMN D DISPOSITION:**
Destroy when 2 years old.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 14 - 10 R 03.00</th>
<th>DATE MODIFIED: 22 / Jun / 2006</th>
</tr>
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<td>AUTHORITY: GRS 18, ITEM 04</td>
<td>DATE RESCINDED: 16 / Jun / 2006</td>
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</table>

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Accountable SCI Inventory Files

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

**COLUMN C WHICH ARE:**
relating to Top Secret material covered elsewhere in this schedule

**COLUMN D DISPOSITION:**
Destroy when 2 years old.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 14 - 10 R 04.00</th>
<th>DATE MODIFIED: 28 / Jul / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Contractor/Consultant SCI (access by visual, oral, or physical means) Records</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2017-0006-0014</td>
<td>CURRENT: Yes</td>
</tr>
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</table>

**COLUMN B CONSISTING OF:**
access records showing signatures of contractor/consultants having access to individual SCI items

**COLUMN C WHICH ARE:**
at CSSOs and other SCIFs

**COLUMN D DISPOSITION:**
Destroy 5 years after final entry or 5 years after date of document, as appropriate.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 14 - 10 R 05.00</th>
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<tr>
<td>TITLE: Access to Computer Products and Programming Reports</td>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: DAA-GRS-2013-0007-0003</td>
<td>CURRENT: Yes</td>
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**COLUMN B CONSISTING OF:**
registers and access rosters

**COLUMN C WHICH ARE:**
used to record the signature and related data of persons having access to products and reports

**COLUMN D DISPOSITION:**
Destroy 2 years after authorization expires.
TABLE & RULE: T 14 - 10 R 06.00
TITLE: DELETED - (16 Jun 06) -- Incorporated into Rule 1
DATE MODIFIED: 22 / Jun / 2006
FROZEN RECORD: No
DATE RESCINDED: 16 / Jun / 2006
DATE APPROVED: 

AUTHORITY: GRS 18, ITEM 02

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Pouch and Package Receipts for SCI

forms receipting by package number or similar identification for sealed packages or pouches containing SCI

COLUMN C WHICH ARE:
used to obtain a receipt for sealed incoming/outgoing packages to be sent by Defense Department Courier Service (DEFCOS) or other authorized courier

COLUMN D DISPOSITION:
Destroy when 2 years old.

---

TABLE & RULE: T 14 - 10 R 07.00
TITLE: DELETED - (16 Jun 06) -- Incorporated into Rule 1
DATE MODIFIED: 22 / Jun / 2006
FROZEN RECORD: No
DATE RESCINDED: 16 / Jun / 2006
DATE APPROVED: 

AUTHORITY: GRS 18, ITEM 01 (SEE NOTE 220)

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Intelligence Reports and Messages

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 policy

COLUMN C WHICH ARE:
may result in-depth research and analysis for SCI consumers, education needs and policy awareness

COLUMN D DISPOSITION:
Destroy when 2 years old.

NOTES

22 This item does not cover records documenting policies and procedures accumulated in offices having Air Force-wide responsibilities for security and protective services programs.

---

TABLE & RULE: T 14 - 10 R 08.00
TITLE: Security Violations Files
DATE MODIFIED: 28 / Jul / 2017
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

AUTHORITY: DAA-GRS-2017-0006-0027

COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
exclusive of files held by the Department of Justice or Department of Defense offices responsible for making such determinations

COLUMN D DISPOSITION:
Destroy 5 years after close of case.

---

TABLE & RULE: T 14 - 10 R 09.00
TITLE: DELETED - (16 Jun 06) -- Incorporated into Rule 1
DATE MODIFIED: 22 / Jun / 2006
FROZEN RECORD: No
DATE RESCINDED: 16 / Jun / 2006
DATE APPROVED: 

AUTHORITY: GRS 18, ITEM 01 (SEE NOTE 220)
**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Records of Sanitization or Operational Use of SCI

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

**COLUMN C WHICH ARE:**
used to document action taken according to DoDD 5105.21

**COLUMN D DISPOSITION:**
Destroy when 2 years old.

### NOTES

22 This item does not cover records documenting policies and procedures accumulated in offices having Air Force-wide responsibilities for security and protective services programs.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 14 - 10 R 10.00</th>
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<td>AUTHORITY: GRS 18, ITEM 01 (SEE NOTE 220)</td>
<td>DATE RESCINDED: 16 / Jun / 2006</td>
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</table>

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: SCI Security Education Programs

list or rosters showing security clearance status, security education literature, posters, lectures, etc.

**COLUMN C WHICH ARE:**
conducted by SCI security officials

**COLUMN D DISPOSITION:**
Destroy when 2 years old.

### NOTES

22 This item does not cover records documenting policies and procedures accumulated in offices having Air Force-wide responsibilities for security and protective services programs.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 14 - 10 R 11.00</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Copies of Fictitious SCI used in Field Exercises, Command Post Exercises, or Training Situations</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: GRS 18, ITEM 30B</td>
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</table>

**COLUMN B CONSISTING OF:**
fictitious or simulated SCI products and reports

**COLUMN C WHICH ARE:**
used to add realism to the exercise scenario

**COLUMN D DISPOSITION:**
Destroy/delete when dissemination, revision, or updating of exercise scenario is completed.

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COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

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| COLUMN C WHICH ARE:           |
| COLUMN D DISPOSITION:         |

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| COLUMN C WHICH ARE:           |
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| COLUMN B CONSISTING OF:       |
| COLUMN C WHICH ARE:           |
| COLUMN D DISPOSITION:         |
### T 14 - 11: INTELLIGENCE - SENSITIVE COMPARTMENTED INFORMATION (SCI) PERSONNEL SECURITY RECORDS

**TABLE & RULE:** T 14 - 11 R 01.00  
**TITLE:** Personnel Security Access or Adjudication of Persons Filling or Nominated to Fill SCI Position  
**AUTHORITY:** UNSCHEDULED  
**DATE MODIFIED:** 13 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- complete case files showing dates of access, adjudication data and rationale, reason for debriefing, or determining ineligible for SCI

**COLUMN C WHICH ARE:**
- at HQ USAF

**COLUMN D DISPOSITION:**
- Disposition pending...

---

**TABLE & RULE:** T 14 - 11 R 02.00  
**TITLE:** Access Requests Investigative Request and Reports  
**AUTHORITY:** UNSCHEDULED  
**DATE MODIFIED:** 13 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- indoctrination/ debriefing reports

**COLUMN C WHICH ARE:**
- in status transfer authorizations, copies of personal history statements, SCI data code award/deletion

**COLUMN D DISPOSITION:**
- Disposition pending...

---

**TABLE & RULE:** T 14 - 11 R 03.00  
**TITLE:** Access Requests, Investigative Request and Reports Other Copies  
**AUTHORITY:** UNSCHEDULED  
**DATE MODIFIED:** 13 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
**COLUMN B CONSISTING OF:**
other copies

**COLUMN C WHICH ARE:**
access requests, investigative requests and reports

**COLUMN D DISPOSITION:**
Disposition pending...

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<th>DATE MODIFIED: 13 / May / 2005</th>
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<tr>
<td>TITLE: For Cause Separation or Discharge Actions</td>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: UNSCHEDULED</td>
<td>CURRENT: Yes</td>
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**COLUMN B CONSISTING OF:**
under USAFINTEL 201-1; AFDP 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 indoctrinated persons

**COLUMN C WHICH ARE:**
at HQ USAF, if not closed favorably

**COLUMN D DISPOSITION:**
Disposition pending...

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**COLUMN B CONSISTING OF:**
for cause separation or discharge actions

**COLUMN C WHICH ARE:**
at HQ USAF if closed favorably

**COLUMN D DISPOSITION:**
Disposition pending...

<table>
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<tr>
<th>TABLE &amp; RULE: T 14 - 11 R 05.00</th>
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<tr>
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**COLUMN B CONSISTING OF:**
other copies

**COLUMN C WHICH ARE:**
for cause separation or discharge actions

**COLUMN D DISPOSITION:**
Disposition pending...

Report generated: 01 / Oct / 2018 - 08:00:00
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<tr>
<td>TITLE: Absentee Case Files at HQ USAF/INSB</td>
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<td>DATE APPROVED:</td>
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<td>data on SCI indoctrinated persons listed as missing</td>
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<td>COLUMN C WHICH ARE:</td>
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<tr>
<td>at HQ USAF</td>
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<td>COLUMN D DISPOSITION:</td>
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<tr>
<td>TITLE: SCI Billet Validation Records</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: UNSCHEDULED</td>
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<td>DATE APPROVED:</td>
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<td>SCI billet validation records</td>
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<td>COLUMN C WHICH ARE:</td>
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<tr>
<td>records validating decisions concerning SCI billet establishment, redesignation, realignment, deletion, or change</td>
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<tr>
<td>TITLE: SCI Indoctrination and Debriefing Oaths</td>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
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</table>
**COLUMN B CONSISTING OF:**
DD Forms 1847, Sensitive Compartmented Information Indoctrination Memorandum; and 1848, Sensitive Compartmented Information Debriefing Memorandum; or similar forms

**COLUMN C WHICH ARE:**
at all offices if used to maintain SCI billet records

**COLUMN D DISPOSITION:**
Disposition pending...

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<th>TABLE &amp; RULE: T 14 - 11 R 10.00</th>
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<tr>
<td>TITLE: SCI Indoctrination/Debriefing Materials</td>
<td>FROZEN RECORD:</td>
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**COLUMN B CONSISTING OF:**
SCI indoctrination/debriefing materials

**COLUMN C WHICH ARE:**
briefing slides, scripts, video tapes, etc.

**COLUMN D DISPOSITION:**
Disposition pending...

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**COLUMN B CONSISTING OF:**
documents concerning the travel of SCI indoctrinated persons

**COLUMN C WHICH ARE:**
at HQ USAF

**COLUMN D DISPOSITION:**
Disposition pending...

<table>
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<tr>
<td>TITLE: Assignment or Travel to Hazardous Areas Other Copies</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
assignments or travel

**COLUMN C WHICH ARE:**
to hazardous areas

**COLUMN D DISPOSITION:**
Disposition pending...
### TABLE & RULE: T 14 - 11 R 13.00
**TITLE:** SCI Re-indoctrination Oath/Register  
**AUTHORITY:** UNSCHEDULED  
**DATE MODIFIED:** 13 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:** records pertaining to periodic or special SCI reindoctrinations

**COLUMN C WHICH ARE:** accomplished according to USAFINTEL 201-1

**COLUMN D DISPOSITION:** Disposition pending...

### TABLE & RULE: T 14 - 11 R 14.00
**TITLE:** SCI Billet Structure (SCIBS)  
**AUTHORITY:** UNSCHEDULED  
**DATE MODIFIED:** 13 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:** monthly or periodic automated data processing (ADP) or other listings

**COLUMN C WHICH ARE:** reflecting SCIBS data required by USAFINTEL 201-1

**COLUMN D DISPOSITION:** Disposition pending...

### TABLE & RULE: T 14 - 11 R 15.00
**TITLE:** SCI Secrecy Agreements (Classified Information Nondisclosure Agreements)  
**AUTHORITY:** GRS 18 ITEM 25A  
**DATE MODIFIED:** 13 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:** SCI Nondisclosure Statements (DD Form 1847-1 or similar approved forms)

**COLUMN C WHICH ARE:** executed and maintained as active/inactive records at each Special Security Office (SSO) or by designated Special Security Representative (SSR)

**COLUMN D DISPOSITION:** Destroy when 70 years old.

### NOTES

11 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

12 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

23 DoD 5105-21-M-1, Chapter 2, Paragraph G, requires NdA must be signed and retained in a retrievable manner. (Originals may be scanned into a retrieval medium)
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 14 - 11 R 16.00</th>
<th>DATE MODIFIED: 13 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: SCI Secrecy Agreements Other Copies</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td><strong>COLUMN B CONSISTING OF:</strong></td>
<td></td>
</tr>
<tr>
<td>copies</td>
<td></td>
</tr>
<tr>
<td><strong>COLUMN C WHICH ARE:</strong></td>
<td></td>
</tr>
<tr>
<td>SCI secrecy agreements</td>
<td></td>
</tr>
<tr>
<td><strong>COLUMN D DISPOSITION:</strong></td>
<td></td>
</tr>
<tr>
<td>Disposition pending...</td>
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<table>
<thead>
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<th>DATE MODIFIED: 13 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Special-Purpose Access (SPA) Accountability</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td><strong>COLUMN B CONSISTING OF:</strong></td>
<td></td>
</tr>
<tr>
<td>name, rank, Social Security Number (SSN), access, dates, purpose, and organization</td>
<td></td>
</tr>
<tr>
<td><strong>COLUMN C WHICH ARE:</strong></td>
<td></td>
</tr>
<tr>
<td>at all servicing system security offices (SSO) and MAJCOM SSOs</td>
<td></td>
</tr>
<tr>
<td><strong>COLUMN D DISPOSITION:</strong></td>
<td></td>
</tr>
<tr>
<td>Disposition pending...</td>
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<table>
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<th>DATE MODIFIED: 13 / May / 2005</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Access Certifications for Foreign Visits/Visitors</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td><strong>COLUMN B CONSISTING OF:</strong></td>
<td></td>
</tr>
<tr>
<td>all access certification documentation pertaining to foreign visits</td>
<td></td>
</tr>
<tr>
<td><strong>COLUMN C WHICH ARE:</strong></td>
<td></td>
</tr>
<tr>
<td>at HQ USAF and all other offices</td>
<td></td>
</tr>
<tr>
<td><strong>COLUMN D DISPOSITION:</strong></td>
<td></td>
</tr>
<tr>
<td>Disposition pending...</td>
<td></td>
</tr>
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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 14 - 11 R 19.00</th>
<th>DATE MODIFIED: 13 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Permanent Certifications for Foreign Visits/Visitors</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
al permanent certification documentation pertaining to foreign visits
COLUMN C WHICH ARE:
at HQ USAF and all other offices
COLUMN D DISPOSITION:
Disposition pending...

| TABLE & RULE: T 14 - 11 R 20.00 | DATE MODIFIED: | 13 / May / 2005 |
| T 14 - 11 R 20.00 | FROZEN RECORD: | No |
| TITLE: Indoctrination/Debriefing Material | CURRENT: | Yes |
| AUTHORITY: UNSCHEDULED | DATE APPROVED: | |

COLUMN B CONSISTING OF:
viewgraphs, scripts, video tapes, or similar records
COLUMN C WHICH ARE:
at SSOs/School of Visual Arts (SVA), and organizations with indoctrination/debriefing authority
COLUMN D DISPOSITION:
Disposition pending...

T 14 - 12: INTELLIGENCE - SENSITIVE COMPARTMENTED INFORMATION (SCI) PHYSICAL SECURITY RECORDS

| TABLE & RULE: T 14 - 12 R 01.00 | DATE MODIFIED: | 13 / May / 2005 |
| T 14 - 12 R 01.00 | FROZEN RECORD: | No |
| TITLE: SCIF Validation and Accreditation at HQ USAF/INSC | CURRENT: | Yes |
| AUTHORITY: UNSCHEDULED | DATE APPROVED: | |

COLUMN B CONSISTING OF:
records officially accrediting a SCIF for SCI operations to include related checklists, drawings, exceptions, and similar data
COLUMN C WHICH ARE:
at HQ USAF
COLUMN D DISPOSITION:
Disposition pending...

| TABLE & RULE: T 14 - 12 R 02.00 | DATE MODIFIED: | 13 / May / 2005 |
| T 14 - 12 R 02.00 | FROZEN RECORD: | No |
| TITLE: SCIF Validation and Accreditation at Other Activities | CURRENT: | Yes |
| AUTHORITY: UNSCHEDULED | DATE APPROVED: | |

COLUMN B CONSISTING OF:
SCIF validation and accreditation
COLUMN C WHICH ARE:
at MAJCOM and intermediate SCI security offices (SSO, SVA custodian, secure storage room [SSR], CSSO) with SCI security cognizance
COLUMN D DISPOSITION:
Disposition pending...
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 14 - 12 R 03.00</th>
<th>DATE MODIFIED: 13 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: SCIF Validation and Accreditation at the SCIF Involved</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: UNSCHEDULED</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
SCIF validation and accreditation

**COLUMN C WHICH ARE:**
at the SCIF involved

**COLUMN D DISPOSITION:**
Disposition pending...

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 14 - 12 R 04.00</th>
<th>DATE CREATED: 01 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</td>
<td>DATE MODIFIED: 18 / May / 2006</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td>FROZEN RECORD: No</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

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<thead>
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<tr>
<td>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</td>
<td>DATE MODIFIED: 18 / May / 2006</td>
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<tr>
<td>AUTHORITY: N/A</td>
<td>FROZEN RECORD: No</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

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<thead>
<tr>
<th>TABLE &amp; RULE: T 14 - 12 R 06.00</th>
<th>DATE MODIFIED: 13 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: SCI Emergency Action Plans (EAP)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: UNSCHEDULED</td>
<td>CURRENT: Yes</td>
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</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

---

Report generated: 01 / Oct / 2018 - 08:00:00
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...

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 14 - 12 R 07.00</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Semiannual Tests of SCIF Alarm Systems (AF Form 2530, Alarm System Test Record) and Semiannual Security Response Force Tests</td>
</tr>
<tr>
<td>CURRENT: No</td>
</tr>
<tr>
<td>DATE MODIFIED: 13 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE APPROVED: Yes</td>
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<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>records concerning evaluation and monthly testing of installed alarm systems and quarterly security response force tests</td>
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</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>used to determine the effectiveness of alarm operations and general security alertness of response forces</td>
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</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
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<tbody>
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<th>TABLE &amp; RULE: T 14 - 12 R 08.00</th>
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<tbody>
<tr>
<td>TITLE: Random Search Program Records</td>
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<tr>
<td>CURRENT: No</td>
</tr>
<tr>
<td>DATE MODIFIED: 13 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE APPROVED: Yes</td>
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<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tbody>
<tr>
<td>random search program records</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>reports of results of monthly random searches</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposition pending...</td>
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</tbody>
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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 14 - 12 R 09.00</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Bimonthly Status Reports</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE MODIFIED: 13 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE APPROVED: Yes</td>
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<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
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<tbody>
<tr>
<td>bimonthly status reports</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>status reports of SCIFs under construction/major modification</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposition pending...</td>
</tr>
</tbody>
</table>
T 14 - 14: INTELLIGENCE - DELETED--(18 MAY 04)

TABLE & RULE: T 14 - 14 R 04.00
TITLE: technical surveillance countermeasure (TSCM) surveys conducted according to AFI 71-101V1, Criminal Investigations
AUTHORITY: UNSCHEDULED
DATE MODIFIED: 14 / Aug / 2006
FROZEN RECORD: No
CURRENT: No
DATE APPROVED:

COLUMN B CONSISTING OF:
reports of physical and electronic searches conducted within SCIFs and corrective action follow-up data

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Disposition pending...

TABLE & RULE: T 14 - 14 R 05.00
TITLE: technical surveillance countermeasure approval
AUTHORITY: UNSCHEDULED
DATE MODIFIED: 14 / Aug / 2006
FROZEN RECORD: No
CURRENT: No
DATE APPROVED:

COLUMN B CONSISTING OF:
TSWA approval letters or messages from HQ USAF/INSCF and MAJCOMs

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Disposition pending...

T 15 - 01: WEATHER - WEATHER AND SPACE ENVIRONMENT OBSERVING RECORDS

TABLE & RULE: T 15 - 01 R 01.00
TITLE: Surface Weather Observations
AUTHORITY: SECDEF LTR JAN 2004
DATE MODIFIED: 02 / Oct / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
Original hardcopy or computer-generated forms

COLUMN C WHICH ARE:
Collected by Air Force Combat Climatology Center (AFCCC), Asheville, NC

COLUMN D DISPOSITION:
Send to the National Climatic Data Center (NCDC) after processing. Maintain current year plus 1 inactive fiscal year at the port. Retire to staging as permanent. All records relating to or associated with deployment(s) are frozen and treated as permanent to comply with request issued by Deputy Secretary of Defense (January 2004). This freeze will remain until notice issued by SECDEF.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
All observational data to include observations from deployed units using a temporary location identifier

COLUMN C WHICH ARE:
Collected and decoded by the Air Force Weather Agency (AFWA)

COLUMN D DISPOSITION:
Send to AFCCC in accordance with (IAW) the AFWA-AFCC Interface Specification (AFS)

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
Original data

COLUMN C WHICH ARE:
Received by AFCCC per Rule 1.01

COLUMN D DISPOSITION:
Send to the National Climatic Data Center (NCDC) after processing.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
Original data

COLUMN C WHICH ARE:
Produced by weather units at home station or deployed location

COLUMN D DISPOSITION:
Send (mail or electronic mail) to AFCCC by 10th of each month. Retain duplicate copies as needed then destroy.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 15 - 01 R 03.00

<table>
<thead>
<tr>
<th>Title</th>
<th>Date Modified</th>
<th>Frozen Record</th>
<th>Current</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialized Observations (Deployed)</td>
<td>02 / Oct / 2006</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Authority</td>
<td>SECDEF LTR JAN 2004</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**
- Pilot weather reports (PIREPs), air reports (AIREPs), Forward Area Limited Observing Program (FALOP) code, NATO meteorological codes, and similar records

**Column C Which Are:**
- Received by AFCCC per Rule 1.01 or received/produced by weather units at home station or deployed location

**Column D Disposition:**
- Retain until no longer needed then destroy unless the records pertain to deployed units. Then maintain current year plus 1 inactive fiscal year at the port. Retire to staging as permanent. All records relating to or associated with deployment(s) are frozen and treated as permanent to comply with request issued by Deputy Secretary of Defense (January 2004). This freeze will remain until notice issued by SECDEF.

**Notes**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 15 - 01 R 03.01

<table>
<thead>
<tr>
<th>Title</th>
<th>Date Created</th>
<th>Date Modified</th>
<th>Frozen Record</th>
<th>Current</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialized Observations</td>
<td>11 / Apr / 2006</td>
<td>02 / Oct / 2006</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Authority</td>
<td>2001 COORDINATION REVIEW BY AFWA (AFCCC) AND MAJCOM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**
- Pilot weather reports (PIREPs), air reports (AIREPs), Forward Area Limited Observing Program (FALOP) code, NATO meteorological codes, and similar records

**Column C Which Are:**
- Received or produced by weather units at home station

**Column D Disposition:**
- Retain until no longer needed then destroy.

### Table & Rule: T 15 - 01 R 04.00

<table>
<thead>
<tr>
<th>Title</th>
<th>Date Modified</th>
<th>Frozen Record</th>
<th>Current</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw sensed weather information (e.g., surface winds, etc.)</td>
<td>11 / Apr / 2006</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Authority</td>
<td>N1-AFU-90-03</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**
- Electronic or hardcopy form fixed base or tactical weather systems

**Column C Which Are:**
- Generated by weather units at home station or deployed location

**Column D Disposition:**
- Retain for 1 month then destroy if no longer needed.

**Notes**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 15 - 01 R 05.00**

**Title:** Weather Reconnaissance (Deployed)

**Authority:** SECDEF LTR JAN 2004

**Current:** Yes

**Frozen Record:** No

**Date Modified:** 02 / Oct / 2006

**Column B Consisting Of:**
Original adiabatic charts, RECCO forms, detailed by center and supplemental vortex data messages

**Column C Which Are:**
Collected by AFCCC

**Column D Disposition:**
Send to the NCDC after processing. Maintain current year plus 1 inactive fiscal year at the port. Retire to staging as permanent. All records relating to or associated with deployment(s) are frozen and treated as permanent to comply with request issued by Deputy Secretary of Defense (January 2004). This freeze will remain until notice issued by SECDEF.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**Notes**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**Table & Rule: T 15 - 01 R 05.01**

**Title:** Weather Reconnaissance

**Authority:** 2001 COORD REVIEW BY AFWA (AFCCC) AND MAJCOMS

**Current:** Yes

**Frozen Record:** No

**Date Created:** 11 / Apr / 2006

**Date Modified:** 11 / Apr / 2006

**Column B Consisting Of:**
Original adiabatic charts, RECCO forms, detailed eye center and supplemental vortex data messages

**Column C Which Are:**
Produced by weather reconnaissance units

**Column D Disposition:**
Send (mail or electronic mail) to AFCCC by 10th of each month. Retain duplicate copies as needed then destroy. AUTH: N1-AFU-90-3

All other weather reconnaissance data

Produced by weather reconnaissance units

Retain for 1 month then destroy if no longer needed.
**COLUMN B CONSISTING OF:**
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.

**COLUMN C WHICH ARE:**
Produced by space weather units

**COLUMN D DISPOSITION:**
Send (mail or electronic mail) to the National Geophysical Data Center (NGDC) after 1 month.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 15 - 01 R 06.00**

**TITLE:** Space Weather

**AUTHORITY:** N1-AFU-90-03

| DATE MODIFIED: 13 / Apr / 2006 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

---

**TABLE & RULE: T 15 - 01 R 06.01**

**TITLE:** Upper Air Observing Records Produced by Weather Station Team

**AUTHORITY:** N1-AFU-90-03

| DATE MODIFIED: 13 / May / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

---

**TABLE & RULE: T 15 - 01 R 07.00**

**TITLE:** Meteorological Satellite (METSSAT) imagery and special sensor data

**AUTHORITY:** N1-AFU-90-03

| DATE MODIFIED: 13 / Apr / 2006 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |
**COLUMN B CONSISTING OF:**
Original digital data from all sensors of Defense Meteorological Satellite Program (DMSP) spacecraft

**COLUMN C WHICH ARE:**
Received at AFWA

**COLUMN D DISPOSITION:**
Retain for 4 days then transfer to NGDC after processing. AFUTH: Centralized Aerospace Weather Capability (CAWC) Operational Requirements Document (ORD), Mar 2001

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 15 - 01 R 07.01

<table>
<thead>
<tr>
<th>TITLE: Meteorological Satellite (METSAT) imagery and special sensor data</th>
<th>DATE MODIFIED: 15 / May / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
Select METSAT imagery (DMSP and other) used to provide routine aviation and mission services or as determined by leadership

**COLUMN C WHICH ARE:**
Received at direct readout sites (MaRK IV-B or similar), OWSs or other weather units

**COLUMN D DISPOSITION:**
Retain by readout for 15 days then destroy if no longer needed.

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 15 - 01 R 08.00

<table>
<thead>
<tr>
<th></th>
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<tr>
<td>AUTHORITY: 2001 COORD BY AFWA AND MAJCOMS</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
Select radar products used to provide routine aviation and mission services or as coordination determined by unit leadership

**COLUMN C WHICH ARE:**
Received by OWSs or by weather units from sources other than OWS

**COLUMN D DISPOSITION:**
Retain by unit for 15 days then destroy if not longer needed. AUTH: 2001 coordination review by AFWA (AFCCC) and MAJCOMS

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 15 - 01 R 09.00

**Title:** DELETED - (15 May 06) - See Rule 8 - Weather Radar  
**Date Modified:** 01 / Aug / 2008  
**Frozen Record:** No  
**Authority:** N/A  
**Date Rescinded:** 01 / Aug / 2008  
**Date Approved:** 01 / Aug / 2008

**Column B Consisting Of:**

**Column C Which Are:**

**Column D Disposition:**

**Notes**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 15 - 01 R 10.00

**Title:** DELETED - (13 Apr 06) Complete revision of table (RESERVED)  
**Date Modified:** 01 / Aug / 2008  
**Frozen Record:** No  
**Authority:** N/A  
**Date Rescinded:** 01 / Aug / 2008  
**Date Approved:** 01 / Aug / 2008

**Column B Consisting Of:**

**Column C Which Are:**

**Column D Disposition:** (RESERVED)

### Table & Rule: T 15 - 01 R 11.00

**Title:** DELETED - (13 Apr 06) Complete revision of table (Geophysical Observations)  
**Date Modified:** 01 / Aug / 2008  
**Frozen Record:** No  
**Authority:** N1-AFU-90-03  
**Date Rescinded:** 01 / Aug / 2008  
**Date Approved:** 01 / Aug / 2008

**Column B Consisting Of:**

- Geophysical observations

**Column C Which Are:**

- Interpretable without reference to recording equipment and/or of lasting value

**Column D Disposition:**

Send to the NGDC after 1 month, or after processing, whichever is later.

**Notes**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 15 - 01 R 12.00</th>
<th>DATE MODIFIED: 01 / Aug / 2008</th>
<th>FROZEN RECORD: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (13 Apr 06) Complete revision of table (Original Space Scientific Geophysical Observations...)</td>
<td>DATE RESCINDED: 01 / Aug / 2008</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>COLUMN B CONSISTING OF:</td>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td></td>
<td>original space scientific geophysical observations</td>
<td>from rockets and satellites data</td>
</tr>
<tr>
<td></td>
<td>COLUMN D DISPOSITION:</td>
<td>NOTES</td>
</tr>
<tr>
<td></td>
<td>Send to the National Space Science Data Center (NSSDC) after 1 month, or after processing, whichever is later.</td>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
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<table>
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<th>TABLE &amp; RULE: T 15 - 01 R 13.00</th>
<th>DATE MODIFIED: 01 / Aug / 2008</th>
<th>FROZEN RECORD: No</th>
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</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (13 Apr 06) Complete revision of table (Defense Meteorological Satellite Program (DMSP))</td>
<td>DATE RESCINDED: 01 / Aug / 2008</td>
<td>DATE APPROVED:</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>COLUMN B CONSISTING OF:</td>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td></td>
<td>Defense Meteorological Satellite Program (DMSP)</td>
<td>original digital data from all sensors received at Air Force Global Weather Central (AFGWC)</td>
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<tr>
<td></td>
<td>COLUMN D DISPOSITION:</td>
<td>transfer to National Environmental Satellite, Data, and Information Service (NESDIS) after 1 week.</td>
</tr>
<tr>
<td></td>
<td>NOTES</td>
<td>NOTES</td>
</tr>
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<td></td>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
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<table>
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<th>TABLE &amp; RULE: T 15 - 01 R 13.01</th>
<th>DATE MODIFIED: 01 / Aug / 2008</th>
<th>FROZEN RECORD: No</th>
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<tr>
<td>TITLE: DELETED - (13 Apr 06)Complete revision of table (RESERVED)</td>
<td>DATE RESCINDED: 01 / Aug / 2008</td>
<td>DATE APPROVED:</td>
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<td>AUTHORITY: N/A</td>
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<td>COLUMN C WHICH ARE:</td>
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<td>COLUMN D DISPOSITION:</td>
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<td>(RESERVED)</td>
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REPORT: T 15 - 01 R 13.02
TITLE: DELETED - (13 Apr 06) Complete revision of table -DMSP
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- softcopy imagery

COLUMN C WHICH ARE:
- at locations other than AFGWC

COLUMN D DISPOSITION:
- destroy after 15 days.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

REPORT: T 15 - 01 R 13.03
TITLE: DELETED - (13 Apr 06) Complete revision of table(RESERVED)
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

REPORT: T 15 - 01 R 14.00
TITLE: DELETED - (13 Apr 06) Complete revision of table(RESERVED)
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

REPORT: T 15 - 01 R 14.01
TITLE: DELETED - (13 Apr 06) Complete revision of table (Meteorological Satellite (METSAT) Softcopy Imagery)
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 15 - 01 R 16.00**

**TITLE:** DELETED - (13 Apr 06) Complete revision of table (RESERVED)  
**AUTHORITY:** N/A  
**DATE MODIFIED:** 01 / Aug / 2008  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 01 / Aug / 2008  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**  
(RESERVED)

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**TABLE & RULE: T 15 - 01 R 17.00**

**TITLE:** DELETED - (13 Apr 06) Complete revision of table (Original Weather Radar)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Aug / 2008  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 01 / Aug / 2008  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

conventional radar observations log produced by stations on the US Basic Weather Network and those that support the National Hurricane Plan

**COLUMN C WHICH ARE:**

originals

**COLUMN D DISPOSITION:**

Send to NCDC after 1 month.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 15 - 01 R 18.00**

**TITLE:** DELETED - (13 Apr 06) Complete revision of table (Duplicate Weather Radar)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Aug / 2008  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 01 / Aug / 2008  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

duplicate weather radar

**COLUMN C WHICH ARE:**

duplicates

**COLUMN D DISPOSITION:**

Destroy after 1 month.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 15 - 01 R 19.00
TITLE: DELETED - (13 Apr 06) Complete revision of table (Conventional Radar Observations Log)  
AUTHORITY: N1-AFU-88-42

COLUM B CONSISTING OF:
logs

COLUM C WHICH ARE:
conventional radar observations logs produced by stations not part of the U.S. Basic Weather Network and those that support the National Hurricane Plan

COLUM D DISPOSITION:
Destroy after 3 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 15 - 01 R 20.00
TITLE: DELETED - (13 Apr 06) Complete revision of table (Conventional Radar Scope Photographys)  
AUTHORITY: N1-AFU-90-03

COLUM B CONSISTING OF:
conventional radar scope photographys

COLUM C WHICH ARE:
conventional radar scope photographs of tropical storms

COLUM D DISPOSITION:
Send to NCDC when local purpose has been served.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 15 - 01 R 21.00
TITLE: DELETED - (13 Apr 06) Complete revision of table (Conventional Radar Performance Log)  
AUTHORITY: N1-AFU-90-03

COLUM B CONSISTING OF:
logs

COLUM C WHICH ARE:
conventional radar performance logs

COLUM D DISPOSITION:
Destroy when no longer needed.
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 15 - 01 R 22.00
TITLE: DELETED - (13 Apr 06) Complete revision of table (Weather and Space Environmental Observing Equipment) DATE MODIFIED: 01 / Aug / 2008
AUTHORITY: N1-AFU-90-03 FROZEN RECORD: No DATE RESCINDED: 01 / Aug / 2008 DATE APPROVED: 

COLUMNS B CONSISTING OF:
weather and space environmental observing equipment

COLUMNS C WHICH ARE:
outage logs

COLUMNS D DISPOSITION:
Destroy when no longer needed, or after 3 months, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 15 - 02: WEATHER - FORECASTING RECORDS AND CHARTS

TABLE & RULE: T 15 - 02 R 01.00
TITLE: Alphanumeric analysis and forecasts DATE MODIFIED: 15 / May / 2006
AUTHORITY: N1-AFU-90-03 FROZEN RECORD: No CURRENT: Yes

COLUMNS B CONSISTING OF:
Aerodrome forecasts, mission forcasts/briefings/logs, watch/warning/advisories, chemical downwind, space weather analyses/forcasts/alerts/warnings, and/or similar records

COLUMNS C WHICH ARE:
Received at AFWA

COLUMNS D DISPOSITION:
Retain for 45 days then destroy if no longer needed. AUTH: CAWC ORD

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
Aerodrome forecasts, mission forecasts/briefings/logs, watch warning/advisories, chemical downwind, space weather analyses/forecasts/alerts/warnings, and or similar records, forecaster-in-the-loop (FITL) products, automated terrestrial and space products
NOTE: AFWA will retain a suite of core automated products.

COLUMN C WHICH ARE:
Produced by AFWA, OWSs or other weather units at home station or deployed location

COLUMN D DISPOSITION:
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

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
NWP raw model output and derived parameters

COLUMN C WHICH ARE:
Generated by AFWA

COLUMN D DISPOSITION:
Retain for one month then destroy if no longer needed.

COLUMN B CONSISTING OF:
Selected analysis products as agreed upon between AFWA and AFCCC

COLUMN C WHICH ARE:
Produced by AFWA

COLUMN D DISPOSITION:
Send (mail or electronic mail) to AFCCC IAW the AFWA-AFCCC IFS
TABLE & RULE: T 15 - 02 R 05.00
TITLE: DELETED - (13 Apr 06) Complete revision of table (RESERVED)  
AUTHORITY: N/A  
DATE MODIFIED: 13 / Apr / 2006  
FROZEN RECORD: No  
DATE RESCINDED: 11 / Apr / 2006  
DATE APPROVED:  

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 15 - 02 R 05.00
TITLE: Climatological data  
AUTHORITY: 2001 COORDINATION REVIEW BY AFCCC  
DATE MODIFIED: 17 / May / 2006  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED:  

COLUMN B CONSISTING OF:
Climatological summaries data, text or graphical products

COLUMN C WHICH ARE:
Produced by AFCCC

COLUMN D DISPOSITION:
Retain until superseded, obsolete, or no longer needed then destroy. AUTH: 2001 coordination review by AFCCC

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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TABLE & RULE: T 15 - 02 R 06.00
TITLE: DELETED - (13 Apr 06) Complete revision of table (Meteorological or Astrophysical Charts)  
AUTHORITY: N1-AFU-90-03  
DATE MODIFIED: 13 / Apr / 2006  
FROZEN RECORD: No  
DATE RESCINDED: 13 / Apr / 2006  
DATE APPROVED:  

COLUMN B CONSISTING OF:
meteorological or astrophysical charts

COLUMN C WHICH ARE:
designated for microfilming or use in special studies

COLUMN D DISPOSITION:
Send to NCDC or NGDC, as appropriate, after 1 month. or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### T 15 - 03: WEATHER - ELECTRONICALLY TRANSMITTED DATA RECORDS

#### TABLE & RULE: T 15 - 03 R 01.00
**TITLE:** Pilot-to-Metro-Service (PMSV), Local dissemination  
**AUTHORITY:** N1-AFU-92-32  
**DATE MODIFIED:** 13 / Apr / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**COLUMN B CONSISTING OF:**  
Log of PMSV contacts, logs

**COLUMN C WHICH ARE:**  
Maintained by weather units at home station or deployed location

**COLUMN D DISPOSITION:**  
Retain for 1 month then destroy if no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 15 - 03 R 02.00
**TITLE:** Barometers  
**AUTHORITY:** N1-AFU-92-32  
**DATE MODIFIED:** 15 / May / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**COLUMN B CONSISTING OF:**  
Standardization and comparison forms

**COLUMN C WHICH ARE:**  
Completed by weather unit at home station or deployed location

**COLUMN D DISPOSITION:**  
Retain the latest two comparison forms then destroy if no longer needed. AUTH: 2001 coordination review by AFWA (AFCCC) and MAJCOMs

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 15 - 03 R 03.00
**TITLE:** Technical performance  
**AUTHORITY:** N1-AFU-90-03  
**DATE CREATED:** 01 / Jun / 2005  
**DATE MODIFIED:** 13 / Apr / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**DATE APPROVED:**
COLUMN B CONSISTING OF:
Metrics, quality assurance summaries, reports, surveys, and similar records

COLUMN C WHICH ARE:
Prepared by weather units at home station or deployed location

COLUMN D DISPOSITION:
Retain for 1 year then destroy if no longer needed.

---

TABLE & RULE: T 15 - 03 R 04.00

<table>
<thead>
<tr>
<th>TITLE: Air and space research and techniques</th>
<th>DATE MODIFIED: 13 / Apr / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
Prepared by weather units at home station or deployed location

COLUMN D DISPOSITION:
Retain until superseded, obsolete, or no longer needed then destroy. AUTH: 2001 coordination review by AFWA (AFCCC) and MAJCOMs

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 15 - 03 R 05.00

<table>
<thead>
<tr>
<th>TITLE: Weather Modification</th>
<th>DATE MODIFIED: 13 / Apr / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
Official reports, summaries, logs, and similar records

COLUMN C WHICH ARE:
Prepared by weather units at home station or deployed location

COLUMN D DISPOSITION:
Retain for 5 years then destroy if no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 15 - 03 R 06.00
TITLE: Air and space technical documents and weather site surveys-CHANGE-
AUTHORITY: 2001 COORDINATION REVIEW BY AFCCC,N/A
DATE MODIFIED: 28 / Jul / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
Forecast Reference Notebooks (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

COLUMN C WHICH ARE:
Prepared by weather units at home station, deployed locations, or students attending formal education, Prepared by AFIT students attending formal education

COLUMN D DISPOSITION:
Send copy to the Air Force Weather Technical Library (AFWTL) and retain until superseded, obsoleted, or no longer needed and then destroy.

TABLE & RULE: T 15 - 03 R 07.00
TITLE: Air and space weather operations
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 13 / Apr / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
Records not mentioned elsewhere in Tables 15-1, 15-2, and 15-3

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Destroy when no longer needed.

T 15 - 04: WEATHER - OTHER WEATHER OR SPACE ENVIRONMENTAL RECORDS

TABLE & RULE: T 15 - 04 R 01.00
TITLE: Local Dissemination
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 01 / Jul / 2008
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
local dissemination

COLUMN C WHICH ARE:
autowriter rolls and dissemination logs

COLUMN D DISPOSITION:
Destroy when no longer needed, or after 1 month, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 15 - 04 R 02.00
TITLE: Pilot Reports
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 13 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
- pilot reports

COLUMN C WHICH ARE:
- forms and pilot-to-metro service (PMSV) logs

COLUMN D DISPOSITION:
- Destroy after 1 month.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
- Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 15 - 04 R 03.00
TITLE: Air Report/Logs, Worksheets, Computer Data, Work Charts, or Other Data
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 16 / Jun / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
- reports/logs, data

COLUMN C WHICH ARE:
- AIREP logs, worksheets, computer data, work charts or other data

COLUMN D DISPOSITION:
- Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
- Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 15 - 04 R 04.00
TITLE: Technical Analyses or Studies, Published or Unpublished, Validated or Unvalidated
AUTHORITY: N1-AFU-86-51
DATE MODIFIED: 13 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
- weather, climatological, or space environmental analyses reports, papers, notes, conclusions, rules, memos, notebooks, etc.

COLUMN C WHICH ARE:
- original, whether prepared at home station or deployed location, or received in response to a special assistance request (SAR)

COLUMN D DISPOSITION:
- Destroy after 2 years, or when no longer needed, whichever is later.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 15 - 04 R 05.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Technical Analyses/Studies, Un/Published, Un/Validated Duplicates, Summaries of Weather or Space Environmental Data</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 16 / Jun / 2006</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- studies that are published or unpublished or validated or unvalidated, space environmental data

**COLUMN C WHICH ARE:**

- office reference collection, or file copy, tables

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 15 - 04 R 06.00**

| **TITLE:** DELETED - (16 Jun 06) -- Incorporated into Rule 5 |
| **AUTHORITY:** N1-AFU-90-03 |
| **DATE MODIFIED:** 22 / Jun / 2006 |
| **FROZEN RECORD:** No |
| **DATE RESCINDED:** 16 / Jun / 2006 |
| **DATE APPROVED:** |

**COLUMN B CONSISTING OF:**

- summaries of weather or space environmental data

**COLUMN C WHICH ARE:**

- conditional climatology tables

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 15 - 04 R 07.00**

| **TITLE:** DELETED - (16 Jun 06) -- Incorporated into Rule 3 |
| **AUTHORITY:** N1-AFU-90-03 |
| **DATE MODIFIED:** 22 / Jun / 2006 |
| **FROZEN RECORD:** No |
| **DATE RESCINDED:** 16 / Jun / 2006 |
| **DATE APPROVED:** |

**PREVIOUSLY TITLED:** Summaries of Weather or Space Environmental Data

summaries of weather or space environmental data

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

- **Notes**
  - 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
  - 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
  - 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**Source Material**

- **Table & Rule:** T 15 - 04 R 08.00
- **Title:** Source Material
- **Date Modified:** 13 / May / 2005
- **Frozen Record:** No
- **Current:** Yes
- **Authority:** N1-AFU-90-03

- **Column B Consisting Of:**
  - Data
- **Column C Which Are:**
  - Source materials
- **Column D Disposition:**
  - Transfer with original copy of related environmental study.

**Environmental Data**

- **Table & Rule:** T 15 - 04 R 09.00
- **Title:** Environmental Data
- **Date Modified:** 13 / May / 2005
- **Frozen Record:** No
- **Current:** Yes
- **Authority:** N1-AFU-90-03

- **Column B Consisting Of:**
  - Data
- **Column C Which Are:**
  - Pertaining to the location, acquisition, or use of sources of environmental data
- **Column D Disposition:**
  - Destroy when obsolete.

**Notes**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 15 - 04 R 10.00 | DATE MODIFIED: 13 / May / 2005 |
| TITILE: Weather Modification | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |
| DATE APPROVED: | |

COLUMN B CONSISTING OF:
logs, reports, and similar records

COLUMN C WHICH ARE:
weather modifications

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 15 - 04 R 11.00 | DATE MODIFIED: 13 / May / 2005 |
| TITILE: Evaluation Program Records | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |
| DATE APPROVED: | |

COLUMN B CONSISTING OF:
worksheets, surveys, reports, quality control registers and summaries

COLUMN C WHICH ARE:
locally or centrally produced operational evaluation data

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
T 15 - 15: WEATHER - DELETED

TABLE & RULE: T 15 - 15 R 15.00
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

T 15 - 15 R 16.00
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

T 16 - 01: OPERATIONS SUPPORT - POLITICAL MILITARY AND SECURITY ASSISTANCE PROGRAM RECORDS

TABLE & RULE: T 16 - 01 R 01.00
TITLE: Security Assistance Programs (SAP) Which are, or May Be, in Litigation
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 16 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
all records pertaining to a program sale or transfer

COLUMN C WHICH ARE:
at all levels of USAF

COLUMN D DISPOSITION:
Keep records until no longer needed as directed by SAF.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 16 - 01 R 02.00
- **TITLE:** Journal of Military Assistance
- **AUTHORITY:** N1-AFU-93-01
- **DATE MODIFIED:** 16 / May / 2005
- **FROZEN RECORD:** No
- **CURRENT:** Yes

**COLUMN B CONSISTING OF:**
a quarterly publication which includes statistical and control-type data, summaries of status, and progress of principle programs and objectives

**COLUMN C WHICH ARE:**
At HQ/USAF

**COLUMN D DISPOSITION:**
Retire as permanent

**NOTES**
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

### TABLE & RULE: T 16 - 01 R 03.00
- **TITLE:** DELETED - (18 May 06) - Previously (RESERVED)
- **AUTHORITY:** N/A

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

### TABLE & RULE: T 16 - 01 R 04.00
- **TITLE:** Journal of Military Assistance Supporting Records
- **AUTHORITY:** N1-AFU-93-01

**COLUMN B CONSISTING OF:**
miscellaneous statistical data, political messages and reports, coordination and/or comments

**COLUMN C WHICH ARE:**
from Office of the Secretary of Defense (OSD), United States Army (USA), and United States Navy (USN) covering tri-service programs, and related correspondence

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 16 - 01 R 05.00
TITLE: Records of Air Force Sections of Military Assistance Advisory Groups (MAAG) and Missions
AUTHORITY: N1-AFU-93-09

COLUMN B CONSISTING OF:
records of MAAG and missions

COLUMN C WHICH ARE:
program directives, materiel guidance records, etc., and requisition case files

COLUMN D DISPOSITION:
Retire as permanent.

NOTES
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

TABLE & RULE: T 16 - 01 R 06.00
TITLE: AF Sections of MAAGs and Mission Copies, Copies of Listings, Suspenses, Transcript Sheets and Other Data
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
copies of records used for requisitioning and delivery of materiel and services; copies of listings, suspense data, transcript sheets, and similar-type data

COLUMN C WHICH ARE:
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 system (UMMIPS) procedures, at coordinating, operational, and supporting activities

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 16 - 01 R 07.00
TITLE: Foreign Military Sales (FMS)
AUTHORITY: N1-AFU-94-03

COLUMN B CONSISTING OF:
logistical transportation and financial records required to process sale and delivery of materiel 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

COLUMN C WHICH ARE:
at responsible security assistance managers

COLUMN D DISPOSITION:
Destroy 30 years after the case is closed. Record freeze on records of Foreign Military Sales to Iran (IRA) and Foreign military sales to Pakistan (PAK).
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 16 - 01 R 08.00

**TITLE:** Foreign Military Sales (FMS) Deliveries and/or Services Performed  
**DATE MODIFIED:** 21 / Sep / 2006  
**FROZEN RECORD:** Yes  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
reports, which contain all actual materiel, training, and services provided to eligible foreign countries (Foreign Military Sales)

**COLUMN C WHICH ARE:**
at performing organizations

**COLUMN D DISPOSITION:**
Destroy when no longer needed, provided information thereon has been made part of a case file. Record freeze on records of Foreign Military Sales to Iran (IRA) and Foreign military sales to Pakistan (PAK).

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 16 - 01 R 09.00

**TITLE:** DELETED - (18 May 06) - Previously (RESERVED)  
**DATE MODIFIED:** 01 / Aug / 2008  
**FROZEN RECORD:** No  
**CURRENT:**  
**DATE RESCINDED:** 01 / Aug / 2008  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

### TABLE & RULE: T 16 - 01 R 10.00

**TITLE:** DELETED - (18 May 06) - Previously (RESERVED)  
**DATE MODIFIED:** 01 / Aug / 2008  
**FROZEN RECORD:** No  
**CURRENT:**  
**DATE RESCINDED:** 01 / Aug / 2008  
**DATE APPROVED:**
### TABLE & RULE: T 16 - 01 R 11.00

<table>
<thead>
<tr>
<th>TITLE: FMS Forecast of Deliveries Reports</th>
<th>DATE MODIFIED: 21 / Sep / 2006</th>
</tr>
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<td>FROZEN RECORD: Yes</td>
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<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
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**COLUMN B CONSISTING OF:**
Part I-status of FMS (open cases only) quarterly report; Part II-status of FMS (closed cases only) annual report

**COLUMN C WHICH ARE:**
at other than DFAS-DE

**COLUMN D DISPOSITION:**
Destroy when superseded by an updated report, or when no longer needed. Record freeze on records of Foreign Military Sales to Iran (IRA) and Foreign military sales to Pakistan (PAK).

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 16 - 01 R 12.00

<table>
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<tr>
<th>TITLE: Data Processing Records</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
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**COLUMN B CONSISTING OF:**
data processing records

**COLUMN C WHICH ARE:**
suspense listings, checklists, proof lists, monitor lists, error lists, and similar data

**COLUMN D DISPOSITION:**
Destroy 60 days after item action or terminal reports have been prepared.

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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### TABLE & RULE: T 16 - 01 R 13.00

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<tr>
<th>TITLE: Grant Aid Automated Program Control Data</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td>DATE APPROVED:</td>
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Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 16 - 01 R 14.00

<table>
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<tr>
<th>TITLE: Grant Aid Automated Program Control Data Daily Source Data Input Tape or Run BFOO</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
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<td>16 / May / 2005</td>
<td>No</td>
<td>Yes</td>
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</tr>
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</table>

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

grant aid automated program control data

**COLUMN C WHICH ARE:**

daily source data input or run BFOO

**COLUMN D DISPOSITION:**

Hold 10 calendar days; destroy after data has been input to the basic system.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<tr>
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<td>No</td>
<td>Yes</td>
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</tbody>
</table>

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

grant aid automated program control data

**COLUMN C WHICH ARE:**

daily source data input tape for BDOO

**COLUMN D DISPOSITION:**

Hold 30 calendar days; destroy after data has been input into the basic system.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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COLUMN B CONSISTING OF:
grant aid automated program control data

COLUMN C WHICH ARE:
detail delivery data

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
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COLUMN B CONSISTING OF:
grant aid automated program control data

COLUMN C WHICH ARE:
requisitions and status data for SAP line

COLUMN D DISPOSITION:
Delete from the permanent history tape at the time the SAP lines are retired.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
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COLUMN B CONSISTING OF:
monthly detail supply performance reports, and monthly Multimedia Services Affiliate Forum (MSAF)

COLUMN C WHICH ARE:
detailed supply performance report

COLUMN D DISPOSITION:
Disposition pending...
Table 16-01 R 19.00

Title: Grant Aid Reporting Below MAJCOMs
Authority: N1-AFU-90-03

Column B consisting of:
grant aid reports

Column C which are:
below MAJCOMs

Column D disposition:
Destroy after 1 year.

Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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Table 16-01 R 20.00

Title: Quarterly Summary of SAP Performance and Forecast
Authority: N1-AFU-90-03

Column B consisting of:
quarterly summary

Column C which are:
of SAP performance and forecast

Column D disposition:
Destroy after 3 years.

Table 16-01 R 20.01

Title: Inactive Quarterly Summary of SAP Performance and Forecast
Authority: N1-AFU-90-03

Column B consisting of:
30 June report

Column C which are:

Column D disposition:
Retire to WNRC as permanent.

Table 16-01 R 21.00

Title: MASL
Authority: N1-AFU-90-03

Notes

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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<tr>
<td>used to provide price, source availability, and lead-time data for use by the unified commands and military departments</td>
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<th>COLUMN D DISPOSITION:</th>
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<td>Destroy when superseded by an updated report.</td>
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**TABLE & RULE: T 16 - 01 R 22.00**

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<th>TITLE: Grant Aid Country Files</th>
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<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tbody>
<tr>
<td>requisition data, delivery data, forecast information, item listings, program directive, supplemental directives, program status, related correspondence</td>
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<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
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<th>COLUMN D DISPOSITION:</th>
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<td>Destroy 5 years after completion of supply action.</td>
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**TABLE & RULE: T 16 - 01 R 23.00**

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<td>FROZEN RECORD: No</td>
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<tr>
<th>COLUMN C WHICH ARE:</th>
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<tr>
<td>at coordinating, operational, and supporting activities</td>
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**TABLE & RULE: T 16 - 01 R 23.00**

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<td>at coordinating, operational, and supporting activities</td>
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### T 16 - 02: OPERATIONS SUPPORT - FOREIGN DISCLOSURE

**TABLE & RULE: T 16 - 02 R 01.00**

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<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
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<tbody>
<tr>
<td>all records pertaining to release of classified military information or classified export controlled technical information to foreign governments and international organizations</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>COLUMNS C WHICH ARE:</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>at all levels of USAF</td>
<td>DATE APPROVED:</td>
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</table>

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 16 - 02 R 02.00**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>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</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>COLUMNS C WHICH ARE:</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>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</td>
<td>DATE APPROVED:</td>
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**COLUMN D DISPOSITION:**
Destroy after 10 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 16 - 02 R 03.00**

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<tr>
<td>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</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>COLUMNS C WHICH ARE:</td>
<td>DATE RESCINDED: 16 / Jun / 2006</td>
</tr>
<tr>
<td>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</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Strategic Trade Control Case Files
completed control case files

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 10 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 16 - 03: OPERATIONS SUPPORT - INSIDER THREAT RECORDS

TABLE & RULE: T 16 - 03 R 01.00
TITLE: Insider Threat Administrative and Operations Records
AUTHORITY: DAA-GRS-2017-0006-0028

DATE CREATED: 27 / Sep / 2017
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 27 / Sep / 2017

COLUMN B CONSISTING OF:
Records about insider threat program and program activities

COLUMN C WHICH ARE:
at AF Insider Threat Hub or program management Office

COLUMN D DISPOSITION:
Maintain within DoD Insider Threat Management and Analysis Center (DITMAC) System of Systems for 25 years and then destroy.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 16 - 03 R 03.00**

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<td>Yes</td>
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**AUTHORITY:** DAA-GRS-2017-0006-0030

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**

Data collected and maintained by insider threat programs undertaking analytic and risk-based collection activities to implement insider threat directives and standards

**COLUMN C WHICH ARE:**

at AF Insider Threat Hub and stored on DoD Insider Threat Management and Analysis Center (DITMAC) System of Systems

**COLUMN D DISPOSITION:**

Maintain within DoD Insider Threat Management and Analysis Center (DITMAC) System of Systems for 25 years and then destroy.

**DATA COLLECTED AND MAINTAINED BY INSIDER THREAT PROGRAMS UNDERSTANDING ANALYTIC AND RISK-BASED COLLECTION ACTIVITIES TO IMPLEMENT INSIDER THREAT DIRECTIVES AND STANDARDS**

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**TABLE & RULE: T 16 - 03 R 04.00**

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**AUTHORITY:** DAA-GRS-2017-0006-0031

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**

User attributable data collected to monitor user activities on a network to enable insider threat programs and activities to: identify and evaluate anomalous activity involving National Security Systems (NSS)

**COLUMN C WHICH ARE:**

at AF Insider Threat Hub on UAM systems or stored on DoD Insider Threat Management and Analysis Center (DITMAC) System of Systems

**COLUMN D DISPOSITION:**

Maintain within DoD Insider Threat Management and Analysis Center (DITMAC) System of Systems for 25 years and then destroy.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**COLUMN B CONSISTING OF:**
- USAF programming documents, revision, and deletion notices

**COLUMN C WHICH ARE:**
- at programming offices in support of budget (operating) program

**COLUMN D DISPOSITION:**
- Destroy 3 years after close of the FY covered by the buying program.

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<td>DATE MODIFIED: 16 / May / 2005</td>
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<td>DATE APPROVED:</td>
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**COLUMN B CONSISTING OF:**
- requirements computation

**COLUMN C WHICH ARE:**
- 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

**COLUMN D DISPOSITION:**
- Destroy after 2 years (8 quarterly cycles).

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<tr>
<td>TITLE: Requirements Computation</td>
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<td>DATE MODIFIED: 16 / Jun / 2006</td>
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<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
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**COLUMN B CONSISTING OF:**
- requirements computation

**COLUMN C WHICH ARE:**
- 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

**COLUMN D DISPOSITION:**
- Destroy 2 years after close of the FY covered by the buying program.

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<td>AUTHORITY: N1-AFU-90-03</td>
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<tr>
<td>DATE MODIFIED: 22 / Jun / 2006</td>
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<td>FROZEN RECORD: No</td>
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<td>DATE RESCINDED: 16 / Jun / 2006</td>
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<td>DATE APPROVED:</td>
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</table>
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Requirements Computation Format 50, 400, and 300 Series Data
requirements computation
COLUMN C WHICH ARE:
format 50, item management data file, format 400 series Requirements Inventory Analysis Report printouts (assets/usage data), index of actions, format 300 series
COLUMN D DISPOSITION:
Destroy 2 years after close of the FY covered by the buying program.

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<td>TITLE: Executive Management Summary Reports</td>
<td>FROZEN RECORD:</td>
<td>No</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
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COLUMN B CONSISTING OF:
reports
COLUMN C WHICH ARE:
executive management summary reports
COLUMN D DISPOSITION:
Destroy after 2 years.

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<tr>
<td>TITLE: Reclamation Items List, Reject Error/Additive Requirements Reject List</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
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COLUMN B CONSISTING OF:
reclamation items list, reject lists
COLUMN C WHICH ARE:
index of actions, and contingency retention item listings, format-50/-100 changes
COLUMN D DISPOSITION:
Destroy after 6 months.

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<td>TITLE: DELETED - (16 Jun 06) – Incorporated into Rule 6</td>
<td>FROZEN RECORD:</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
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<td>16 / Jun / 2006</td>
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COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Reject Error/Additive Requirements Reject List
reject lists
COLUMN C WHICH ARE:
format-50/-100 changes
COLUMN D DISPOSITION:
Destroy after 6 months.
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<td><strong>COLUMN B CONSISTING OF:</strong></td>
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<tr>
<td>management control notice,</td>
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<tr>
<td>data level notice, long supply</td>
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<td><strong>COLUMN C WHICH ARE:</strong></td>
<td>offered to Interservice</td>
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<tr>
<td></td>
<td>Supply Support Program (ISSP)</td>
<td></td>
</tr>
<tr>
<td><strong>COLUMN D DISPOSITION:</strong></td>
<td>Destroy after 6 months.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 20 - 01 R 09.00</th>
<th>TITLE: Quality Control Worksheets</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT:</td>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td><strong>COLUMN B CONSISTING OF:</strong></td>
<td>application of assets to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>wartime requirements, and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>impacting requirements/usage/on</td>
<td></td>
</tr>
<tr>
<td></td>
<td>orders</td>
<td></td>
</tr>
<tr>
<td><strong>COLUMN C WHICH ARE:</strong></td>
<td>maintained by all requirement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>computation monitors</td>
<td></td>
</tr>
<tr>
<td><strong>COLUMN D DISPOSITION:</strong></td>
<td>Destroy after 1 year.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 20 - 01 R 10.00</th>
<th>TITLE: Identity Cross Reference</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT:</td>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td><strong>COLUMN B CONSISTING OF:</strong></td>
<td>references</td>
<td></td>
</tr>
<tr>
<td><strong>COLUMN C WHICH ARE:</strong></td>
<td>part number cross reference,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>application number, past</td>
<td></td>
</tr>
<tr>
<td></td>
<td>actual program data for review,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>application number future</td>
<td></td>
</tr>
<tr>
<td></td>
<td>program data for review, file</td>
<td></td>
</tr>
<tr>
<td></td>
<td>maintenance worksheet, system</td>
<td></td>
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<td></td>
<td>item data for review, system</td>
<td></td>
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<td></td>
<td>application data, zero</td>
<td></td>
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<td></td>
<td>repairable generation reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and wartime management data</td>
<td></td>
</tr>
<tr>
<td><strong>COLUMN D DISPOSITION:</strong></td>
<td>Destroy on receipt of new</td>
<td></td>
</tr>
<tr>
<td></td>
<td>products.</td>
<td></td>
</tr>
</tbody>
</table>

| TABLE & RULE: T 20 - 01 R 11.00 | TITLE: Requirements File         | DATE MODIFIED: 16 / May / 2005 |
|--------------------------------| Maintenance and Exception        |-------------------------------|
| CURRENT:                       | Listings                         |-------------------------------|
| AUTHORITY: N1-AFU-90-03        | DATE APPROVED:                   |-------------------------------|
### COLUMN B CONSISTING OF:
requirements file maintenance and exception listings

### COLUMN C WHICH ARE:
interrogation reply, interrogation by application

### COLUMN D DISPOSITION:
Destroy on receipt of new products.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 20 - 01 R 12.00</th>
<th>DATE MODIFIED: 16 / Jun / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Item History File, Nonrecoverable Items, Equipment Type Items</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:
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

### COLUMN C WHICH ARE:
at organizational and intermediate levels, at organizational and intermediate level, at organizational and intermediate levels

### COLUMN D DISPOSITION:
Destroy 2 years after item is phased out of MAP and USAF inventory.

### NOTES

48  Destroy other record series relating to the item history file according to other appropriate tables and rules in this regulation. EXAMPLES: Due in requirement report (Table 23-2) and transaction register (Table 23-9).

### TABLE & RULE: T 20 - 01 R 13.00

| DATE MODIFIED: 22 / Jun / 2006 |
|-----------------------------|-----------------------------|
| TITLE: DELETED - (22 Jun 06) -- Incorporated into Rule 12 | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | DATE RESCINDED: 22 / Jun / 2006 |

### COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Nonrecoverable Items

economic order quantity [EOQ] expendable nonrepairable and expendable valued at less than $100 repairable

### COLUMN C WHICH ARE:
at organizational and intermediate level

### COLUMN D DISPOSITION:
Destroy 2 years after item is phased out of MAP and USAF inventory.

### NOTES

48  Destroy other record series relating to the item history file according to other appropriate tables and rules in this regulation. EXAMPLES: Due in requirement report (Table 23-2) and transaction register (Table 23-9).

### TABLE & RULE: T 20 - 01 R 13.01

| DATE MODIFIED: 22 / Jun / 2006 |
|-----------------------------|-----------------------------|
| TITLE: DELETED - (16 Jun 06) -- Incorporated into Rule 12 | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | DATE RESCINDED: 16 / Jun / 2006 |
| DATE APPROVED: |
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

COLUM D DISPOSITION:
Destroy 2 years after item is phased out of MAP and USAF inventory.

NOTES
48 Destroy other record series relating to the item history file according to other appropriate tables and rules in this regulation. EXAMPLES: Due in requirement report (Table 23-2) and transaction register (Table 23-9).

T 20 - 02: LOGISTICS - SYSTEMS AND EQUIPMENT MODIFICATION PROPOSAL RECORDS

COLUMN B CONSISTING OF:
worksheets suspens and control records and reports

COLUMN C WHICH ARE:
at coordinating, operational, and supporting activities

COLUMN D DISPOSITION:
Destroy when no longer needed.

TABLE & RULE: T 20 - 02 R 01.00
TITLE: Class I, III, and IV Modifications
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 16 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
modification proposals and contractors engineering change proposals concerning procedures to repair, maintain, or modernize USAF items of equipment

COLUMN C WHICH ARE:
adopted for USAF/MAP use

COLUMN D DISPOSITION:
Retire as permanent.

TABLE & RULE: T 20 - 02 R 02.00
TITLE: Class I, III, and IV Modifications at MAJCOMs
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 16 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
COLUMN B CONSISTING OF:
Class I, III, and IV modifications

COLUMN C WHICH ARE:
at MAJCOMs

COLUMN D DISPOSITION:
Destroy 6 months after issuance of the implementing Time Compliance Technical Order (TCTO).

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 20 - 02 R 03.00
TITLE: Class I, III, and IV Modifications Not Adopted, Contractor Proposals
AUTHORITY: N1-AFU-90-03

CURRENT: Yes
FROZEN RECORD: No
DATE MODIFIED: 16 / Jun / 2006
DATE APPROVED:

COLUMN B CONSISTING OF:
Class I, III and IV modifications, Contractor Proposals

COLUMN C WHICH ARE:
recommended for USAF adoption, but not adopted, Contractor Proposals withdrawn by the contractor

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 20 - 02 R 04.00
TITLE: Class I, III, and IV Modifications Rejected
AUTHORITY: N1-AFU-90-03

CURRENT: Yes
FROZEN RECORD: No
DATE MODIFIED: 16 / May / 2005
DATE APPROVED:

COLUMN B CONSISTING OF:
Class I, III and IV modifications

COLUMN C WHICH ARE:
rejected by the Air Force

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 20 - 02 R 05.00**

**TITLE:** Class I, III, and IV Modifications Information or Reference

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** No

**FROZEN RECORD:** No

**DATE MODIFIED:** 16 / May / 2005

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

Class I, III, and IV modifications

**COLUMN C WHICH ARE:**

information or reference copies

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 20 - 02 R 06.00**

**TITLE:** Class I, III, and IV Modifications Suspense

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**FROZEN RECORD:** No

**DATE MODIFIED:** 16 / May / 2005

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

Class I, III and IV modifications

**COLUMN C WHICH ARE:**

suspense copies

**COLUMN D DISPOSITION:**

Destroy under Rules 1, 2, 3, or 4, as applicable, after final decision has been made.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 20 - 02 R 07.00**

**TITLE:** Class II Modifications

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** No

**FROZEN RECORD:** No

**DATE MODIFIED:** 16 / May / 2005

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

justification and descriptions, drawings, sketches, blueprints, stress analysis, list of materials, parts and components, defined power requirements such as pneumdraulics, electrical, subsystem compatibility, power load analysis, etc.

**COLUMN C WHICH ARE:**

instructions pertaining to operation, inspection, maintenance, and servicing

**COLUMN D DISPOSITION:**

Destroy after 2 years after modification is removed from the aerospace vehicle or equipment.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 20 - 02 R 07.01

**TITLE:** Class II Modifications Other Copies  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
justification and descriptions, drawings, sketches, blueprints, stress analysis, list of materials, parts and components, defined power requirements such as pneumdraulics, electrical, subsystem compatibility, power load analysis, etc.

**COLUMN C WHICH ARE:**  
instructions pertaining to operation, inspection, maintenance, and servicing

**COLUMN D DISPOSITION:**  
Destroy on completion of project.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 20 - 02 R 08.00

**TITLE:** Class V Modifications  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
Class V modifications

**COLUMN C WHICH ARE:**  
approved modification requirement records, amendments and revisions thereto, cost and feasibility data, and related correspondence

**COLUMN D DISPOSITION:**  
When modification is complete, hold for 1 year; destroy after 3 additional years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 20 - 02 R 09.00

**TITLE:** DELETED - (16 Jun 06) – Incorporated into Rule 3  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 16 / Jun / 2006

Report generated: 01 / Oct / 2018 - 08:00:00
**NOTES**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

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**T 20 - 03: LOGISTICS - INDIVIDUAL MODIFICATION RECORDS**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 20 - 03 R 01.00</th>
<th>DATE MODIFIED:</th>
<th>25 / Jul / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Class V Modification Authorization Files</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: UNSCHEDULED</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

master copy of modification requirements, amendments, revisions, and/or cancellation notices

**COLUMN C WHICH ARE:**

at HQ USAF OPR

**COLUMN D DISPOSITION:**

Hold in active file for 1 year after completion of the last unit of the program; Disposition Pending (unscheduled)

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 20 - 03 R 02.00</th>
<th>DATE MODIFIED:</th>
<th>16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Modification Case Files</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: UNSCHEDULED</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

at the modification project office during the life of the modification (from original proposal until the last unit is completed)

**COLUMN D DISPOSITION:**

Disposition pending...

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 20 - 03 R 02.01</th>
<th>DATE MODIFIED:</th>
<th>16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Modification Case Files Reference Copies</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
modification case files

COLUMN C WHICH ARE:
at intermediate monitoring offices

COLUMN D DISPOSITION:
Destroy when modification is converted into a technical order, or when no longer needed, whichever is sooner.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 20 - 03 R 03.00</th>
<th>DATE MODIFIED: 25 / Jul / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: List of Modifications</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: UNSCHEDULED</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
master copies

COLUMN C WHICH ARE:
prepared for publication by HQ USAF

COLUMN D DISPOSITION:
Hold in active files for 2 years; Disposition Pending (unscheduled)

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 20 - 03 R 04.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: List of Modifications Other Copies</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
list of modifications

COLUMN C WHICH ARE:
held by recipients

COLUMN D DISPOSITION:
Destroy when superseded by later issue.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 20 - 03 R 05.00</th>
<th>DATE MODIFIED: 25 / Jul / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Modification Studies for Cost, Schedules, Feasibility, Management, Integration, Testing or Implementation of a Modification</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: UNSCHEDULED</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
modification studies

COLUMN C WHICH ARE:
master copies, with changes or amendments

COLUMN D DISPOSITION:
Hold for 3 years after completion of the last unit; Disposition Pending (unscheduled)

---

TABLE & RULE: T 20 - 03 R 06.00
TITLE: Modification Studies for Cost, Schedules, Feasibility, Management, Integration, Testing or Implementation of a Modification
AUTHORITY: N1-AFU-90-03

| DATE MODIFIED: | 16 / May / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

COLUMN B CONSISTING OF:
modifications studies

COLUMN C WHICH ARE:
held by recipients

COLUMN D DISPOSITION:
Hold and/or destroy as dictated by the file of which they are a part.

---

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 20 - 03 R 07.00
TITLE: Class 1B Modification Distribution Authority
AUTHORITY: UNSCHEDULED

| DATE MODIFIED: | 16 / May / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

COLUMN B CONSISTING OF:
requests for retention of recommendations and approval authorization

COLUMN C WHICH ARE:
at HQ USAF project office or intermediate offices

COLUMN D DISPOSITION:
Disposition pending...
T 20 - 04: LOGISTICS - LOGISTICS PERFORMANCE MEASUREMENT AND EVALUATION SYSTEM (LPMES)

COLUMN B CONSISTING OF:
LPMES

COLUMN C WHICH ARE:
related correspondence, consolidated reports, and DOD summaries

COLUMN D DISPOSITION:
Destroy 2 years after the applicable fiscal year.

T 20 - 11: LOGISTICS -_DELETED

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

T 21 - 01: MAINTENANCE - AEROSPACE VEHICLE AND EQUIPMENT INVENTORY, STATUS AND UTILIZATION REPORTING

COLUMN B CONSISTING OF:
records such as AF Form 913 relating to the assignment of aerospace vehicles and trainers.

COLUMN C WHICH ARE:
at the Air Force Aerospace Vehicle Distribution Office (AVDO) (HQ AFMC/AVDO)

COLUMN D DISPOSITION:
Destroy 30 year(s) after the MDS is removed from inventory.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 21 - 01 R 02.00
**TITLE:** Assignment Recs, Aerospace Vehicle Inventory Recs, Trainer Inventory, Status, and Utilization Repts  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
assignment records; aerospace vehicle inventory records; trainer inventory, status and utilization reporting

**COLUMN C WHICH ARE:**
trainer inventory, status and utilization reporting, and assignment records at HQ USAF; aerospace vehicle inventory records at MAJCOMs

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 21 - 01 R 03.00
**TITLE:** Assignment Records at MAJCOMs and Reporting Units  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
assignment records

**COLUMN C WHICH ARE:**
at MAJCOMs and reporting units

**COLUMN D DISPOSITION:**
Destroy 3 years after termination of accountability.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 21 - 01 R 04.00
**TITLE:** Aerospace Vehicle Inventory, Status, and Utilization Reporting  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
computer printouts and missile status worksheets

**COLUMN C WHICH ARE:**
used in the generation or transmission of reports

**COLUMN D DISPOSITION:**
Destroy after 3 months.
Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 21 - 01 R 05.00

Title: Aerospace Vehicle Inventory Records

Authority: N1-AFU-90-03

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Master Air Force inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>At HQ AFMC</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy after 5 years.</td>
</tr>
</tbody>
</table>

Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 21 - 01 R 06.00

Title: Aerospace Vehicle Inventory Records Command and Base Inventories

Authority: N1-AFU-90-03

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Aerospace vehicle inventory records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>Command and base inventories</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy after 1 year or when no longer needed, whichever is later.</td>
</tr>
</tbody>
</table>

Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 21 - 01 R 07.00

Title: Aerospace Vehicle Inventory Records Delivery Receipts and Shipping Documents, Accountability Termination

Authority: N1-AFU-90-03

| Date Modified: | 16 / Jun / 2006 |
| Current: | Yes |
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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

REPORTED BY: Aerospace Vehicle Inventory Records Accountability Termination Records

DATE APPROVED: 22 / Jun / 2006
FROZEN RECORD: No
DATE RESCINDED: 16 / Jun / 2006
DATE MODIFIED: 22 / Jun / 2006

PREVIOUSLY TITLED: Aerospace Vehicle Inventory Records Accountability Termination Records

aerospace vehicle inventory records at MAJCOMs

at MAJCOMs

Destroy when no longer needed.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

PREVIOUSLY TITLED: Aerospace Vehicle Inventory Records at MAJCOMs

aerospace vehicle inventory records at MAJCOMs

at MAJCOMs

Destroy when no longer needed.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Transfer to the National Archives in 10-year blocks when latest record is 20 years old.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Transfer to the National Archives in 10-year blocks when latest record is 20 years old.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Transfer to the National Archives in 10-year blocks when latest record is 20 years old.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 21 - 01 R 13.00

**TITLE:** Aerospace Vehicle Utilization Research and Reference  
**AUTHORITY:** N1-AFU-92-31

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>history utilization file (computer output) used for research and reference</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>at MAJCOMs</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 10 years.</td>
<td></td>
</tr>
</tbody>
</table>

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 21 - 01 R 13.01

**TITLE:** Aerospace Vehicle Utilization Not Needed for Research  
**AUTHORITY:** N1-AFU-92-31

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>records more than 5 years old</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>not needed for research</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroyed when no longer needed for research or reference.</td>
<td></td>
</tr>
</tbody>
</table>

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 21 - 01 R 14.00

**TITLE:** Aerospace Vehicle Utilization at Reporting Units  
**AUTHORITY:** N1-AFU-90-03

| DATE MODIFIED: | 16 / May / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
aerospace vehicle utilization

COLUMN C WHICH ARE:
at reporting units

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 21 - 01 R 15.00
TITLE: CEM Status and Inventory Reporting, Trainer Inventory, Status, and Utilization Reporting at All Other Locations
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
reports, trainer inventory, status and utilization reporting

COLUMN C WHICH ARE:
CEM equipment status reports, trainer inventory, status and utilization reporting at HQ USAF

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 21 - 01 R 16.00
TITLE: CEM Equipment Summary Reports, Aerospace Vehicle Movement Reports, Trainer Inventory, Status, and Utilization Reporting
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
CEM equipment summary reports; movement reports, programmed depot maintenance (PDM); reports and messaged

COLUMN C WHICH ARE:
CEM Summary reports at MAJCOMs; Aerospace Vehicle Movement reports and forecasts; Trainer inventory, status, and utilization reporting at HQ AFMC

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 21 - 01 R 17.00

**TITLE:** DELETED - (16 Jun 06) -- Incorporated into Rule 16  
**AUTHORITY:** N1-AFU-90-03  
**FROZEN RECORD:** No  
**DATE MODIFIED:** 25 / Aug / 2008  
**DATE RESCINDED:** 16 / Jun / 2006  
**DATE APPROVED:**

**COLUMNS & RULES:**

**COLUMN B CONSISTING OF:**
- PREVIOUSLY TITLED: Aerospace Vehicle Movement Reports
- movement reports, programmed depot maintenance (PDM)

**COLUMN C WHICH ARE:**
- reports and forecasts

**COLUMN D DISPOSITION:**
- Destroy after 3 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 21 - 01 R 18.00

**TITLE:** DELETED - (16 Jun 06) -- Incorporated into Rule 16  
**AUTHORITY:** N1-AFU-90-03  
**FROZEN RECORD:** No  
**DATE MODIFIED:** 25 / Aug / 2008  
**DATE RESCINDED:** 16 / Jun / 2006  
**DATE APPROVED:**

**COLUMNS & RULES:**

**COLUMN B CONSISTING OF:**
- PREVIOUSLY TITLED: Trainer Inventory, Status, and Utilization Reporting
- reports and messages

**COLUMN C WHICH ARE:**
- at HQ AFMC

**COLUMN D DISPOSITION:**
- Destroy after 3 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 21 - 01 R 19.00

**TITLE:** DELETED - (16 Jun 06) -- Incorporated into Rule 2  
**AUTHORITY:** N1-AFU-90-03  
**FROZEN RECORD:** No  
**DATE MODIFIED:** 25 / Aug / 2008  
**DATE RESCINDED:** 16 / Jun / 2006  
**DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
## T 21 - 02: MAINTENANCE - EXCESS AIRCRAFT DISPOSAL UNDER AF SPECIAL DEFENSE PROPERTY DISPOSAL ACCOUNT

### TABLE & RULE: T 21 - 02 R 01.00
<table>
<thead>
<tr>
<th>TITLE: Excess/Surplus Complete Aircraft</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at Military Aircraft Storage and Disposition Center

**COLUMN D DISPOSITION:**
6 years after aircraft disposal, when on Air Force-generated aircraft, send to HQ AFHRA/ISR, 600 Chennault Circle, Bldg. 1405, Maxwell AFB, AL 36112-6424, where they will be destroyed when no longer needed.

### TABLE & RULE: T 21 - 02 R 02.00
<table>
<thead>
<tr>
<th>TITLE: Excess/Surplus Complete Aircraft USA- USN- United States Coast Guard</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
excess/surplus complete aircraft

**COLUMN C WHICH ARE:**
on USA-USN- United States Coast Guard

**COLUMN D DISPOSITION:**
6 years after aircraft disposal when on USA- USN- United States Coast Guard (USCG)-generated aircraft, refer to respective agency for disposition.

### TABLE & RULE: T 21 - 02 R 03.00
<table>
<thead>
<tr>
<th>TITLE: Excess/Surplus Complete Aircraft Supporting Documents</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
excess/surplus complete aircraft supporting documents

**COLUMN C WHICH ARE:**
General Services Administration (GSA) allocation directives and related correspondence, stock record cards, inventory adjustment vouchers, and control registers

**COLUMN D DISPOSITION:**
Destroy 6 years after aircraft disposal.

### TABLE & RULE: T 21 - 02 R 04.00
<table>
<thead>
<tr>
<th>TITLE: Excess/Surplus Complete Aircraft Management Records</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>excess/surplus complete aircraft management records</td>
<td>reports to GSA, transfer/work and hold harmless agreements</td>
</tr>
</tbody>
</table>

**TABLE & RULE: T 21 - 02 R 05.00**

**TITLE:** Excess/Surplus Aircraft Parts Removed for Continued Use  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 / May / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**  
excess/surplus aircraft parts removed for continued use

**COLUMN C WHICH ARE:**  
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

**COLUMN D DISPOSITION:**  
Destroy 2 years after aircraft disposal.

**TABLE & RULE: T 21 - 02 R 06.00**

**TITLE:** Reports for Inclusion in DOD Disposal Transactions  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 / May / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**  
repts for inclusion in DoD disposal transactions

**COLUMN C WHICH ARE:**  
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

**COLUMN D DISPOSITION:**  
Destroy 3 years after preparation.

**TABLE & RULE: T 21 - 02 R 07.00**

**TITLE:** Air Force Aircraft Conditional Donation for Display  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 / May / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**  
final disposal records, identified to aircraft MDS and serial number, that include shipping, releasing for sale or abandonment action

**COLUMN C WHICH ARE:**  
1 year after aircraft disposal sent to HQ AFHRA/ISR

**COLUMN D DISPOSITION:**  
Destroy 6 years after disposal or when no longer needed, whichever is later.
COLUMN B CONSISTING OF:
donation agreements, signed receipts, review records, photos, and related correspondence,

COLUMN C WHICH ARE:
for identification and control of aircraft while in possession of authorized recipients

COLUMN D DISPOSITION:
Destroy 1 year after termination of the conditional donation.

T 21 - 03: MAINTENANCE - STANDARD REPORTING DESIGNATORS (SRDs)

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at HQ AFMC

COLUMN D DISPOSITION:
Erase after 30 days.

COLUMN B CONSISTING OF:
SRDs (Code Elements)

COLUMN C WHICH ARE:
punched cards

COLUMN D DISPOSITION:
Destroy after data is put on magnetic tapes.
**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at HQ AFMC and ALCs; for cryptologic (Q&U) equipment; at field unit SRD focal points

**COLUMN D DISPOSITION:**
Destroy 1 year after action is recorded in report.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 03 R 04.00</th>
<th>DATE MODIFIED: 22 / Jun / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (16 Jun 06) -- Incorporated into Rule 3</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-86-03</td>
<td>DATE RESCINDED: 16 / Jun / 2006</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: SRDs (Code Elements) AF Form 1230 at AFIC on SRDs

SRDs (Code Elements)

**COLUMN C WHICH ARE:**
for cryptologic (Q&U) equipment

**COLUMN D DISPOSITION:**
Destroy 1 year after action is recorded in report.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 03 R 05.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: SRDs (Code Elements) at HQ USAF/ MAJCOMs/FOAs</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-86-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
SRDs (Code Elements)

**COLUMN C WHICH ARE:**
at HQ USAF, MAJCOMs and FOAs

**COLUMN D DISPOSITION:**
Destroy 6 months after action is recorded, or when no longer needed, whichever is sooner.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 03 R 06.00</th>
<th>DATE MODIFIED: 22 / Jun / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (16 Jun 06) -- Incorporated into Rule 3</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-86-03</td>
<td>DATE RESCINDED: 16 / Jun / 2006</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: SRDs (Code Elements) at Field Unit SRD Focal Points

SRDs (Code Elements)

**COLUMN C WHICH ARE:**
at field unit SRD focal points

**COLUMN D DISPOSITION:**
Destroy after action requested is recorded.
COLUMNS B CONSISTING OF:
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

COLUMN C WHICH ARE:
at HQ AFMC; updated weekly; at ALCs; at AFIC; produced/distributed quarterly to users

COLUMN D DISPOSITION:
Destroy after 1 year.

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: D165A, Master Media Conversion Table
MICAP reportable SRDs, a computer product

COLUMN C WHICH ARE:
updated weekly

COLUMN D DISPOSITION:
Destroy after 1 year.

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: D165B, Master Media Conversion Table
MICAP reportable SRDs, a computer product updated weekly

COLUMN C WHICH ARE:
at ALCs

COLUMN D DISPOSITION:
Destroy after 1 year.

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: D165A, Master Media Conversion Table
MICAP reportable SRDs, a computer product

COLUMN C WHICH ARE:
at ALCs

COLUMN D DISPOSITION:
Destroy after 1 year.
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: AFMC Form 416, MICAP/MDC Media Conversion Table Update
prepared from data on AF Form 1230; used to update D165A, D165B
COLUMN C WHICH ARE:
at HQ AFMC, ALCs, and AFIC
COLUMN D DISPOSITION:
Destroy after 1 year.

---

TABLE & RULE: T 21 - 03 R 11.00
TITLE: File of Deleted SRDs
AUTHORITY: N1-AFU-86-03
DATE MODIFIED: 16 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
consisting of AFMC Forms 416 and related documents
COLUMN C WHICH ARE:
at ALCs
COLUMN D DISPOSITION:
Destroy 3 years after SRD deleted.

---

TABLE & RULE: T 21 - 03 R 12.00
TITLE: DELETED - (16 Jun 06) – Incorporated into Rule 7
AUTHORITY: N1-AFU-86-03
DATE MODIFIED: 22 / Jun / 2006
FROZEN RECORD: No
DATE RESCINDED: 16 / Jun / 2006
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Report of Valid SRDs at HQ AFMC and ALCs
MICAP-MDC Media Conversion Table (microfiche)
COLUMN C WHICH ARE:
produced/distributed quarterly to users
COLUMN D DISPOSITION:
Destroy after 1 year.

---

TABLE & RULE: T 21 - 03 R 13.00
TITLE: Report of Valid SRDs at HQ USAF
AUTHORITY: N1-AFU-86-03
DATE MODIFIED: 16 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
report of valid SRDs
COLUMN C WHICH ARE:
at HQ USAF
COLUMN D DISPOSITION:
Destroy upon receipt of new report.

---

Report generated: 01 / Oct / 2018 - 08:00:00
| TABLE & RULE: T 21 - 03 R 14.00 | DATE MODIFIED: | 16 / May / 2005 |
| TITLE: Report of Valid SRDs at HQ MAJCOMs /FOAs, Including AFIC | FROZEN RECORD: | No |
| AUTHORITY: N1-AFU-86-03 | CURRENT: | Yes |

**COLUMN B CONSISTING OF:**
report of valid SRDs

**COLUMN C WHICH ARE:**
at HQ MAJCOMs/FOAs, including AFIC

**COLUMN D DISPOSITION:**
Destroy after 6 months.

| TABLE & RULE: T 21 - 03 R 15.00 | DATE MODIFIED: | 16 / May / 2005 |
| TITLE: Report of Valid SRDs at HQ MAJCOMs /FOAs, Including AFIC at Base Level | FROZEN RECORD: | No |
| AUTHORITY: N1-AFU-86-03 | CURRENT: | Yes |

**COLUMN B CONSISTING OF:**
report of valid SRDs

**COLUMN C WHICH ARE:**
HQ MAJCOMs/FOAs, including AFIC at base level

**COLUMN D DISPOSITION:**
Destroy after 3 months.

| TABLE & RULE: T 21 - 03 R 28.00 | FROZEN RECORD: | No |
| TITLE: DELETED | DATE RESCINDED: | 01 / Jan / 1900 |
| AUTHORITY: N/A | DATE APPROVED: | |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
COLUMN B CONSISTING OF:
material and maintenance deficiency project records

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 1 year.

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
approved or approval pending in rules 1 through 4.2; competed with all required actions

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
technical order improvement disapproved or no action has been taken, and deficiency reporting logs completed with all entries

COLUMN C WHICH ARE:
disapproved or no action has been taken; completed with all entries

COLUMN D DISPOSITION:
Destroy after 1 year or on inactivation of unit, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 21 - 04 R 04.00

<table>
<thead>
<tr>
<th>RULE</th>
<th>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</th>
<th>DATE MODIFIED:</th>
<th>18 / May / 2006</th>
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<tr>
<td></td>
<td>AUTHORITY: N/A</td>
<td>FROZEN RECORD:</td>
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<tr>
<td></td>
<td>DATE RESCINDED:</td>
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<td>11 / Apr / 2006</td>
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<td></td>
<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

### TABLE & RULE: T 21 - 04 R 04.01

<table>
<thead>
<tr>
<th>RULE</th>
<th>TITLE: DELETED - (16 Jun 06) -- Incorporated into Rule 3</th>
<th>DATE MODIFIED:</th>
<th>22 / Jun / 2006</th>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD:</td>
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<td>DATE RESCINDED:</td>
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<td>16 / Jun / 2006</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Technical Order Improvement and Deficiency Reporting Logs

technical order improvement and deficiency reporting logs

**COLUMN C WHICH ARE:**

completed with all entries

**COLUMN D DISPOSITION:**

Destroy after 1 year or on inactivation of unit, whichever is sooner.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 21 - 04 R 04.02

<table>
<thead>
<tr>
<th>RULE</th>
<th>TITLE: Materiel Deficiency Reporting and Investigating</th>
<th>DATE MODIFIED:</th>
<th>16 / May / 2005</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD:</td>
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<td></td>
<td>CURRENT: Yes</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## COLUMN B CONSISTING OF:
material deficiency reporting and investigating

## COLUMN C WHICH ARE:
unsatisfactory condition reports, teardown deficiency reports, CAT I, CAT II, and command deficiency reports (CDR) (CAT III) and comparable data

## COLUMN D DISPOSITION:
Destroy 1 year after corrective action completed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 21 - 04 R 04.03

<table>
<thead>
<tr>
<th>TITLE: DELETED - (16 Jun 06) -- Incorporated into Rule 2</th>
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</thead>
<tbody>
<tr>
<td>DATE MODIFIED: 22 / Jun / 2006</td>
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<tr>
<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE RESCINDED: 16 / Jun / 2006</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Copies of Records in Rules 1 through 4.2

### COLUMN C WHICH ARE:
copies of records

### COLUMN D DISPOSITION:
Destroy when no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 21 - 04 R 04.04

<table>
<thead>
<tr>
<th>TITLE: DELETED - (16 Jun 06) -- Incorporated into Rule 2</th>
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<td>DATE MODIFIED: 22 / Jun / 2006</td>
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<tr>
<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE RESCINDED: 16 / Jun / 2006</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Material Improvement Project (MIP) Files

### COLUMN C WHICH ARE:
copies of records in Rules 1 to 4.3 and evaluation data

### COLUMN D DISPOSITION:
Destroy when no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

**NOTES**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 04 R 04.05</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Semiannual Closed MIP Summary Listing</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- semiannual closed MIP summary listing

**COLUMN C WHICH ARE:**

- microfiche of MIP actions

**COLUMN D DISPOSITION:**

- Destroy after 5 years or when no longer needed, whichever is later.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

**NOTES**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 04 R 05.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Deficiency Reporting ADP Records in Support of the Products Improvement Program</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- detail cards, brown line listings, and similar reporting records submitted by reporting activity for consolidation

**COLUMN C WHICH ARE:**

- at HQ AFMC and/or subordinate commands

**COLUMN D DISPOSITION:**

- Destroy after 3 months.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

**NOTES**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 04 R 06.00</th>
<th>DATE MODIFIED: 01 / Jun / 2015</th>
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<tr>
<td>TITLE: Consolidated Reports and Summaries</td>
<td>CURRENT: Yes</td>
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<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
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</table>

Report generated: 01 / Oct / 2018 - 08:00:00

300
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Add/Delete Change Cards Used to Update Master Tapes

Add/delete change cards

Used to update master tapes

Destroy after verification of computer processing.
## TABLE & RULE: T 21 - 04 R 09.00

**TITLE:** Maintenance Management Systems Programs/Projects  
**DATE MODIFIED:** 16 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

### COLUMN B CONSISTING OF:

- maintenance management systems programs/projects

### COLUMN C WHICH ARE:

- case files reflecting operations and maintenance of weapons systems, subsystems, flight simulators, aerospace ground equipment, and associated equipment and facilities

### COLUMN D DISPOSITION:

- Destroy after termination or completion of system, subsystem or project.

### NOTES

#### 21
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

## TABLE & RULE: T 21 - 04 R 10.00

**TITLE:** Maintenance Checklists, Individual Methods of Approach, Procedures Other Copies, Management Reports  
**DATE MODIFIED:** 19 / Jul / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

### COLUMN B CONSISTING OF:

- maintenance checklists, procedures; actions not covered elsewhere

### COLUMN C WHICH ARE:

- individual methods of approach; other copies; not covered elsewhere

### COLUMN D DISPOSITION:

- Destroy when superseded, obsolete, or no longer needed.

### NOTES

#### 21
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

## TABLE & RULE: T 21 - 04 R 11.00

**TITLE:** Maintenance Procedures  
**DATE MODIFIED:** 16 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

### COLUMN B CONSISTING OF:

- maintenance management letters and messages prescribing procedures, policies, methods, and responsibilities

### COLUMN C WHICH ARE:

- developed at MAJCOMs and major subordinate commands

### COLUMN D DISPOSITION:

- Destroy 2 years after superseded, obsolete or rescinded.
### TABLE & RULE: T 21 - 04 R 12.00

| TITLE: | DELETED - (16 Jun 06) -- Incorporated into Rule 10 |
| DATE MODIFIED: | 22 / Jun / 2006 |
| FROZEN RECORD: | No |
| DATE RESCINDED: | 16 / Jun / 2006 |
| DATE APPROVED: | 16 / Jun / 2006 |

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Maintenance Procedures Other Copies

- maintenance procedures

**COLUMN C WHICH ARE:**

- other copies

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 21 - 04 R 13.00

| TITLE: | DELETED - (16 Jun 06) -- Incorporated into Rule 10 |
| DATE MODIFIED: | 22 / Jun / 2006 |
| FROZEN RECORD: | No |
| DATE RESCINDED: | 16 / Jun / 2006 |
| DATE APPROVED: | 16 / Jun / 2006 |

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

Maintenance Management Reports

- maintenance actions

**COLUMN C WHICH ARE:**

- not covered elsewhere

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 21 - 04 R 14.00

| TITLE: | Radiation Detection, Indication, and Computation (RADIAC) Equipment Maintenance Records |
| DATE MODIFIED: | 16 / May / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

**AUTHORITY:** N1-AFU-90-03

- other copies

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
pertinent inspection data

COLUMN C WHICH ARE:
maintained with equipment

COLUMN D DISPOSITION:
Destroy 2 years after date of last entry provided all inspection data has been cleared.

NOTES
21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 21 - 04 R 15.00
TITLE: Information-Systems Maintenance Instructions (ISMI)  DATE MODIFIED: 16 / May / 2005
AUTHORITY: N1-AFU-90-03  FROZEN RECORD: No
CURRENT: Yes  DATE APPROVED: 

COLUMN B CONSISTING OF:
Information Systems Maintenance Instructions (ISMI)

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy not later than 2 years after superseded, obsolete, or rescinded.

NOTES
21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 21 - 04 R 40.03
TITLE: DELETED  FROZEN RECORD: No
AUTHORITY: N/A  DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED: 

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
T 21 - 05: MAINTENANCE - DEPOT MAINTENANCE RECORDS

TABLE & RULE: T 21 - 05 R 01.00
TITLE: Depot Maintenance Projects
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 16 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
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 are available to accomplish workload; to synchronize movement of materials and repairable assets with production capacity

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Destroy 6 months after project completed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 21 - 05 R 01.01
TITLE: Depot Maintenance Projects at MAJCOMs and Below
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 16 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
depot maintenance projects

COLUMN C WHICH ARE:
at MAJCOMs and below

COLUMN D DISPOSITION:
Destroy 2 years after project completed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

38 Repair requirements reports in Rule 1.1 retained by reporting activities which are not needed to support maintenance projects may be destroyed after 1 year.

TABLE & RULE: T 21 - 05 R 02.00
TITLE: Depot Maintenance and Inspection Records
AUTHORITY: N1-AFU-88-54
DATE MODIFIED: 11 / Jun / 2017
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 08 / Jun / 2017
COLUMN B CONSISTING OF:
records pertaining to the major overhaul of aircraft, missiles, propulsion, guidance, or other end-item system equipment

COLUMN C WHICH ARE:
at ALCs

COLUMN D DISPOSITION:
Destroy 2 years after the completion of the maintenance and repair work

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 21 - 05 R 03.00
TITLE: Systems Maintenance, Property Accounting, Clean Room Environment
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 19 / Jul / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
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 subsidiary thereto; used for historical purposes

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
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21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 21 - 05 R 03.01
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 16 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
letters, messages, one-time surveys and reports and related records pertaining to the servicing, inspection, calibration, repair, modification, and utilization of such equipment

COLUMN C WHICH ARE:
at quality control offices

COLUMN D DISPOSITION:
Destroy on withdrawal of equipment from AIA inventories.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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COLUMN B CONSISTING OF:

precision measurement equipment

COLUMN C WHICH ARE:

mechanized card system records and other related or comparable forms used for recording results of precision measuring equipment inspections and calibration operations, and for establishing reinspection and recalibration schedules

COLUMN D DISPOSITION:

Destroy 3 months after entry.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 21 - 05 R 07.00

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COLUMN B CONSISTING OF:

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 (DMP), 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 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

COLUMN C WHICH ARE:

used o provide a method of continuity, and to assure that specific commodities can be identified to the programmed and nonprogrammed category; 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; 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 (DMP), 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 inquiries; copies of policy, plans, reports, Public Affairs activities, legislative actions, candidate savings, training; G072E - Depot Level Maintenance 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 system (SORMIS), Maintenance Data Base (MDB);

COLUMN D DISPOSITION:

Destroy when superseded or obsolete.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.
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<td></td>
<td>DATE APPROVED: 25 / Aug / 2008</td>
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**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Clean Room Environment

environmental comparison data and environmental tally

**COLUMN C WHICH ARE:**
used for historical purposes

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<td>DATE APPROVED:</td>
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**COLUMN B CONSISTING OF:**
worksheets, summaries, status reports, evaluations, forecast data, shortage lists, and related listings to control and report items subject to repair

**COLUMN C WHICH ARE:**
at ALCs

**COLUMN D DISPOSITION:**
Destroy when no longer needed or 1 year after last entry, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<tr>
<td>TITLE: AFMC Tool/Equipment Control and Accountability Program</td>
<td>DATE MODIFIED: 16 / May / 2005</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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<td></td>
<td>DATE APPROVED:</td>
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</table>
COLUMN B CONSISTING OF:
reports or other records relating to investigation of loss/recovery of tools covered under prescribing directives

COLUMN C WHICH ARE:
on tools/equipment not found in Foreign Object Damage (FOD) critical areas

COLUMN D DISPOSITION:
Destroy 2 years after annual cutoff or when no longer needed, whichever is later, but not to exceed 6 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 21 - 05 R 13.01
TITLE: AFMC Tool/Equipment Control and Accountability Program not found in low/non-FOD critical areas
AUTHORITY: N1-AFU-90-03

16 / May / 2005
Yes

COLUMN B CONSISTING OF:
AFMC tool/equipment control and accountability program

COLUMN C WHICH ARE:
on tools/equipment not found in low/non-FOD critical areas

COLUMN D DISPOSITION:
Destroy 2 years after annual cutoff or when no longer needed, whichever is later, but not to exceed 6 years.

TABLE & RULE: T 21 - 05 R 14.00
TITLE: AFMC Tool/Equipment Control and Accountability Program on Tools/Equipment Recovered
AUTHORITY: N1-AFU-90-03

16 / May / 2005
Yes

COLUMN B CONSISTING OF:
AFMC tool/equipment control and accountability program

COLUMN C WHICH ARE:
on tools/equipment recovered

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 21 - 05 R 15.00
TITLE: DELETED - (16 Jun 06) -- Incorporated into Rule 7 of this Table
AUTHORITY: NI-AFU-93-05

25 / Aug / 2008
No

REPORT GENERATED: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: AFMC Depot Maintenance Business Management Administration

AFMC depot maintenance business management administration

COLUMN C 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

COLUMN D DISPOSITION:
Destroy when obsolete, superseded, or no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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TABLE & RULE: T 21 - 05 R 16.00
TITLE: AFMC Depot Maintenance Workload Management
AUTHORITY: NI-AFU-93-05

COLUMN B CONSISTING OF:
AFMC depot maintenance workload management
COLUMN C WHICH ARE:
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
COLUMN D DISPOSITION:
Destroy 2 years after obsolete, or after study or program is finalized.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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### TABLE & RULE: T 21 - 05 R 18.00

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<tr>
<td>AFMC Depot Capacity Measurement and Depot Sizing</td>
<td>16 / May / 2005</td>
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<td>AUTHORITY: NI-AFU-93-05</td>
<td>FROZEN RECORD: No</td>
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**COLUMN B CONSISTING OF:**
policy, studies, reports, supporting briefings, seminars, and workshops, tutorials

**COLUMN C WHICH ARE:**
at HQ AFMC

**COLUMN D DISPOSITION:**
Destroy 2 years after obsolete, or after study or program is finalized.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### TABLE & RULE: T 21 - 05 R 19.00

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**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: AFMC Depot Capacity Measurement and Depot Sizing at ALCs

AFMC depot capacity measurement and depot sizing

**COLUMN C WHICH ARE:**
at ALCs

**COLUMN D DISPOSITION:**
Destroy when superseded, obsolete, or no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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### TABLE & RULE: T 21 - 05 R 20.00

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**COLUMN C WHICH ARE:**
PREVIOUSLY TITLED: AFMC Depot Capacity Measurement and Depot Sizing at ALCs

AFMC depot capacity measurement and depot sizing

**COLUMN C WHICH ARE:**
at ALCs

**COLUMN D DISPOSITION:**
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Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
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Report generated: 01 / Oct / 2018 - 08:00:00
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

PREVIOUSLY TITLED: Depot Maintenance Competition Program (AFMC)

COLUMN C WHICH ARE:
copies of policy, plans, reports, Public Affairs activities, legislative actions, candidate savings, training

COLUMN D DISPOSITION:
Destroy when superseded, obsolete, or no longer needed.

Electronic systems that replace temporary hard copy records:
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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

PREVIOUSLY TITLED: AFMC Depot Maintenance Data System Tracking

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Destroy when superseded, obsolete, or no longer needed.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### NOTES

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### TABLE & RULE: T 21 - 05 R 26.00

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**AUTHORITY:** NI-AFU-93-05

**PREVIOUSLY TITLED:** AFMC Depot Maintenance Overseas Workload Program (OWLP) at ALCs

**COLUMNS B CONSISTING OF:**

- AFMC depot maintenance Overseas Workload Program (OWLP)
- at ALCs

**COLUMN C WHICH ARE:**

- at ALCs

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed.

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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### T 21 - 06: MAINTENANCE - EQUIPMENT MAINTENANCE HISTORICAL RECORDS

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</tbody>
</table>

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMNS B CONSISTING OF:**

- historical records for aircraft

**COLUMN C WHICH ARE:**

- for items transferred, donated, or sold

**COLUMN D DISPOSITION:**

Send with related items; Destroy retained copies after 3 months.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 06 R 02.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Materiel/Equipment Individual Historical Files Part of Surplus Property Account</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
material/equipment individual historical files

**COLUMN C WHICH ARE:**
part of surplus property account

**COLUMN D DISPOSITION:**
Send with related item to appropriate Defense Property Disposal Office for disposition.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 06 R 03.00</th>
<th>DATE MODIFIED: 19 / Jul / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Materiel/Equipment Individual Historical Files, Ground Weapons Dropped from Property Account</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
destroyed, abandoned, reclaimed salvages lost or missing material, expended air launched missiles;

**COLUMN D DISPOSITION:**
Destroy 3 months after abandonment of search or physical disposition.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 06 R 04.00</th>
<th>DATE MODIFIED: 22 / Jun / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (16 Jun 06) -- Incorporated into Rule 3</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE RESCINDED: 16 / Jun / 2006</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Material/Equipment Individual Historical Files Expended Air Launched Missles

**COLUMN C WHICH ARE:**
material/equipment individual historical files

**COLUMN D DISPOSITION:**
Destroy 3 months after abandonment of search or physical disposition.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 06 R 05.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Ground Launched Missiles Expended or Destroyed Materiel/Equipment Individual Historical Files</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
ground launched missiles expended or destroyed materiel/equipment individual historical files

COLUMN C WHICH ARE:
(not related to AFI 51-503, Aircraft, Missile, Nuclear, and Space Accident Investigations), and reentry vehicle

COLUMN D DISPOSITION:
Destroy after 3 months, provided all pertinent data has been extracted for other records or the original records have served their purpose.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 06 R 06.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Significant Historical Data for Special Applications Materiel/Equipment Individual Historical Files</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN C CONSISTING OF:
significant historical data for special applications materiel/equipment individual historical files

COLUMN C WHICH ARE:
used to record as prescribed in AFI 21-101, Maintenance Management of Aircraft, MAJCOM or chief of maintenance

COLUMN D DISPOSITION:
Destroy when no longer needed or as directed by MAJCOM or the chief of maintenance.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 06 R 07.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Materiel/Equipment Individual Historical Files Used to Record Time Compliance Technical Orders, and All Entries Transferred</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN C CONSISTING OF:
materiel/equipment individual historical files

COLUMN C WHICH ARE:
used to record time compliance technical orders, and all entries transferred

COLUMN D DISPOSITION:
Destroy after verification of all entries on the mechanized reports.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 06 R 08.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Materiel/Equipment Individual Historical Files Used to Record Installation Time Used, Condition, Removal and Return for Rehab</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN C CONSISTING OF:
materiel/equipment individual historical files

COLUMN C WHICH ARE:
used to record installation time used, condition, removal and return to rehab

COLUMN D DISPOSITION:
Destroy 6 months after video head is returned for rehabilitation.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 21 - 06 R 09.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Materiel/Equipment Individual Historical Files Used to Record Installation Time Used, Condition, Removal and Storage of Image</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>16 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
material/equipment individual historical files

COLUMN C WHICH ARE:
used to record installation time used, condition, removal and storage of image

COLUMN D DISPOSITION:
Destroy 1 year after image tubes are retired.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 21 - 06 R 10.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Historical Records for Specific Inertial Navigation Units</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>16 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
maintained per TO 00-20-10-10

COLUMN C WHICH ARE:
used to record significant historical data during organizational, intermediate, and depot level maintenance

COLUMN D DISPOSITION:
Send to Technology Repair Center (TRC) with the related hardware.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 21 - 06 R 11.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Materiel/Equipment Individual Historical Files at TRC</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>16 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
materiel/equipment individual historical files

COLUMN C WHICH ARE:
containing information on maintenance actions which occurred prior to and including the previous cycle to the TRC

COLUMN D DISPOSITION:
Destroy after processing all pertinent information into database or when related equipment is permanently removed from inventory.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 21 - 06 R 12.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Materiel/Equipment Individual Historical Files at TRC</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>16 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
materiel/equipment individual historical files

COLUMN C WHICH ARE:
containing field and/or TRC data of the current cycle

COLUMN D DISPOSITION:
Send with related hardware, as part of historical record, after entry into database.

---

TABLE & RULE: T 21 - 06 R 13.00
TITLE: Materiel/Equipment Individual Historical Files Repair Analysis Report
AUTHORITY: N1-AFU-90-03

<table>
<thead>
<tr>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 / May / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
materiel/equipment individual historical files

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Destroy after data is entered in database or when no longer needed, whichever is sooner.

---

TABLE & RULE: T 21 - 06 R 14.00
TITLE: Materiel/Equipment Individual Historical Files at Other Activities
AUTHORITY: N1-AFU-90-03

<table>
<thead>
<tr>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 / May / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
materiel/equipment individual historical files

COLUMN C WHICH ARE:
at other activities

COLUMN D DISPOSITION:
Destroy when no longer needed.

---

TABLE & RULE: T 21 - 06 R 15.00
TITLE: Manual Data Forms Maintained with Equipment in Current Use
AUTHORITY: N1-AFU-90-03

<table>
<thead>
<tr>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 / May / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
manual data forms maintained with equipment in current use

COLUMN C WHICH ARE:
filled-in, and last entries have been carried forward to new forms

COLUMN D DISPOSITION:
Destroy after 3 months if they do not contain history information.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 06 R 16.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Automated Data Forms Maintained with Equipment in Current Use</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>automated data forms maintained with equipment in current use</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>prepared by bases operating an automated maintenance management system where data is stored in computer memory</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Hold the last 7 reports; when 8th report is received, destroy earliest one.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 06 R 17.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Sets of Forms Maintenance Actions or Information Where Sufficient Data is Stored in the Computer</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>reports</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>sets of forms maintenance actions or information where sufficient data is stored in the computer</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Hold the last 7 reports; When 8th report is received, destroy earliest one.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 06 R 18.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Sets of Forms Airframe Utilization Information Where Sufficient Data is Stored in the Computer</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>reports</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>sets of forms airframe utilization information where sufficient data is stored in the computer</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Hold last 5 reports; When 6th report is received, destroy earliest one.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 06 R 19.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Aircraft/Missile Condition Report</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF: aircraft/missile condition report

COLUMN C WHICH ARE: initiated when equipment is forwarded to depot for PDM

COLUMN D DISPOSITION: Destroy after return from PDM and information is transcribed to appropriate records.

TABLE & RULE: T 21 - 06 R 20.00
TITLE: Radiographs, Photographs
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 16 / May / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF: other recordings methods with reports of findings
COLUMN C WHICH ARE: 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
COLUMN D DISPOSITION: Send with equipment when transferred, or destroy when equipment is dropped from USAF inventory.

NOTES

38 Turn in film eligible for disposal to the Defense Property Disposal Office on a quarterly basis for recovery of silver content.

TABLE & RULE: T 21 - 06 R 21.00
TITLE: Radiographs, Photographs Considered Routine
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 16 / May / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF: radiographs, photographs
COLUMN C WHICH ARE: considered routine
COLUMN D DISPOSITION: Destroy after 6 months.

NOTES

38 Turn in film eligible for disposal to the Defense Property Disposal Office on a quarterly basis for recovery of silver content.

TABLE & RULE: T 21 - 06 R 22.00
TITLE: Materiel/Equipment Individual Historical Files Worksheets
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 16 / May / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF: 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
COLUMN C WHICH ARE: maintained as completed FCF worksheets for the last phase/periodic inspection
COLUMN D DISPOSITION: Destroy after 3 months or when replaced by next FCF worksheet, whichever is later.
<table>
<thead>
<tr>
<th>Table &amp; Rule: T 21 - 06 R 23.00</th>
<th>Title: High Power Electron Tube Records Failed and Declared Unserviceable</th>
<th>Date Modified: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: N1-AFU-90-03</td>
<td>Current: Yes</td>
<td>Current: Yes</td>
</tr>
<tr>
<td>COLUMN B Consisting Of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>electron tube field life record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and electron tube performance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and status report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN C Which Are:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>for installed electron tubes,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>which have failed and have</td>
<td></td>
<td></td>
</tr>
<tr>
<td>been declared unserviceable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN D Disposition:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Destroy copies after 3 months.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table &amp; Rule: T 21 - 06 R 24.00</th>
<th>Title: High Power Electron Tube Records Quarterly Status</th>
<th>Date Modified: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: N1-AFU-90-03</td>
<td>Current: Yes</td>
<td>Current: Yes</td>
</tr>
<tr>
<td>COLUMN B Consisting Of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>high power electron tube records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN C Which Are:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>used to provide current status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>of tubes each quarter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN D Disposition:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Destroy when replaced by next</td>
<td></td>
<td></td>
</tr>
<tr>
<td>quarterly report or machine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>listing.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table &amp; Rule: T 21 - 06 R 25.00</th>
<th>Title: Deferred Discrepancy Records for Intercontinental Ballistic Missiles</th>
<th>Date Modified: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: N1-AFU-90-03</td>
<td>Current: Yes</td>
<td>Current: Yes</td>
</tr>
<tr>
<td>COLUMN B Consisting Of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>maintained in TO 00-20-5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN C Which Are:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>for assigned launch facilities,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>complexes or launch control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN D Disposition:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Destroy when deferred discrepancy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>is corrected or site deactivated,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>whichever is sooner.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table &amp; Rule: T 21 - 06 R 26.00</th>
<th>Title: Materiel/Equipment Individual Historical Files</th>
<th>Date Modified: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: N1-AFU-90-03</td>
<td>Current: Yes</td>
<td>Current: Yes</td>
</tr>
<tr>
<td>COLUMN B Consisting Of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN C Which Are:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN D Disposition:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at the facility/site

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

---

**TABLE & RULE: T 21 - 06 R 27.00**
**TITLE:** Flight Inspection Reports for ATCALS
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th align="right">DATE MODIFIED: 20 / Jun / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td align="right">FROZEN RECORD: No</td>
</tr>
<tr>
<td align="right">CURRENT: Yes</td>
</tr>
<tr>
<td align="right">DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
Flight inspection reports for ATCALS

**COLUMN C WHICH ARE:**
equipment maintained for the last special/periodic inspection

**COLUMN D DISPOSITION:**
Hold as part of equipment historical file; Destroy when replaced by next special/periodic inspection report.

---

**TABLE & RULE: T 21 - 06 R 28.00**
**TITLE:** Office Appliance Maintenance
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th align="right">DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td align="right">FROZEN RECORD: No</td>
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<tr>
<td align="right">CURRENT: Yes</td>
</tr>
<tr>
<td align="right">DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
office appliance maintenance

**COLUMN C WHICH ARE:**
historical maintenance records for each individual office equipment

**COLUMN D DISPOSITION:**
Destroy when equipment is dropped from USAF inventory.

---

**TABLE & RULE: T 21 - 06 R 29.00**
**TITLE:** DELETED - (18 May 06) - Previously (RESERVED)
**AUTHORITY:** N/A

<table>
<thead>
<tr>
<th align="right">DATE MODIFIED: 18 / May / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td align="right">FROZEN RECORD: No</td>
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<tr>
<td align="right">DATE RESCINDED: 11 / Apr / 2006</td>
</tr>
<tr>
<td align="right">DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)
### Table & Rule: T 21 - 06 R 30.00
**Title:** Ground Weapons Historical Data  
**Authority:** N1-AFU-89-16  
**Date Modified:** 16 / May / 2005  
**Frozen Record:** No  
**Current:** Yes

**Column B Consisting Of:**
AFTO Form 105, Inspection Maintenance Firing Data For Ground Weapons

**Column C Which Are:**
maintained (all forms, both completed and in use) with the weapon. Forms will accompany weapon during transfer and/or turn in for repair

**Column D Disposition:**
Destroy forms upon destruction of weapon.

### Table & Rule: T 21 - 06 R 31.00
**Title:** Ground Weapons Historical Data Made Part of Surplus Property Account  
**Authority:** N1-AFU-90-03  
**Date Modified:** 16 / May / 2005  
**Frozen Record:** No  
**Current:** Yes

**Column B Consisting Of:**
ground weapons historical data

**Column C Which Are:**
made part of surplus property account

**Column D Disposition:**
Forward with related item to Defense Reutilization & Marketing Office (DMRO) for disposition.

### Table & Rule: T 21 - 06 R 32.00
**Title:** DELETED - (16 Jun 06) -- Incorporated into Rule 3  
**Authority:** N1-AFU-90-03  
**Date Modified:** 22 / Jun / 2006  
**Frozen Record:** No  
**Date Rescinded:** 16 / Jun / 2006  
**Date Approved:**

**Column B Consisting Of:**
PREVIOUSLY TITLED: Ground Weapons Dropped From Property Account

ground weapons dropped from property account

**Column C Which Are:**
destroyed, abandoned, reclaimed, salvaged, lost or missing

**Column D Disposition:**
Destroy 3 months after abandonment of search or physical disposition.

### Table & Rule: T 21 - 06 R 33.00
**Title:** Recurring Inspection Reports for Weapons Stored or Used by an Organization  
**Authority:** N1-AFU-89-14  
**Date Modified:** 16 / May / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**
COLUMN B CONSISTING OF:
recurring inspection reports

COLUMN C WHICH ARE:
for weapons stored or used by an organization

COLUMN D DISPOSITION:
Hold last two inspection reports; When third one is received, destroy earliest one.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 06 R 34.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Launch Site Historical Data</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED: 16 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
records reflecting variances and adjustments

COLUMN C WHICH ARE:
to be considered when aligning the weapons system in silo to assure combat readiness configuration

COLUMN D DISPOSITION:
Destroy on deactivation of launch site facility or when replaced by a new series missile.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 06 R 35.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Temperature Uniformity Survey (TUS) and System Accuracy Tests (SAT) Records</td>
</tr>
<tr>
<td>AUTHORITY: DAA-AFU-2017-0006</td>
</tr>
<tr>
<td>DATE CREATED: 23 / Feb / 2017</td>
</tr>
<tr>
<td>DATE MODIFIED: 12 / Sep / 2017</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED: 08 / Sep / 2017</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
Record of TUS and SAT verification

COLUMN C WHICH ARE:
At heat treatment facility or metals processing shops

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 07 R 01.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Actuarial Analysis</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>actuarial analysis</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>correspondence, teletypes,</td>
<td></td>
</tr>
<tr>
<td>general-purpose data sheets,</td>
<td></td>
</tr>
<tr>
<td>aerospace engine life data,</td>
<td></td>
</tr>
<tr>
<td>engine failure rate graphs and</td>
<td></td>
</tr>
<tr>
<td>computations, official engine</td>
<td></td>
</tr>
<tr>
<td>failure rate table, and similar</td>
<td></td>
</tr>
<tr>
<td>records</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Destroy when engine is dropped</td>
<td></td>
</tr>
<tr>
<td>from inventory.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 07 R 02.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Oil Analysis Program</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>oil analysis program</td>
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<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>used oil analysis request for</td>
<td></td>
</tr>
<tr>
<td>ground equipment and aircraft</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Destroy 3 months after</td>
<td></td>
</tr>
<tr>
<td>transcribing and statistical</td>
<td></td>
</tr>
<tr>
<td>processing.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 07 R 03.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Oil Analysis Record for</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>Use in Visible File</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td></td>
</tr>
<tr>
<td>oil analysis records</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>for use in visible file</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Destroy retained copies after</td>
<td></td>
</tr>
<tr>
<td>3 months.</td>
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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 07 R 04.00</th>
<th>DATE MODIFIED: 19 / Jul / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Maint and Corrosion Eval</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>Program Projs, Spectrographic</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>Analysis Worksheets, Lab</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>Environment, Cntrd Multiple</td>
<td></td>
</tr>
<tr>
<td>Address Letters</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
</tbody>
</table>
**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
spectrographic analysis worksheets; at other project offices; used for historical purposes and Precision Measurement Equipment Laboratory (PMEL) evaluations; used to notify PMEL personnel of new developments, procedures, or methods in PMEL operations

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 07 R 05.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Maintenance and Corrosion Evaluation Program Projects Copies at Project Office</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>maintenance and corrosion evaluation program projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>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</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy 10 years after acceptance and/or rejection</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 07 R 06.00</th>
<th>DATE MODIFIED: 22 / Jun / 2006</th>
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<tbody>
<tr>
<td>TITLE: DELETED - (16 Jun 06) -- Incorporated into Rule 4</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE RESCINDED: 16 / Jun / 2006</td>
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<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>PREVIOUSLY TITLED: Maintenance and Corrosion Evaluation Program Projects at Other than Project Offices</th>
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</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>maintenance and corrosion evaluation program projects at other than project offices</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy when no longer needed.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 07 R 07.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Production Count</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>
### COLUMN B CONSISTING OF:
- production count
- data
- maintenance production and utilization reports

### COLUMN C WHICH ARE:
- cards that accumulate production credit and standard cost data to provide information for maintenance engineering cost accounting system
- source materials
- summary reports formulated from production count cards; used to evaluate, analyze, and provide maintenance information
- other than Rule 9

### COLUMN D DISPOSITION:
- Destroy when superseded or obsolete.
- Destroy 3 months after preparation of detail cards
- Destroy on receipt of monthly summary.
- Destroy 1 year after as of date.

### Table & Rule: T 21 - 07 R 08.00
<table>
<thead>
<tr>
<th>Title: Source Material</th>
<th>Date Approved:</th>
<th>Current:</th>
<th>Frozen Record:</th>
<th>Date Modified:</th>
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<tbody>
<tr>
<td>Source Material</td>
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<td>Yes</td>
<td>No</td>
<td>16 / May / 2005</td>
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</table>

| Authority: N1-AFU-90-03 |

### Table & Rule: T 21 - 07 R 09.00
| Title: Maintenance Production and Utilization Reports |

<table>
<thead>
<tr>
<th>Date Approved:</th>
<th>Current:</th>
<th>Frozen Record:</th>
<th>Date Modified:</th>
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<tbody>
<tr>
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<td>16 / May / 2005</td>
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</table>

| Authority: N1-AFU-90-03 |

### Table & Rule: T 21 - 07 R 10.00
| Title: Maintenance Production and Utilization Reports other than Rule 9 |

<table>
<thead>
<tr>
<th>Date Approved:</th>
<th>Current:</th>
<th>Frozen Record:</th>
<th>Date Modified:</th>
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<tr>
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<td>Yes</td>
<td>No</td>
<td>16 / May / 2005</td>
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| Authority: N1-AFU-90-03 |

Report generated: 01 / Oct / 2018 - 08:00:00
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<tr>
<th>Table &amp; Rule: T 21 - 07 R 11.00</th>
<th>Title: Maintenance Analysis</th>
<th>Date Modified: 16 / May / 2005</th>
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</thead>
<tbody>
<tr>
<td>Authority: N1-AFU-90-03</td>
<td>Frozen Record: No</td>
<td>Current: Yes</td>
</tr>
<tr>
<td><strong>Column B Consisting Of:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary reports from maintenance data systems used to evaluate, analyze, and provide maintenance information</td>
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<td></td>
</tr>
<tr>
<td><strong>Column C Which Are:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Column D Disposition:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Destroy after 90 days or on receipt of monthly sum</td>
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</table>

<table>
<thead>
<tr>
<th>Table &amp; Rule: T 21 - 07 R 12.00</th>
<th>Title: Maintenance Analysis Reports</th>
<th>Date Modified: 19 / Jul / 2006</th>
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<tbody>
<tr>
<td>Authority: N1-AFU-90-03</td>
<td>Frozen Record: No</td>
<td>Current: Yes</td>
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<tr>
<td><strong>Column B Consisting Of:</strong></td>
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<td></td>
</tr>
<tr>
<td>Maintenance analysis reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Column C Which Are:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other than Rule 11, Briefings and Studies, Charts and Graphs Portraying Maintenance Trends</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Column D Disposition:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Destroy when no longer needed or after 2 years, whichever is sooner.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Table &amp; Rule: T 21 - 07 R 13.00</th>
<th>Title: DELETED - (16 Jun 06) -- Incorporated into Rule 12</th>
<th>Date Modified: 22 / Jun / 2006</th>
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<tr>
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<td>Frozen Record: No</td>
<td>Date Rescinded: 16 / Jun / 2006</td>
</tr>
<tr>
<td><strong>Column B Consisting Of:</strong></td>
<td>PREVIOUSLY TITLED: Maintenance Analysis Briefings and Studies</td>
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</tr>
<tr>
<td>Briefings and Studies</td>
<td></td>
<td></td>
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<tr>
<td><strong>Column C Which Are:</strong></td>
<td>Maintenance analysis briefings and studies</td>
<td></td>
</tr>
<tr>
<td><strong>Column D Disposition:</strong></td>
<td>Destroy when no longer needed or after 2 years, whichever is sooner.</td>
<td></td>
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<table>
<thead>
<tr>
<th>Table &amp; Rule: T 21 - 07 R 14.00</th>
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<th>Date Modified: 22 / Jun / 2006</th>
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<td>Frozen Record: No</td>
<td>Date Rescinded: 16 / Jun / 2006</td>
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<tr>
<td><strong>Column B Consisting Of:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Column C Which Are:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Column D Disposition:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COLUMNS B CONSISTING OF:
PREVIOUSLY TITLED: Maintenance Analysis Charts and Graphs Protraying Maintenance Trends

maintenance analysis charts and graphs

COLUMNS C WHICH ARE:
portraying maintenance trends

COLUMNS D DISPOSITION:
Destroy when no longer needed or after 2 years, whichever is sooner.

---

TABLE & RULE: T 21 - 07 R 15.00
TITLE: Maintenance Analysis Referrals
AUTHORITY: N1-AFU-90-03

CURRENT: Yes
DATE APPROVED: 16 / May / 2005
FROZEN RECORD: No
DATE MODIFIED: 15 / May / 2005

COLUMNS B CONSISTING OF:
referrals

COLUMNS C WHICH ARE:
maintenance analysis referrals

COLUMNS D DISPOSITION:
Destroy after completion of next activity inspection or 1 year after corrective action is complete.

---

TABLE & RULE: T 21 - 07 R 16.00
TITLE: DELETED - (16 Jun 06) – Incorporated into Rule 4
AUTHORITY: N1-AFU-90-03

CURRENT: Yes
DATE APPROVED: 16 / Jun / 2006
FROZEN RECORD: No
DATE MODIFIED: 22 / Jun / 2006
DATE RESCINDED: 16 / Jun / 2006

COLUMNS B CONSISTING OF:
PREVIOUSLY TITLED: Laboratory Environment

chart recordings of laboratory temperature and humidity

COLUMNS C WHICH ARE:
used for historical purposes and Precision Measurement Equipment Laboratory (PMEL) evaluations

COLUMNS D DISPOSITION:
Destroy when no longer needed.

---

TABLE & RULE: T 21 - 07 R 17.00
TITLE: Reports of Measurement, Waiver of Calibration Requirements
AUTHORITY: N1-AFU-90-03

CURRENT: Yes
DATE APPROVED: 19 / Jul / 2006
FROZEN RECORD: No
DATE MODIFIED: 19 / Jul / 2006

COLUMNS B CONSISTING OF:
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))

COLUMNS C WHICH ARE:
measuring equipment; requests for limited/special calibration (precision measurement equipment (PEM))

COLUMNS D DISPOSITION:
Destroy when superseded, or no longer needed, whichever is sooner.
### TABLE & RULE: T 21 - 07 R 18.00
**TITLE:** Interim Calibration Procedures
**AUTHORITY:** N1-AFU-90-03
**DATE MODIFIED:** 16 / May / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
calibration data not yet published in TOs

**COLUMN C WHICH ARE:**
used as a guide for calibration

**COLUMN D DISPOSITION:**
Destroy when published in a TO.

---

### TABLE & RULE: T 21 - 07 R 19.00
**TITLE:** DELETED - (16 Jun 06) -- Incorporated into Rule 17
**AUTHORITY:** N1-AFU-90-03
**DATE MODIFIED:** 22 / Jun / 2006
**FROZEN RECORD:** No
**DATE RESCINDED:** 16 / Jun / 2006
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Waiver of Calibration Requirements

**COLUMN C WHICH ARE:**
waiver requirements

**COLUMN C WHICH ARE:**
requests for limited/special calibration (precision measurement equipment (PME))

**COLUMN D DISPOSITION:**
Destroy when superseded, or no longer needed, whichever is sooner.

---

### TABLE & RULE: T 21 - 07 R 20.00
**TITLE:** Measurement Restriction Log
**AUTHORITY:** N1-AFU-90-03
**DATE MODIFIED:** 16 / May / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
measurement restriction log

**COLUMN C WHICH ARE:**
records of all imposed measurement restrictions due to environment

**COLUMN D DISPOSITION:**
Destroy after 1 year.

---

### TABLE & RULE: T 21 - 07 R 21.00
**TITLE:** Precision Measuring Equipment (PME) Scheduling and Maintenance Data Collection
**AUTHORITY:** N1-AFU-90-03
**DATE MODIFIED:** 19 / May / 2006
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**
**COLUMN B CONSISTING OF:**
mechanized card system records and other related, comparable forms

**COLUMN C WHICH ARE:**
used for recording results of PMI inspections and calibration operations and for establishing reinspection and recalibration schedules

**COLUMN D DISPOSITION:**
Destroy 3 months after entry, or when no longer needed, whichever is sooner.

| TABLE & RULE: T 21 - 07 R 22.00 | DATE MODIFIED: 22 / Jun / 2006 |
| TITLE: DELETED - (16 Jun 06) -- Incorporated into Rule 4 | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | DATE RESCINDED: 16 / Jun / 2006 |

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Controlled Multiple Address Letters

general information letters from Aerospace Guidance and Metrology Center (AGMC)

**COLUMN C WHICH ARE:**
used to notify PMEL personnel of new developments, procedures, or methods in PMEL operations

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

| TABLE & RULE: T 21 - 07 R 23.00 | DATE MODIFIED: 16 / May / 2005 |
| TITLE: Command Certification List | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

**COLUMN B CONSISTING OF:**
listings of PME requiring off-base support

**COLUMN C WHICH ARE:**
used to authorize off-base support of PME and establish recalibration requirements

**COLUMN D DISPOSITION:**
Destroy when superseded.

| TABLE & RULE: T 21 - 07 R 24.00 | DATE MODIFIED: 16 / May / 2005 |
| TITLE: Radiation Reports | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

**COLUMN B CONSISTING OF:**
radioactive material permits, requests for renewal of permit, support data and test results

**COLUMN C WHICH ARE:**
used to support requirements for radioactive material permits and support data

**COLUMN D DISPOSITION:**
Destroy 1 year after expiration of permit.

---

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
reports

COLUMN C WHICH ARE:
radiation reports results of radioactive swipe tests

COLUMN D DISPOSITION:
Destroy when new form is received or when the associated radio equipment is deleted from PMEL schedules.

T 21 - 08: MAINTENANCE - AIRCRAFT MAINTENANCE

COLUMN B CONSISTING OF:
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

COLUMN C 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

COLUMN D DISPOSITION:
Destroy after 1 year.

PREVIOUSLY TITLED: Aircraft Reports
damaged aircraft and engine disassembly reports

COLUMN D DISPOSITION:
Destroy after 1 year.

TABLE & RULE: T 21 - 08 R 03.00
TITLE: Flight Reports
AUTHORITY: N1-AFU-90-03
DATE APPROVED: 16 / May / 2005
DATE RESCINDED: 16 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 16 / May / 2005
**COLUMN B CONSISTING OF:**
reports

**COLUMN C WHICH ARE:**
flight reports

**COLUMN D DISPOSITION:**
Destroy after 6 months.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 08 R 04.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Aircraft Inventory</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
aircraft inventory

**COLUMN C WHICH ARE:**
equipment lists, shortage lists and similar records

**COLUMN D DISPOSITION:**
Destroy 3 months after salvage or other final disposal of related aircraft.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 08 R 05.00</th>
<th>DATE MODIFIED: 30 / Oct / 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Weight and Balance Data</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
weight and balance data

**COLUMN C WHICH ARE:**
handbooks of weight and balance data (TO 1-1B-50-WA-1); Basic TO for USAF ACFT Weight and Balance; Chart C-(Basic Weight and Balance Record)

**COLUMN D DISPOSITION:**
Destroy after loss or inventory of aircraft.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 08 R 06.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Basic Weight Checklist; Airplane Weighing Record</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
basic weight checklist; airplane weighing record

**COLUMN C WHICH ARE:**
Chart A-(Basic Weight Check List; Airplane Weighing Record; -5 Technical Order)

**COLUMN D DISPOSITION:**
Destroy after loss or inventory of aircraft or when superseded.
### TABLE & RULE: T 21 - 08 R 07.00

**TITLE:** Weight and Balance Clearance Form F Prepared for Each Mission  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>weight and balance clearance Form F</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>prepared for each mission</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy on completion of mission</td>
</tr>
</tbody>
</table>

**DATE MODIFIED:** 16 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

---

### TABLE & RULE: T 21 - 08 R 08.00

**TITLE:** Weight and Balance Clearance Form F (canned Form F)  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>weight and balance clearance Form F (canned Form F)</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy when superseded.</td>
</tr>
</tbody>
</table>

**DATE MODIFIED:** 16 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

---

### TABLE & RULE: T 21 - 08 R 09.00

**TITLE:** Weight and Balance Clearance  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>weight and balance clearance</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>Form F related to aircraft involved in an accident</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy 1 year after completion of accident investigation.</td>
</tr>
</tbody>
</table>

**DATE MODIFIED:** 16 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

---

Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 21 - 09 R 01.00
**TITLE:** Quality Control Inspection/ Evaluation Records Not Needed for Analysis, Investigation or Follow-up (Not in Table 21-06)
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>inspection/evaluation records</td>
<td>quality control inspection/evaluation records not needed for analysis, investigation or follow-up</td>
<td>Destroy on receipt of next personnel evaluation or equivalent inspection report.</td>
</tr>
</tbody>
</table>

**DATE MODIFIED:** 16 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

### TABLE & RULE: T 21 - 09 R 02.00
**TITLE:** Quality Control Inspection/ Evaluation Records (Not covered by Table 21-11)
**AUTHORITY:** DAA-GRS-2013-0005-0006

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>personnel evaluations, technical, special, and activity inspections, communication equipment, personnel inspections, managerial inspections, etc.,</td>
<td>conducted by quality control activities and used to identify training deficiencies or benchmark outstanding programs.</td>
<td>Destroy 5 year after evaluation or inspection. Must be retained in the inspected area for review of performance, identify trends, saving actions and track events.</td>
</tr>
</tbody>
</table>

**DATE MODIFIED:** 05 / Feb / 2016  
**FROZEN RECORD:** No  
**CURRENT:** Yes

### TABLE & RULE: T 21 - 09 R 02.01
**TITLE:** Maintenance Evaluation Records
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>records evaluations performed on maintenance personnel</td>
<td>at quality control offices</td>
<td>Destroy 1 year after action is completed or give to individual upon reassignment or separation, whichever is sooner.</td>
</tr>
</tbody>
</table>

**DATE MODIFIED:** 16 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

### TABLE & RULE: T 21 - 09 R 03.00
**TITLE:** Maintenance Evaluation Records Used for Suspense Control
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DATE MODIFIED:** 16 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes
COLUMN B CONSISTING OF:
maintenance evaluation records used for suspense control

COLUMN C WHICH ARE:
to record inspection of inspection work cards or work unit code manuals

COLUMN D DISPOSITION:
Destroy when all entries have been filled in and form replaced by new inspection record.

---

**TABLE & RULE: T 21 - 09 R 04.00**

<table>
<thead>
<tr>
<th>TITLE: Maintenance Evaluation Records Equipment Discrepancy Summary</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
maintenance evaluation records equipment discrepancy summary

COLUMN C WHICH ARE:
records summarizing discrepancies by category

COLUMN D DISPOSITION:
Destroy when no longer needed or after 1 year, whichever is sooner.

---

**TABLE & RULE: T 21 - 09 R 05.00**

<table>
<thead>
<tr>
<th>TITLE: Maintenance Evaluation Records Quality Control Check Sheets</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
maintenance evaluation records quality control check sheets

COLUMN C WHICH ARE:
used in conducting quality control inspections

COLUMN D DISPOSITION:
Destroy when no longer needed, or replaced by new check sheet.

---

**TABLE & RULE: T 21 - 09 R 06.00**

<table>
<thead>
<tr>
<th>TITLE: Nondestructive Inspection Data</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
nondestructive inspection (NDI) techniques

COLUMN C WHICH ARE:
used for future reference of NDI techniques

COLUMN D DISPOSITION:
Destroy when incorporated into applicable TO, replaced by a new NDI technique, or when no longer needed.
**COLUMN B CONSISTING OF:**
radiographs used to compare present NDI radiograph with two previous PDM inspection to verify structural integrity and trend analysis of aircraft structures; radiographs recurring field level inspections used to detect defects or verify structural integrity during recurring field level inspections, maintenance, or TCTOs

**COLUMN C WHICH ARE:**
used to compare present NDI radiograph with two previous 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

**COLUMN D DISPOSITION:**
Destroy the oldest radiograph after comparison of the current and next most current film or after 4 years, whichever is sooner.

**NOTES**

38 All records destroyed in accordance with this table may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138, Chapter 5).

---

**COLUMN B CONSISTING OF:**
radiographs recurring field level inspections

**COLUMN C WHICH ARE:**
used to detect defects or verify structural integrity during recurring field level inspections, maintenance, or TCTOs

**COLUMN D DISPOSITION:**
Destroy the oldest radiograph after comparison with the new radiograph when the inspection is reaccomplished of after 4 years, whichever is sooner.

---

**COLUMN B CONSISTING OF:**
radiographs

**COLUMN C WHICH ARE:**
used to detect defects or verify structural integrity during one-time (other than TCTOs) inspections

**COLUMN D DISPOSITION:**
Destroy after repair of defects or after 6 months if no defects were detected.

**NOTES**

38 All records destroyed in accordance with this table may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138, Chapter 5).
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 09 R 07.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Battery Periodic Inspection and Battery Servicing</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 16 / May / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
monthly storage battery records for telephone rack batteries

**COLUMN C WHICH ARE:**
used to periodically check battery state of charge, servicing, and inspection

**COLUMN D DISPOSITION:**
Destroy after 1 year or when no longer needed, whichever is later.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 09 R 08.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Inspection of Railway Equipment, Watercraft, and Training Devices</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 16 / May / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
inspection worksheets

**COLUMN C WHICH ARE:**
inspection of railway equipment, watercraft and training devices

**COLUMN D DISPOSITION:**
Destroy when the next equivalent or higher inspection is accomplished.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 09 R 09.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Welder Qualification</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 16 / May / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
application and test records for the qualification of welders

**COLUMN C WHICH ARE:**
at testing labs and metals processing shops

**COLUMN D DISPOSITION:**
Destroy after 2 years, or when superseded, whichever is sooner.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 09 R 10.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Industrial Radiography Utilization Log</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 16 / May / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
forms

COLUMN C WHICH ARE:
industrial radiography utilization log

COLUMN D DISPOSITION:
Destroy when no longer needed to evaluate the adequacy of shielding for a particular situation.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 09 R 11.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: FOD to Aircraft, Missiles or Drones</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
inspections

COLUMN C WHICH ARE:
weekly FOD inspections to aircraft, missiles or drones

COLUMN D DISPOSITION:
Destroy after 1 year.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 09 R 12.00</th>
<th>DATE CREATED: 23 / Feb / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Heat Treatment Records</td>
<td>DATE MODIFIED: 03 / Aug / 2017</td>
</tr>
<tr>
<td>AUTHORITY: DAA-AFU-2017-0001</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
AFTO FORM 8 or other record of heat treatment verification

COLUMN C WHICH ARE:
At heat treatment facility or metals processing shops

COLUMN D DISPOSITION:
Destroy after 6 months

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### T 21 - 10: MAINTENANCE - NAVIGATIONAL AID RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 10 R 01.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Joint Agreement on USAF/FAA Performance Standards and Procedures</td>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
<td><strong>DATE MODIFIED:</strong> 16 / May / 2005</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- joint agreements

**COLUMN C WHICH ARE:**

- on USAF/FAA Performance Standards and Procedures

**COLUMN D DISPOSITION:**

- Destroy when superseded, obsolete, or no longer needed.

**NOTES**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

### T 21 - 10 R 02.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 10 R 02.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Certification Inspection Reports</td>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
<td><strong>DATE MODIFIED:</strong> 16 / May / 2005</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- reports

**COLUMN C WHICH ARE:**

- certification inspection reports

**COLUMN D DISPOSITION:**

- Destroy when no longer needed or after facility is withdrawn from the Federal Airways System, whichever is sooner.

**NOTES**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

### T 21 - 10 R 03.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 10 R 03.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> General Memorandum of Agreement between USAF and FAA</td>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> NC1-AFU-80-08</td>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
<td><strong>DATE MODIFIED:</strong> 16 / May / 2005</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 21 - 11 R 01.00

**TITLE:** Time Compliance Technical Order  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
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

**COLUMN C WHICH ARE:**  
TCTO products not covered by Table 21-6

**COLUMN D DISPOSITION:**  
Destroy after receipt and verification of next report.

**NOTES**  
38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

### TABLE & RULE: T 21 - 11 R 01.01

**TITLE:** TCTO Mechanized Reports Not Used  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Feb / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
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

**COLUMN C WHICH ARE:**  
TCTO products not covered by Table 21-6

**COLUMN D DISPOSITION:**  
Destroy 3 months after posting, if no longer needed, but no later than 1 year.

### TABLE & RULE: T 21 - 11 R 02.00

**TITLE:** Monthly Maintenance Plan, Duplicates or Nonrecord Copies of Records in Rules 1 through 32  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 19 / Jul / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
Maintenance plan; duplicates or nonrecord copies of records

**COLUMN C WHICH ARE:**  
monthly maintenance plan; records in Rule 1 through 31

**COLUMN D DISPOSITION:**  
Destroy when no longer needed or after 1 year, whichever is sooner.

**NOTES**  
38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 11 R 03.00</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Weekly Maintenance Plan</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- plans

**COLUMN C WHICH ARE:**
- weekly maintenance plans

**COLUMN D DISPOSITION:**
- Destroy when no longer needed or after 2 years, whichever is sooner.

**NOTES**

38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 11 R 03.01</th>
<th>DATE MODIFIED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Daily Maintenance Plan</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- plans

**COLUMN C WHICH ARE:**
- daily maintenance plans

**COLUMN D DISPOSITION:**
- Destroy after 3 months or when no longer needed, whichever is sooner.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 11 R 04.00</th>
<th>DATE MODIFIED: 19 / Jul / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Visual Aid, Special Qualification Certificate</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- aids or certificates

**COLUMN C WHICH ARE:**
- visual aids, or special qualification certificates

**COLUMN D DISPOSITION:**
- Destroy when replaced, obsolete or no longer needed.

**NOTES**

38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).
### TABLE & RULE: T 21 - 11 R 05.00

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Previous Title: Special Qualification Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>Special Qualification Certificates</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy when replaced, obsolete or no longer needed.</td>
</tr>
</tbody>
</table>

**Notes**

38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

---

### TABLE & RULE: T 21 - 11 R 06.00

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Data transmittal records; daily requirements and dispatch records; personal availability forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>Data transmittal records; used to dispatch control of aerospace ground equipment; shop workload summary, and maintenance preplan used in preparation of work schedules</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy after 1 month or when no longer needed, whichever is sooner.</td>
</tr>
</tbody>
</table>

**Notes**

38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

---

### TABLE & RULE: T 21 - 11 R 07.00

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Previous Title: Daily Requirements and Dispatch Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>Used for dispatch control of aerospace ground equipment</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy after 1 month or when no longer needed, whichever is sooner.</td>
</tr>
</tbody>
</table>

**Notes**

38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).
This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).
### TABLE & RULE: T 21 - 11 R 11.00
**Title:** Missile Status Worksheet, Original of Source Records Created for Equipment Status Reporting  
**Authority:** N1-AFU-90-03  
**Date Modified:** 19 / Jul / 2006  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**  

**Column B Consisting Of:**  
worksheet; original of source records  

**Column C Which Are:**  
missile status worksheet; created for equipment status reporting  

**Column D Disposition:**  
Destroy after 3 months or when no longer needed, whichever is sooner.  

**Notes:**  
38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

### TABLE & RULE: T 21 - 11 R 12.00
**Title:** Weekly/Daily Flying Schedule Coordination  
**Authority:** N1-AFU-90-03  
**Date Modified:** 16 / May / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**  

**Column B Consisting Of:**  
weekly/daily flying schedule coordination  

**Column C Which Are:**  
used to insure all concerned agencies are notified of schedule changes  

**Column D Disposition:**  
Destroy after 1 year, or when no longer needed, whichever is sooner.  

**Notes:**  
38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

### TABLE & RULE: T 21 - 11 R 13.00
**Title:** Generation Maintenance Plan and Generation Sequence Action Schedule  
**Authority:** N1-AFU-90-03  
**Date Modified:** 16 / May / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**  

**Column B Consisting Of:**  
generation maintenance plan and generation sequence action schedule  

**Column C Which Are:**  
used to preplan and establish sequence of events for generation actions  

**Column D Disposition:**  
Destroy when replaced by a new plan or action schedule.  

**Notes:**  
38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).
**TABLE & RULE: T 21 - 11 R 13.90**

**TITLE:** DELETED

**AUTHORITY:** N/A

**FROZEN RECORD:** No

**DATE RESCINDED:** 01 / Jan / 1900

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

---

**TABLE & RULE: T 21 - 11 R 14.00**

**TITLE:** Inspection/TCTO Planning Guide for Inspection/TCTO Accomplishment

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

inspection/TCTO planning guide

**COLUMN C WHICH ARE:**

inspection/TCTO accomplishment

**COLUMN D DISPOSITION:**

Destroy 1 month after completion if no longer needed, but not later than after 1 year.

**NOTES**

38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322/V3]).

---

**TABLE & RULE: T 21 - 11 R 15.00**

**TITLE:** Specialist Dispatch Control Log, Aerospace Ground Equipment (AGE) Status

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Jul / 2006

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

specialist dispatch control log; Aerospace Ground Equipment (AGE) status

**COLUMN C WHICH ARE:**

used for internal workcenter control of personnel dispatch; used to notify maintenance control of AGE status

**COLUMN D DISPOSITION:**

Destroy daily, when no longer needed, but not later than after 1 month.

**NOTES**

38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322/V3]).

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Report generated: 01 / Oct / 2018 - 08:00:00
TABLE & RULE: T 21 - 11 R 16.00

TITLE: DELETED - (22 Jun 06) – Incorporated into Rule 15

AUTHORITY: N1-AFU-90-03

FROZEN RECORD: No
DATE APPROVED: 22 / Jun / 2006
DATE MODIFIED: 22 / Jun / 2006
DATE RESCINDED: 22 / Jun / 2006

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Aerospace Ground Equipment (AGE) Status

Aerospace Ground Equipment (AGE)status

COLUMN C WHICH ARE:
used to notify maintenance control of AGE status

COLUMN D DISPOSITION:
Destroy daily, when no longer needed, but not later than after 1 month.

NOTES

38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

TABLE & RULE: T 21 - 11 R 17.00

TITLE: TO Distribution Record

AUTHORITY: N1-AFU-90-03

FROZEN RECORD: No
DATE APPROVED: Yes
DATE MODIFIED: 16 / May / 2005
CURRENT: Yes

COLUMN B CONSISTING OF:
TO distribution record

COLUMN C WHICH ARE:
used to maintain TO files

COLUMN D DISPOSITION:
Destroy when replaced by a new form or when no longer needed, whichever is sooner.

NOTES

38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

TABLE & RULE: T 21 - 11 R 18.00

TITLE: Time Change Requirement Forecast

AUTHORITY: N1-AFU-90-03

FROZEN RECORD: No
DATE APPROVED: Yes
DATE MODIFIED: 16 / May / 2005
CURRENT: Yes

COLUMN B CONSISTING OF:
forecasts

COLUMN C WHICH ARE:
time change requirement forecasts

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).
### TABLE & RULE: T 21 - 11 R 19.00

**Title:** Maintenance Data Collection Forms  
**Authority:** N1-AFU-90-03  
**Date Modified:** 16 / May / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- maintenance data collections forms

**Column C Which Are:**
- used for scheduled preventive maintenance

**Column D Disposition:**
- Destroy after reports are produced.

**Notes**

38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

### TABLE & RULE: T 21 - 11 R 20.00

**Title:** Maintenance Data Collection Record  
**Authority:** N1-AFU-90-03  
**Date Modified:** 16 / May / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- maintenance data collection record

**Column C Which Are:**
- used for repair, inspection, and time change items

**Column D Disposition:**
- 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.

**Notes**

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

38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

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

### TABLE & RULE: T 21 - 11 R 21.00

**Title:** Original or Source Records Created for Control Purposes  
**Authority:** N1-AFU-90-03  
**Date Modified:** 16 / May / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- original or source records created for control purposes

**Column C Which Are:**
- such as job control records when equipment status reporting is not required

**Column D Disposition:**
- Destroy when no longer needed or 3 months after record has been closed, whichever is sooner.

**Notes**

38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program.
Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

| TITLE: DELETED - (22 Jun 06) -- Incorporated into Rule 11 | DATE RESCINDED: 22 / Jun / 2006 |
| AUTHORITY: N1-AFU-90-03 | DATE APPROVED: |

COLUMN B CONSISTING OF:  
PREVIOUSLY TITLED: Original of Source Records Created for Equipment Status Reporting

COLUMN C WHICH ARE:  
original of source records

COLUMN D DISPOSITION:  
Destroy after 3 months or when no longer needed, whichever is later.

NOTES  
38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

| TABLE & RULE: T 21 - 11 R 22.00 | DATE MODIFIED: 16 / May / 2005 | FROZEN RECORD: No |
| TITLE: Schedule of Technician Availability | CURRENT: Yes |
| AUTHORITY: N1-AFU-90-03 | DATE APPROVED: |

COLUMN B CONSISTING OF:  
schedules

COLUMN C WHICH ARE:  
schedules of technician availability

COLUMN D DISPOSITION:  
Destroy when no longer needed or after 3 months, whichever is sooner.

NOTES  
38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

| TABLE & RULE: T 21 - 11 R 23.00 | DATE MODIFIED: 16 / May / 2005 | FROZEN RECORD: No |
| TITLE: Used to Record Odor Test/Servicing of Aviator's Breathing Oxygen | CURRENT: Yes |
| AUTHORITY: N1-AFU-90-03 | DATE APPROVED: |

COLUMN B CONSISTING OF:  
test and servicing

COLUMN C WHICH ARE:  
used to record odor test/servicing of aviator's breathing oxygen

COLUMN D DISPOSITION:  
Destroy 2 weeks after date of last recorded servicing.

NOTES
This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 11 R 24.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Transient Job Control Number Registers</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
registers

**COLUMN C WHICH ARE:**
 transient job control number registers

**COLUMN D DISPOSITION:**
Destroy after 1 year or after submission of semiannual transient aircraft information.

This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 11 R 25.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Base Job Control Number Register</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
register

**COLUMN C WHICH ARE:**
 base job control number register

**COLUMN D DISPOSITION:**
Destroy when no longer needed, but no later than 3 months after all entry spaces have been used.

This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 11 R 26.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Advanced Configuration Management System</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
advanced configuration managemant system

**COLUMN C WHICH ARE:**
 projection of items due for mandatory removal

**COLUMN D DISPOSITION:**
Destroy after receipt and verification.
This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

### TABLE & RULE: T 21 - 11 R 27.00

**TITLE:** Advanced Configuration Management System  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
amvanced configuration management systems

**COLUMN C WHICH ARE:**  
selected article configuration status report

**COLUMN D DISPOSITION:**  
Destroy pages that are superseded after receipt, verification, and file of changed pages.

### TABLE & RULE: T 21 - 11 R 28.00

**TITLE:** Communications, Electronics, Meteorological Onsite Maintenance Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
communications, electronics, meteorological onsite maintenance records

**COLUMN C WHICH ARE:**  
(i.e., pre-PDM survey record and certification, and certificate of PDM maintenance accomplished

**COLUMN D DISPOSITION:**  
Destroy after 1 year if no longer needed for follow-up.

### TABLE & RULE: T 21 - 11 R 29.00

**TITLE:** Minutes of Maintenance Meetings  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
minutes

**COLUMN C WHICH ARE:**  
minutes of maintenance meetings

**COLUMN D DISPOSITION:**  
Destroy when no longer needed.
This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 11 R 30.00</th>
<th>AUTORITY: N1-AFU-90-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>equipment involved in an accident or incident</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>results in damage to private property, or injury to personnel resulting in an investigation</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Dispose of with the investigative file of which they become a part</td>
</tr>
</tbody>
</table>

This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 11 R 31.00</th>
<th>AUTORITY: N1-AFU-90-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>equipments; missiles</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>destroyed, abandoned, reclaimed, salvaged, lost or missing; for expended air launched missiles</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy 1 month after abandonment of search or physical disposition</td>
</tr>
</tbody>
</table>

This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 11 R 32.00</th>
<th>AUTORITY: N1-AFU-90-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>missiles</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>for expended air launched missiles</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy 1 month after abandonment of search or physical disposition</td>
</tr>
</tbody>
</table>
38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

### TABLE & RULE: T 21 - 11 R 33.00

**TITLE:** For Ground Launched Missiles Expended or Destroyed  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:** for ground launched missiles expended or destroyed  

**COLUMN C WHICH ARE:** (not related to AFI 51-503), and reentry vehicle  

**COLUMN D DISPOSITION:**  
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.

### NOTES

38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

### TABLE & RULE: T 21 - 11 R 33.01

**TITLE:** For Equipment Dropped from Air Force Inventory  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:** for equipment dropped from Air Force inventory  

**COLUMN C WHICH ARE:** other than as specified in Rules 30 through 33  

**COLUMN D DISPOSITION:**  
Destroy after 1 month.

### NOTES

38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

### TABLE & RULE: T 21 - 11 R 34.00

**TITLE:** DELETED - (22 Jun 06 ) -- Incorporated into Rule 2  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 22 / Jun / 2006  
**DATE APPROVED:**
This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

### TABLE & RULE: T 21 - 11 R 34.01
**TITLE:** Sortie Maintenance Briefings (Originals)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### NOTES

COLUMN B CONSISTING OF:
original briefings

COLUMN C WHICH ARE:
sorte maintenance briefings

COLUMN D DISPOSITION:
Destroy after keypunch or forward to another agency for filing where it will be destroyed when no longer needed.

This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

### TABLE & RULE: T 21 - 11 R 34.02
**TITLE:** Sortie Maintenance Briefings (Copies at Debriefing Facility)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

### NOTES

COLUMN B CONSISTING OF:
sorte maintenance briefings

COLUMN C WHICH ARE:
copies at debriefing facility

COLUMN D DISPOSITION:
Destroy after 1 month or when no longer needed, whichever is later.

This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

### TABLE & RULE: T 21 - 11 R 35.00
**TITLE:** Working Copy of Work Order Authorizations, Production Orders, Adjustment, Numbers, Instruction Slips

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).
This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

### TABLE & RULE: T 21 - 11 R 36.00
- **Title:** Extra Copies of Work Order Authorizations, Production Orders, Adjustment, Numbers, Instruction Slips
- **Authority:** N1-AFU-90-03
- **Date Modified:** 16 / May / 2005
- **Frozen Record:** No
- **Current:** Yes

**Notes**

This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

### TABLE & RULE: T 21 - 11 R 37.00
- **Title:** Selected Work Orders
- **Authority:** N1-AFU-90-03
- **Date Modified:** 16 / May / 2005
- **Frozen Record:** No
- **Current:** Yes

**Notes**

This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

### TABLE & RULE: T 21 - 11 R 38.00
- **Title:** Data Processing Machine Listing
- **Authority:** N1-AFU-90-03
- **Date Modified:** 16 / May / 2005
- **Frozen Record:** No
- **Current:** Yes

**Notes**

This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).
This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

**TABLE & RULE: T 21 - 11 R 39.00**

**TITLE:** Core Automated Maintenance System (CAMS) Output Products

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / May / 2005

**CURRENT:** Yes

**DATE APPROVED:**

This table consists of the following columns:

- **COLUMN B CONSISTING OF:**
  - data processing machine listing

- **COLUMN C WHICH ARE:**
  - such as identification number listings, etc.

- **COLUMN D DISPOSITION:**
  - Destroy after 2 years or when superseded or no longer needed, whichever is sooner.

**NOTES**

38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).

**TABLE & RULE: T 21 - 11 R 40.00**

**TITLE:** DELETED

**AUTHORITY:** N/A

**DATE RESCINDED:** 01 / Jan / 1900

**DATE APPROVED:**

This table consists of the following columns:

- **COLUMN B CONSISTING OF:**

- **COLUMN C WHICH ARE:**

- **COLUMN D DISPOSITION:**

**NOTES**

38 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit if not needed by a successor unit (See AFI 37-138 [to be converted to AFMAN 33-322V3]).
T 21 - 12: MAINTENANCE - SERVICE ENGINEERING

COLUMN B CONSISTING OF:
records reflecting results of engineering evaluations, feasibility studies, modifications, prototyping and testing (including verification test)

COLUMN C WHICH ARE:
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)

COLUMN D DISPOSITION:
Destroy 30 years after equipment, system, or subsystem is declared obsolete to Air Force needs.

T 21 - 13: MAINTENANCE - GROUND COMMUNICATIONS-ELECTRONICS EQUIPMENT STATUS

COLUMN B CONSISTING OF:
data cards used to prepare summaries, tabulations or automated data processing equipment (ADPE) tapes

COLUMN C WHICH ARE:
at MAJCOMs

COLUMN D DISPOSITION:
Destroy after action is completed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 21 - 13 R 03.00

**TITLE:** Master Inventory and Standard MMICS Equipment Status Reporting (ESR) Listings, CEM Programs Summaries, Listings, and Studies  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 19 / Jul / 2006  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- listings

**COLUMN C WHICH ARE:**
- master inventory and standard MMICS Equipment Status Reporting (ESR) listings; or summaries, listings and studies

**COLUMN D DISPOSITION:**
Destroy when superseded, obsolete, no longer needed, or after 1 year, whichever is sooner.

---

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

---

### TABLE & RULE: T 21 - 13 R 04.00

**TITLE:** CEM Programs at MAJCOMs and Intermediate Headquarters  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 17 / May / 2005  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- audit/error, open incident, and daily Automatic Digital Network (AUTODIN) transmittal and reject listings and corrections

**COLUMN C WHICH ARE:**
- at MAJCOMs and intermediate headquarters

**COLUMN D DISPOSITION:**
Destroy 90 days after entry into batch or MMICS system.

---

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

---

### TABLE & RULE: T 21 - 13 R 05.00

**TITLE:** CEM Programs Below MAJCOMs  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 17 / May / 2005  
**CURRENT:** Yes  
**DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**COLUMN B CONSISTING OF:**

CEM programs

**COLUMN C WHICH ARE:**

below MAJCOMs

**COLUMN D DISPOSITION:**

Destroy 30 days after entry into the batch or MMICS system.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE:** T 21 - 13 R 06.00

**TITLE:** CEM Programs Job Control Records

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 17 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

CEM programs job control records

**COLUMN C WHICH ARE:**

CEM programs job control records

**COLUMN D DISPOSITION:**

Destroy 90 days after completion of job.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE:** T 21 - 13 R 07.00

**TITLE:** DELETED - (22 Jun 06) -- Incorporated into Rule 3

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 22 / Jun / 2006

**FROZEN RECORD:** No

**DATE RESCINDED:** 22 / Jun / 2006

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: CEM Programs Summaries, Listings, and Studies

**COLUMN C WHICH ARE:**

CEM programs summaries, listings and studies

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, or after 1 year, whichever is sooner.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 14 R 01.00</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Reclamation of Aircraft and Surface Equipment as Result of Accidents or Normal Deterioration</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>historical data, reports of survey, special order extracts, photographs, related papers, and correspondence</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>reclamation of aircraft and surface equipment as a result of accidents or normal deterioration</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Destroy 5 years after completion of action.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 14 R 01.01</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Reclamation of Aircraft and Surface Equipment Required for Investigation/ Inquiries</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>reclamation of aircraft and surface equipment</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>required for investigation/inquiries</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Destroy on completion of such action, provided retention period has expired.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 14 R 02.00</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Reclamation of Aircraft and Surface Equipment at Subordinate Echelons</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>reclamation of aircraft and surface equipment</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>at subordinate echelons</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Destroy 2 years after completion of action.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 14 R 02.01</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Reclamation of Aircraft and Surface Equipment MAJCOM Requests Audit</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>reclamation of aircraft and surface equipment</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>at subordinate echelons</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Destroy 2 years after completion of action.</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
reclamation of aircraft and surface equipment of a specific case file,

COLUMN C WHICH ARE:
MAJCOM requested audits

COLUMN D DISPOSITION:
Destroy 2 years after audit.

### T 21 - 15: MAINTENANCE - AEROSPACE MAINTENANCE & REGENERATION CENTER

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 15 R 01.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Aircraft/Missile and Special Project Files for USAF, USA, USN, USCG, and Other Government Agencies</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED: 17 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at AMARC, OPR responsible for coordination and acceptance of negotiated workloads from weapons systems managers, item managers, and other services and government agencies

COLUMN D DISPOSITION:
Destroy 2 years after completion of action.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 15 R 02.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Work Directives and Related Records</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED: 17 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
work directives and related records

COLUMN C WHICH ARE:
at other than AMARC OPR

COLUMN D DISPOSITION:
Destroy 1 year after completion of action or when no longer needed, whichever is sooner.
### TABLE & RULE: T 21 - 16 R 01.00
**TITLE:** Improved Repair Project Proposal, Engineering Proposals  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 19 / Jul / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
at HQ AFMC

**COLUMN D DISPOSITION:**
Destroy 3 years after completion/deletion of project.

### TABLE & RULE: T 21 - 16 R 02.00
**TITLE:** Improved Repair Project Proposals Approved  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 17 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
- approved improvement repair project proposals

**COLUMN C WHICH ARE:**
at submitting, supporting, participating, and other activities

**COLUMN D DISPOSITION:**
Destroy on completion of project or when no longer needed, whichever is sooner.

### TABLE & RULE: T 21 - 16 R 03.00
**TITLE:** Improved Repair Project Proposals Disapproved  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 17 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
- disapproved improvement repair project proposals

**COLUMN C WHICH ARE:**
- proposals at activities in Rule 2

**COLUMN D DISPOSITION:**
Destroy after 3 years.

### TABLE & RULE: T 21 - 16 R 04.00
**TITLE:** Safety Proposals  
**AUTHORITY:** N1-AFU-90-13  
**DATE MODIFIED:** 17 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes
<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>recommended methods of processing involving safety or health considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>approved by safety and/or medical authorities</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy after inclusion into technical data, Air Force Occupational Safety &amp; Health (AFOSH) or Occupational Safety &amp; Health Administration (OSHA) standards.</td>
</tr>
</tbody>
</table>

**TABLE & RULE: T 21 - 16 R 05.00**

**TITLE:** Program Reports/Technical Reports

**AUTHORITY:** N1-AFU-90-13

<table>
<thead>
<tr>
<th>DATE MODIFIED:</th>
<th>17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

at HQ AFMC

**COLUMN D DISPOSITION:**

Destroy 10 years after the close of a project.

---

**TABLE & RULE: T 21 - 16 R 06.00**

**TITLE:** Program Reports/Technical Reports Copies Other Than Rule 5

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>DATE MODIFIED:</th>
<th>17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

program report/technical report copies

**COLUMN C WHICH ARE:**

other than Rule 5

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

---

**TABLE & RULE: T 21 - 16 R 07.00**

**TITLE:** Program Proposals Approved

**AUTHORITY:** N1-AFU-90-13

<table>
<thead>
<tr>
<th>DATE MODIFIED:</th>
<th>17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

description of processes, techniques, and related material pertinent to common repair facilities

**COLUMN C WHICH ARE:**

approved

**COLUMN D DISPOSITION:**

Destroy 5 years after the close of the project.
### TABLE & RULE: T 21 - 16 R 08.00

**TITLE:** Program Proposals Disapproved  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>program proposals</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>disapproved</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 3 years.</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

### TABLE & RULE: T 21 - 16 R 09.00

**TITLE:** DELETED - (22 Jun 06) -- Incorporated into Rule 1  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREVIOUSLY TITLED:</td>
</tr>
<tr>
<td>Engineering Proposals</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>description of new or changed technical process requirements and their alternative solutions</td>
</tr>
<tr>
<td>at HQ AFMC</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 3 years after completion/deletion of the proposal.</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

### TABLE & RULE: T 21 - 16 R 10.00

**TITLE:** Summary Quarterly Reports  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>reports containing the accomplishments and impact of overhaul and repair processing projects proposed</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>initiated and completed</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 1 year.</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

**Report generated: 01 / Oct / 2018 - 08:00:00**
### Table & Rule: T 21 - 17 R 01.00

**Title:** Telephone/Wire Communications History Records  
**Authority:** N1-AFU-89-19  
**Date Approved:** 17 / May / 2005

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone/wire communications history records</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column C Which Are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column D Disposition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when individual service is discontinued or when superseded by new record card.</td>
</tr>
</tbody>
</table>

### Table & Rule: T 21 - 17 R 02.00

**Title:** Telephone Service, and Cable and Terminal Transfer Records  
**Authority:** N1-AFU-89-19  
**Date Approved:** 17 / May / 2005

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone service and cable and terminal transfer records</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column C Which Are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service requests, service orders, and cable transfer worksheets used to record information pertinent to cable and terminal transfers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column D Disposition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 2 years after completion of actions.</td>
</tr>
</tbody>
</table>

### Table & Rule: T 21 - 17 R 03.00

**Title:** Telephone Service Complaints  
**Authority:** N1-AFU-89-19  
**Date Approved:** 17 / May / 2005

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone trouble logs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column C Which Are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used to document telephone service complaints</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column D Disposition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 2 years.</td>
</tr>
</tbody>
</table>

### Table & Rule: T 21 - 17 R 04.00

**Title:** History of Battery Service  
**Authority:** N1-AFU-89-19  
**Date Approved:** 17 / May / 2005

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone trouble logs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column C Which Are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used to document telephone service complaints</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column D Disposition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 2 years.</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
history of battery service

COLUMN C WHICH ARE:
monthly storage battery service records

COLUMN D DISPOSITION:
Destroy when battery is no longer in service.

---

TABLE & RULE: T 21 - 17 R 05.00

TITLE: Circuit Layout and Trouble Report Records

AUTHORITY: N1-AFU-89-19

<table>
<thead>
<tr>
<th>COL B</th>
<th>COL C</th>
<th>COL D</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>COLUMN C WHICH ARE:</td>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>trouble reports</td>
<td>records that document circuit layout and trouble reports for special circuits</td>
<td>Destroy 1 year after discontinuance of service.</td>
</tr>
</tbody>
</table>

---

T 21 - 18: MAINTENANCE - MINUTEMAN COMMUNICATIONS CABLE AFFAIRS

TABLE & RULE: T 21 - 18 R 01.00

TITLE: Hardened Intersite Cable Systems (HICS) Project/Case File, Tract, Landowner/Tenant Files

AUTHORITY: N1-AFU-90-03

<table>
<thead>
<tr>
<th>COL B</th>
<th>COL C</th>
<th>COL D</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>COLUMN C WHICH ARE:</td>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>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</td>
<td>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</td>
<td>Destroy 1 year after deletion of the Minuteman missile cable system at applicable base or when no longer needed, whichever is sooner.</td>
</tr>
</tbody>
</table>

---

TABLE & RULE: T 21 - 18 R 02.00

TITLE: DELETED - (22 Jun 06) – Incorporated into Rule 1

AUTHORITY: N1-AFU-90-03

<table>
<thead>
<tr>
<th>COL B</th>
<th>COL C</th>
<th>COL D</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>COLUMN C WHICH ARE:</td>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Tract, Landowner/Tenant Files
tract, landowner/tenant files
COLUMN C WHICH ARE:
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
COLUMN D DISPOSITION:
Destroy 1 year after deletion of the Minuteman missile cable system at applicable base or when no longer needed, whichever is sooner.

T 21 - 19: MAINTENANCE - AIRCRAFT BATTLE DAMAGE REPAIR (ABDR)

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 19 R 01.00</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: ABDR Proficiency Status</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-25</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
summaries of the specific types of completed ABDR proficiency training
COLUMN C WHICH ARE:
at each unit with ABDR taskings
COLUMN D DISPOSITION:
Destroy when training requirements are changed or 2 years after submitted, whichever is sooner.

T 21 - 20: MAINTENANCE - ARMAMENT TRAINING

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 20 R 01.00</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Individual Weapons/ Aircraft Evaluation and Certification</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
personnel/crew evaluation reports
COLUMN C WHICH ARE:
used to update load training and certification documents
COLUMN D DISPOSITION:
Destroy after 1 year or when replaced by equivalent evaluation.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 20 R 01.01</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Individual Weapons/ Aircraft Evaluation and Certification and Decertification</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
evaluations

COLUMN C WHICH ARE:
individual weapons/aircraft evaluation and certification and decertification

COLUMN D DISPOSITION:
Destroy when superseded or when an individual has been relieved from duties requiring certification.

| TABLE & RULE: T 21 - 20 R 01.02 | DATE MODIFIED: 17 / May / 2005 |
| TITLE: Load Training and Certification Records | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

COLUMN B CONSISTING OF:
load training and certification records

COLUMN C WHICH ARE:
for certification of munitions-loading crews

COLUMN D DISPOSITION:
Destroy when superseded or when an individual has been relieved from weapons loading.

| TABLE & RULE: T 21 - 20 R 02.00 | DATE MODIFIED: 17 / May / 2005 |
| TITLE: Individual Bombardment and Gunnery Training | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

COLUMN B CONSISTING OF:
individual bombardment and gunnery training

COLUMN C WHICH ARE:
records of bombing and gunnery practice and bombing missions

COLUMN D DISPOSITION:
Destroy after completion of training, provided data required for individual training records have been extracted and entered on appropriate record.

| TABLE & RULE: T 21 - 20 R 03.00 | DATE MODIFIED: 17 / May / 2005 |
| TITLE: General Bombardment and Gunnery Training | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

COLUMN B CONSISTING OF:
general bombardment and gunnery training

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 6 months.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 20 R 04.00</th>
<th>DATE MODIFIED: 18 / May / 2006</th>
<th>FROZEN RECORD: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</td>
<td>DATE RESCINDED: 11 / Apr / 2006</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 20 R 05.00</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
<th>FROZEN RECORD: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Ground Weapons Training and Maintenance</td>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

AF Form 710, Ground Weapons Training Record

**COLUMN C WHICH ARE:**

maintained at range offices

**COLUMN D DISPOSITION:**

Destroy after 3 years.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 20 R 05.01</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
<th>FROZEN RECORD: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Ground Weapons Training and Maintenance Small Arms Training</td>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

correspondence, requests, notices, or similar data

**COLUMN C WHICH ARE:**

used to reflect the time, area, and type of firing in scheduling personnel

**COLUMN D DISPOSITION:**

Destroy after 1 year.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 20 R 05.02</th>
<th>DATE MODIFIED: 18 / May / 2006</th>
<th>FROZEN RECORD: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</td>
<td>DATE RESCINDED: 11 / Apr / 2006</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TABLE &amp; RULE: T 21 - 20 R 05.03</td>
<td>DATE MODIFIED: 03 / Mar / 2008</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------------</td>
<td></td>
</tr>
<tr>
<td>TITLE: Ground Weapons Training and Maintenance</td>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
AF Form 522, Ground Weapons Training Data

**COLUMN C WHICH ARE:**
maintained at the individual's unit

**COLUMN D DISPOSITION:**
Destroy when superseded, obsolete, or no longer needed

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 20 R 05.04</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Combat Arms Management Information System (CAMIS) report</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
Combat Arms Management Information Systems (CAMIS) report

**COLUMN C WHICH ARE:**
in paper form only

**COLUMN D DISPOSITION:**
Destroy after 5 years.

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

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 20 R 06.00</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Distinguished Pistol/Rifleman Badges</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
individual record of awards (pistol) and (rifle) 5 x 8 cards recording credit points earned

**COLUMN C WHICH ARE:**
at HQ AETC

**COLUMN D DISPOSITION:**
Destroy after 30 years.
### COLUMN B CONSISTING OF:

**Title:** Explosive Ordnance Disposal Proficiency. Records accumulated in continuous training; essential to maintenance of proficiency up to the established standard

**COLUMN C WHICH ARE:**

individual proficiency training records.

**COLUMN D DISPOSITION:**

Destroy 24 months after training completion.

---

### COLUMN B CONSISTING OF:

Registers

**COLUMN C WHICH ARE:**

certification control registers

**COLUMN D DISPOSITION:**

Destroy after they have been completed and replaced by new verified registers.

---

### COLUMN B CONSISTING OF:

Issues, expenditures, turn-ins, and other records relating to ammunition accountability for individuals, units, and activities

**COLUMN C WHICH ARE:**

not in ammunition custodian jacket file

**COLUMN D DISPOSITION:**

Destroy after 2 years.

---

### COLUMN B CONSISTING OF:

Ammunition Records in Custodian Jacket File

**COLUMN C WHICH ARE:**

Not in ammunition custodian jacket file

**COLUMN D DISPOSITION:**

Destroy after 2 years.
COLUMN B CONSISTING OF:
ammunition records

COLUMN C WHICH ARE:
in custodian jacket file

COLUMN D DISPOSITION:
Destroy when superseded by a validated supply point listing (Q-13).

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 20 R 10.00</th>
<th>DATE MODIFIED:</th>
<th>17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Munitions Allowances</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
munitions allowances

COLUMN C WHICH ARE:
requests, changes, estimates, and related records

COLUMN D DISPOSITION:
Destroy when superseded.

T 21 - 21: MAINTENANCE - ARMAMENT

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 21 R 01.00</th>
<th>DATE MODIFIED:</th>
<th>17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Ammunition and Explosive Materiel Originals</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: UNSCHEDULED</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
ammunition disposition reports or similar forms used to report and request authority to dispost of obsolete or unserviceable ammunition, components, and explosives

COLUMN C WHICH ARE:
maintained as property vouchers to the stock record account

COLUMN D DISPOSITION:
Disposition pending...

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 21 R 02.00</th>
<th>DATE MODIFIED:</th>
<th>17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Ammunition and Explosive Materiel Below Major Subordinate Commands</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
ammunition and explosive materiel

COLUMN C WHICH ARE:
below major subordinate commands

COLUMN D DISPOSITION:
Destroy after 2 years.
### TABLE & RULE: T 21 - 21 R 02.01
**TITLE:** Ammunition and Explosive Materiel at Major Subordinate Commands and Above  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 17 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ammunition and explosive materiel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at major subordinate commands and above</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 1 year or when no longer needed, whichever is later.</td>
</tr>
</tbody>
</table>

### TABLE & RULE: T 21 - 21 R 03.00
**TITLE:** Ammunition and Explosive Materiel Reports and Correspondence  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 17 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ammunition and explosive materiel reports and correspondence</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>inspection and storage reports, periodic reports of availability, requirements, inventories, consumption, and related correspondence</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 1 year or when superseded by a new report, whichever is later.</td>
</tr>
</tbody>
</table>

### TABLE & RULE: T 21 - 21 R 04.00
**TITLE:** Waivers or Exemptions to Explosive Safety and Quantity-Distance Criteria at HQ USAF  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 17 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>waivers or exemptions to explosive safety and quantity-distance criteria at HQ USAF</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 2 months after date of expiration.</td>
</tr>
</tbody>
</table>

### TABLE & RULE: T 21 - 21 R 05.00
**TITLE:** Waivers or Exemptions to Explosive Safety and Quantity-Distance Criteria at Other Than HQ USAF  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 17 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes
COLUMN B CONSISTING OF:
waivers or exemptions to explosive safety and quantity-disatnce criteria at other HQ USAF

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy immediately after date of expiration.

---

**TABLE & RULE: T 21 - 21 R 06.00**

**TITLE:** Ammunition and Explosive Materiel Surveillance

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 17 / May / 2005

**CURRENT:** Yes

**DATE APPROVED:**

---

**COLUMN B CONSISTING OF:**
ammunition and explosive materiel surveillance

**COLUMN C WHICH ARE:**
cards maintained as a cumulative record covering the entire period of storage at an installation

**COLUMN D DISPOSITION:**
Destroy 2 years after ammunition is shipped or otherwise disposed of or when superseded, whichever is sooner.

---

**TABLE & RULE: T 21 - 21 R 07.00**

**TITLE:** DELETED (22 Jun 06) Replaced by Table 33-49, Rule 20.01--Explosive Ordinance Disposal (EOD) at Originating Units

**AUTHORITY:** 62FR6621, MIL MUNITIONS RULE

**DATE MODIFIED:** 22 / Jun / 2007

**CURRENT:** Yes

**DATE APPROVED:**

---

**COLUMN B CONSISTING OF:**
form reports and related records

**COLUMN C WHICH ARE:**
at originating units and intermediate reviewing activities/staff offices

**COLUMN D DISPOSITION:**
Destroy after 1 year.

---

**TABLE & RULE: T 21 - 21 R 08.00**

**TITLE:** DELETED (22 Jun 06) Replaced by Table 33-49, Rule 20.01 -- Explosive Ordinance Disposal (EOD) at MAJCOMs

**AUTHORITY:** 62FR6621, MIL MUNITIONS RULE

**DATE MODIFIED:** 22 / Jun / 2007

**CURRENT:** Yes

**DATE APPROVED:**

---

**COLUMN B CONSISTING OF:**
form reports and related records

**COLUMN C WHICH ARE:**
at MAJCOMS

**COLUMN D DISPOSITION:**
Destroy when no longer needed.
| TABLE & RULE: T 21 - 21 R 09.00 | DATE MODIFIED: 22 / Jun / 2007 |
| TITLE: DELETED (22 Jun 06) Replaced by Table 33-49, Rule 20.01-- Explosive Ordnance Disposal (EOD) at Det 63 ASC | FROZEN RECORD: No |
| AUTHORITY: 62FR6621, MIL MUNITIONS RULE | CURRENT: Yes |
| DATE APPROVED: | |

**COLUMN B CONSISTING OF:**
form reports and related records

**COLUMN C WHICH ARE:**
at Det 63, Aeronautical Systems Center (ASC/CC), Air Force Liaison with the Naval EOD Technology Division

**COLUMN D DISPOSITION:**
Destroy after 5 years.

| TABLE & RULE: T 21 - 21 R 10.00 | DATE MODIFIED: 18 / May / 2006 |
| TITLE: DELETED - (18 May 06) - Previously (RESERVED) | FROZEN RECORD: No |
| AUTHORITY: N/A | DATE RESCINDED: 11 / Apr / 2006 |
| DATE APPROVED: | |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

| TABLE & RULE: T 21 - 21 R 11.00 | DATE MODIFIED: 17 / May / 2005 |
| TITLE: Key Control and Issue Log | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |
| DATE APPROVED: | |

**COLUMN B CONSISTING OF:**
key control and issue log

**COLUMN C WHICH ARE:**
form reports and related records

**COLUMN D DISPOSITION:**
Destroy 1 month after all entry spaces are used and replaced by a new log, if no longer required.

| TABLE & RULE: T 21 - 21 R 12.00 | DATE MODIFIED: 17 / May / 2005 |
| TITLE: Aircraft Armament and Munitions Configuration | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |
| DATE APPROVED: | |
COLUMN B CONSISTING OF:
aircraft armament and munitions configuration

COLUMN C WHICH ARE:
munitions configuration and expenditure documents

COLUMN D DISPOSITION:
Destroy when data has been extracted and entered on appropriate records or when no longer needed.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 21 R 13.00</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Covenant Not to Sue-Hold Harmless Agreements</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
completed records

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 2 years after date of incident per Federal tort claims act.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 21 R 14.00</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Nuclear Ordinance Shipping Schedule (NOSS) at MAJCOMs</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
message report consisting of nuclear ordnance shipment requirements to support contingencies, war plans, SIOP/alert posture and/or emergencies

COLUMN C WHICH ARE:
at MAJCOMs

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is later (see Note).

NOTES

47 Not authorized for retirement to a federal records center.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 21 R 15.00</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Nuclear Ordinance Shipping Schedule (NOSS) below MAJCOMs</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
Nuclear Ordinance Shipping Schedule (NOSS)

COLUMN C WHICH ARE:
below MAJCOMs

COLUMN D DISPOSITION:
Destroy 3 months after all movements are completed or when no longer needed, whichever is later.

NOTES
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 21 R 16.00</th>
<th>DATE MODIFIED: 18 / May / 2006</th>
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<tr>
<td>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td>DATE RESCINDED: 11 / Apr / 2006</td>
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<td></td>
<td>DATE APPROVED:</td>
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</table>

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

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<tbody>
<tr>
<td>DATE MODIFIED: 18 / May / 2006</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE RESCINDED: 11 / Apr / 2006</td>
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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

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<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE RESCINDED: 11 / Apr / 2006</td>
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</table>

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)
### TABLE & RULE: T 21 - 22 R 01.00
**TITLE:** Munitions Document Control Project File

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>project files for records not covered elsewhere in the Records Disposition Schedule (RDS)</td>
<td>at locations operating under the Combat Ammunitions System (CAS)</td>
<td>Destroy when obsolete, superseded or no longer needed.</td>
</tr>
</tbody>
</table>

**DATE MODIFIED:** 17 / Dec / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

### TABLE & RULE: T 21 - 22 R 02.00
**TITLE:** Munitions Source Records, Reconciliation Reports, Conversion Audit List

**AUTHORITY:** GRS 03, ITEM 04B

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>issue/turn-in records, shipping/receiving, and notice of lost or missing documents which pertain to accountable-type transactions and contain valid document number, and are not covered elsewhere in this table. Reconciliation reports of munitions on munition serviceability and location records required by AFI 21-201, Inspection, Storage, and Maintenance of Non-Nuclear Munitions. and conversion audit lists/data; Inventory Accuracy Report,</td>
<td>at locations operating under the Combat Ammunition System (CAS)</td>
<td>Destroy after 1 year after fiscal year end (September 30).</td>
</tr>
</tbody>
</table>

**DATE MODIFIED:** 18 / Dec / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

### TABLE & RULE: T 21 - 22 R 03.00
**TITLE:** Courtesy Storage Agreement Document Status Report, Account Management Correspondence

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>agreements authorizing courtesy storage of munitions for another activity, validated document status reports for outstanding documents, and documentation directly associated with account management</td>
<td>at locations operating under the Combat Ammunition System (CAS)</td>
<td>Destroy when superseded, obsolete, or no longer needed.</td>
</tr>
</tbody>
</table>

**DATE MODIFIED:** 17 / Dec / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

### TABLE & RULE: T 21 - 22 R 04.00
**TITLE:** DELETED - (22 Jun 06) -- Incorporated into Rule 2

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**DATE MODIFIED:** 02 / Sep / 2008  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 02 / Sep / 2008  
**DATE APPROVED:**

---

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Munitions Reconciliations
reconciliation reports of munitions on munition serviceability and location records required by AFI 21-201, Inspection, Storage, and Maintenance of Non-Nuclear Munitions
COLUMN C WHICH ARE:
at locations operating under the CAS
COLUMN D DISPOSITION:
Destroy after 1 year.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 22 R 05.00</th>
<th>DATE MODIFIED:</th>
<th>02 / Sep / 2008</th>
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<tbody>
<tr>
<td>TITLE: DELETED - (22 Jun 06) -- Incorporated into Rule 2</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE RESCINDED:</td>
<td>02 / Sep / 2008</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Conversion Audit List
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
COLUMN C WHICH ARE:
at locations operating under the CAS
COLUMN D DISPOSITION:
Destroy after 1 year.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 22 R 06.00</th>
<th>DATE MODIFIED:</th>
<th>02 / Sep / 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (22 Jun 06) -- Incorporated into Rule 2</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE RESCINDED:</td>
<td>02 / Sep / 2008</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Source Records
issue/turn-in records, shipping/receiving, expenditures, disposals, and notice of lost or missing documents which pertain to accountable-type transactions and contain valid document number
COLUMN C WHICH ARE:
at locations operating under the CAS
COLUMN D DISPOSITION:
Destroy after 1 year.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 22 R 07.00</th>
<th>DATE MODIFIED:</th>
<th>18 / May / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td>DATE RESCINDED:</td>
<td>11 / Apr / 2006</td>
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<td>DATE APPROVED:</td>
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<tr>
<td>TABLE &amp; RULE: T 21 - 22 R 08.00</td>
<td>DATE MODIFIED: 17 / May / 2005</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------------------------------</td>
<td></td>
</tr>
<tr>
<td>TITLE: Recurring CAS Listings and Reports Not Covered Elsewhere in this Table</td>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td>recurring CAS listings and reports not covered elsewhere in this Table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>at locations operating under the CAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Destroy on receipt of new listings or reports, or when no longer needed, whichever is later.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 22 R 09.00</th>
<th>DATE MODIFIED: 18 / May / 2006</th>
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<tbody>
<tr>
<td>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
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<tr>
<td></td>
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<tr>
<td>COLUMN D DISPOSITION:</td>
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<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 22 R 10.00</th>
<th>DATE MODIFIED: 13 / Sep / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Adjustment Package, Munitions Expenditure, Validated Transaction History, Disposal, Consumption Issue, Found On Base Turn-On</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0003-0001</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>Listings, forms and letters used to adjust item/detail record balances processed per AFI 21-201, munitions expenditure documents that affect the general account ledger, transaction history reports validated and signed per AFI 21-201, disposal issues and shipments processed per AFI 21-201, consumption issues, Found On Base turn-ins, organizational turn-ins, and consumption turn-ins that affect the general account ledger.</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>at locations operating under the Combat Ammunition System (CAS)</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Destroy 6 years after end of fiscal year.</td>
<td></td>
</tr>
</tbody>
</table>
**TABLE & RULE: T 21 - 22 R 11.00**
**TITLE:** Inventory Packages
**AUTHORITY:** GRS 03, ITEM 09A

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>listings, forms and letters associated with, prepared, or accomplished as part of cyclic/special inventories</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at locations operating under the CAS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 2 years or subsequent inventory</td>
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</tbody>
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<table>
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<tr>
<th>DATE MODIFIED:</th>
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<tbody>
<tr>
<td>21 / Feb / 2008</td>
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<table>
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<th>FROZEN RECORD:</th>
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**TABLE & RULE: T 21 - 22 R 12.00**
**TITLE:** DELETED - (22 Jun 06) -- Incorporated into Rule 2
**AUTHORITY:** N1-AFU-90-03

<table>
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<tr>
<td>PREVIOUSLY TITLED: Inventory Accuracy Report</td>
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<table>
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<th>COLUMN C WHICH ARE:</th>
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</thead>
<tbody>
<tr>
<td>listings prepared to show accuracy of inventory</td>
</tr>
</tbody>
</table>

<table>
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<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
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<td>at locations operating under the CAS</td>
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</table>

<table>
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<tbody>
<tr>
<td>22 Jun 06</td>
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<td>02 / Sep / 2008</td>
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<tbody>
<tr>
<td>02 / Sep / 2008</td>
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**TABLE & RULE: T 21 - 22 R 13.00**
**TITLE:** Inventory Status Report
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>inventory status report</td>
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<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
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**TABLE & RULE: T 21 - 22 R 14.00**
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### Table & Rule: T 21 - 22 R 15.00

**Title:** Deleted - (17 Dec 07) Custody Jacket Files (Supply Point Records) Obsolete  
**Authority:** N1-AFU-90-03

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**Column B Consisting Of:**

- **Column C Which Are:**
  - Custodian authorization/custody receipt listing, supporting documents, authorizations, letters of instruction, and briefings
- **Column D Disposition:**
  - Destroy after receipt and validation of new approved custody listing.

---

### Table & Rule: T 21 - 22 R 16.00

**Title:** Base Information/ Organization File  
**Authority:** N1-AFU-90-03

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<thead>
<tr>
<th>Date Modified</th>
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<td>17/05/2005</td>
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**Column B Consisting Of:**

- **Column C Which Are:**
  - Tapes or listings that reflect base activity addresses or organizations that require munitions support
- **Column D Disposition:**
  - Destroy when superseded or no longer needed.

---

### Table & Rule: T 21 - 22 R 17.00

**Title:** Deleted - (18 May 06) - Previously (Reserved)  
**Authority:** N/A

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**Column B Consisting Of:**

- **Column C Which Are:**
- **Column D Disposition:**
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| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |
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| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |
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<td>TITLE: Installation Level Audits</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
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COLUMNS B CONSISTING OF:
- Nuclear munitions and CAS management audits.

COLUMNS C WHICH ARE:
- At locations operating under the CAS

COLUMNS D DISPOSITION:
- Destroy after subsequent audit is finalized.

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<td>AUTHORITY: N1-AFU-90</td>
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</table>

COLUMNS B CONSISTING OF:
- Locally generated override approval forms required for overrides to hazard division, compatibility group, or total net explosive weight for storing munitions

COLUMNS C WHICH ARE:
- At locations operating under the CAS

COLUMNS D DISPOSITION:
- Destroy after safety waiver is approved or conditions for waiver no longer exist.

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COLUMNS B CONSISTING OF:

COLUMNS C WHICH ARE:

COLUMNS D DISPOSITION:
(RESERVED)

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<td>DATE RESCINDED: 11 / Apr / 2006</td>
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</table>
**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

at locations operating under the CAS

**COLUMN D DISPOSITION:**

Destroy after 6 months, or when no longer needed, whichever is sooner.

**COLUMN B CONSISTING OF:**

munitions maintenance weekly maintenance plans

**COLUMN C WHICH ARE:**

at locations operating under the CAS

**COLUMN D DISPOSITION:**

Destroy after 3 months or when no longer needed, whichever is sooner.

**COLUMN B CONSISTING OF:**


**COLUMN C WHICH ARE:**


**COLUMN D DISPOSITION:**

(RESERVED)

**COLUMN B CONSISTING OF:**


**COLUMN C WHICH ARE:**


**COLUMN D DISPOSITION:**

(RESERVED)
### T 21 - 22: MAINTENANCE - NUCLEAR WEAPONS LOGISTICS AND ACCOUNTABILITY

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<tr>
<td>Title: Accountable Records for Nuclear Weapon, DOE Major Assemblies and Components</td>
<td>Frozen Record: No</td>
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<td>Authority: N1-AFU-03-12</td>
<td>Current: Yes</td>
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**COLUMN B CONSISTING OF:**
accountable officer appointment orders and certificates of transfer of accountability

**COLUMN C WHICH ARE:**
documenting change of accountable officer

**COLUMN D DISPOSITION:**
Destroy 12 years after inactivation of account.

<table>
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<th>Table &amp; Rule: T 21 - 23 R 02.00</th>
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<tr>
<td>Title: Spcl Weap Info Mngmnt (SWIM) Orig Recs on Electronic Media, Audit Reports/Correspondence, Reciept/Shipmen Issue/Turn-in Docs</td>
<td>Frozen Record: No</td>
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<td>Authority: N1-AFU-03-12</td>
<td>Current: Yes</td>
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**COLUMN B CONSISTING OF:**
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 equivalents) for reparable parts

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy after 2 years.
### Table & Rule: T 21 - 23 R 03.00
**Title:** Special Weapon Information Management (SWIM) Original, Historical Records on Electronic Media  
**Authority:** N1-AFU-03-12  
**Date Modified:** 17 / May / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- System stock records, trailer records, and document control registers

**Column C Which Are:**
- AF Forms 105F-6, AF Form 1765, AF Form 36, or automated equivalents

**Column D Disposition:**
Destroy 2 years after database reinitialization or 7 months after audit of accounts, whichever is later.

### Table & Rule: T 21 - 23 R 04.00
**Title:** Special Weapon Information Management (SWIM) Daily, Weekly or Monthly Backup Copies of Current  
**Authority:** Unscheduled  
**Date Modified:** 17 / May / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- System stock records, trailer records, and document control registers

**Column C Which Are:**
- AF Forms 105F-6, AF Form 1765, AF Form 36, or automated equivalents

**Column D Disposition:**
Destroy when no longer needed.

### Table & Rule: T 21 - 23 R 05.00
**Title:** Spcl Weapon Info Management, Status Rpting of JCS Items, Mvmnt of Weaps Btw Bases, Transportation Forecast, Employment Rpts  
**Authority:** N1-AFU-03-12  
**Date Modified:** 23 / Jun / 2006  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- 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

**Column C Which Are:**

**Column D Disposition:**
Destroy when no longer needed.

### Table & Rule: T 21 - 23 R 06.00
**Title:** SWIM Transaction History Files Current, Original Records on Electronic Media  
**Authority:** N1-AFU-03-12  
**Date Modified:** 17 / May / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**
COLUMN B CONSISTING OF:
SWIM transaction history files

COLUMN C WHICH ARE:
current, original records on electronic media

COLUMN D DISPOSITION:
Destroy after 2 years.

---

TABLE & RULE: T 21 - 23 R 07.00
TITLE: SWIM Transaction History Files Original, Historical Records on Electronic Media
AUTHORITY: N1-AFU-03-12

| DATE MODIFIED: 17 / May / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

COLUMN B CONSISTING OF:
SWIM transaction history files

COLUMN C WHICH ARE:
original, historical records on electronic media

COLUMN D DISPOSITION:
Destroy 2 years after transaction history backup or 7 months after audit of accounts, whichever is later.

---

TABLE & RULE: T 21 - 23 R 08.00
TITLE: Original or Certified Copies of Signed Receipt and Shipment Documents Created in the Current Fiscal Year
AUTHORITY: N1-AFU-03-12

| DATE MODIFIED: 17 / May / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
maintained by the accountable officer and created in the current fiscal year

COLUMN D DISPOSITION:
Destroy after 2 years.

---

TABLE & RULE: T 21 - 23 R 09.00
TITLE: Original or Certified Signed Receipts and Shipment Documents, Created in Prior Fiscal Year
AUTHORITY: N1-AFU-03-12

| DATE MODIFIED: 17 / May / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
maintained by the accountable officer

COLUMN D DISPOSITION:
Destroy after 2 years or 7 months after audit of accounts, whichever is later.
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<td>TITLE: Custody Transfer and Accountability of Nuclear Weapons</td>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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**COLUMN B CONSISTING OF:**
custom 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)

**COLUMN C WHICH ARE:**
maintained by the weapons custodian

**COLUMN D DISPOSITION:**
Destroy after the next account custodian revalidation.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 23 R 11.00</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Temporary Hand Receipts for Items Pending Receipt Verification (AF Form 1297)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
temporary hand receipts for items pending receipt verification

**COLUMN C WHICH ARE:**
maintained by the accountable officer

**COLUMN D DISPOSITION:**
Destroy after formal receipt verification and issue document is signed.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 23 R 12.00</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Custody Transfer Documents (Granting Temporary Custody of Weapons)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
custody transfer documents

**COLUMN C WHICH ARE:**
transfer documents between the weapons custodian and subsequent individuals granted temporary custody of weapons (DD Form 1150, AFTO Form 349 or automated equivalent)

**COLUMN D DISPOSITION:**
Destroy after the item is returned to the original weapons custodian.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 23 R 13.00</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Custody Transfer Documents for ICBM Warheads on Alert</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>custody transfer documents for ICBM warheads on alert</td>
<td>custody transfer documents for ICBM warheads on alert (AF Form 514, AF Form 524 or automated equivalent)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 23 R 14.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Build-up Documents Certifying Configuration of Multiple Carriage Weapons, DOE Managed Spare Parts and Equipment</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-12</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>build-up documentation 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</td>
<td>not documented on AF Form 1764; and maintained by the weapons custodian</td>
<td>Destroy when superseded or no longer needed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 23 R 15.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-03-12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>build-up documents certifying configuration of multiple carriage weapons documented on AF Form 1764</td>
<td>and maintained by the weapons custodian</td>
<td>Destroy when superseded or no longer needed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 23 R 16.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Build-up Documents Certifying Configuration of Multiple Carriage Weapons Documented on AF Form 1764 (Accountable Officer)</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-12</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>build-up documents certifying configuration of multiple carriage weapons documented on AF Form 1764</td>
<td>maintained by the accountable officer</td>
<td>Destroy after 2 years or 7 months after audit of account, whichever is later.</td>
</tr>
<tr>
<td>TABLE &amp; RULE: T 21 - 23 R 17.00</td>
<td>DATE MODIFIED: 17 / May / 2005</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------------------------</td>
<td></td>
</tr>
<tr>
<td>TITLE: Courier Receipts (DD Forms 1191, AEC or AD Forms 60 or Automated Equivalent) Affecting Account Balance</td>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-12</td>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
records

**COLUMN C WHICH ARE:**
relating to shipment or receipts affecting account balance

**COLUMN D DISPOSITION:**
Maintain with receipt shipment documents.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 23 R 18.00</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Courier Receipts (DD Form 1911, AEC or AD Form 60 or Automated Equivalent) Items</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-12</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
courier receipts

**COLUMN C WHICH ARE:**
relating to overnight or temporary storage when items are not picked up on account

**COLUMN D DISPOSITION:**
Destroy 90 days after items leave station.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 23 R 19.00</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Inventory Records Documenting an Inventory Occurring in Conjunction with a Change in Accountable Officer</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-12</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
inventory records documenting an inventory occurring in conjunction with changed in accountable officer

**COLUMN C WHICH ARE:**
certificate of inventory, inventory count cards, and blind inventory worksheets (see rule 1 in this table for certificate of transfer of accountability)

**COLUMN D DISPOSITION:**
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.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 23 R 20.00</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Inventory Records Documenting an Annual or Semi-Annual Periodic Inventory (SIR)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-12</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
inventory records documenting an annual or Semi-Annual Periodic Inventory (SIR)

COLUMN C WHICH ARE:
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 reconciliation message, saddle bag inventory letter, appointment orders for inventory verifying officer

COLUMN D DISPOSITION:
Destroy 2 years after the date of the inventory.

---

TABLE & RULE: T 21 - 23 R 21.00
TITLE: Audit of Accounts Performed in Conjunction with a Semi-Annual Inventory
AUTHORITY: N1-AFU-03-12
DATE MODIFIED: 17 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
audit of accounts performed in conjunction with a semi-annual inventory

COLUMN C WHICH ARE:
appointment orders for auditing officer, certificate of audit, and report of audit

COLUMN D DISPOSITION:
Destroy with semi-annual inventory records.

---

TABLE & RULE: T 21 - 23 R 22.00
TITLE: DELETED - (22 Jun 06) – Incorporated into Rule 2
AUTHORITY: N1-AFU-03-12
DATE MODIFIED: 22 / Jun / 2006
FROZEN RECORD: No
DATE RESCINDED: 22 / Jun / 2006
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Audit Reports and Associated Correspondence
audit reports and associated correspondence

COLUMN C WHICH ARE:
reports generated as a result of other audits

COLUMN D DISPOSITION:
Destroy after 2 years.

---

TABLE & RULE: T 21 - 23 R 23.00
TITLE: Status Reporting of JCS Reportable Items Maintained by Accountable Officer
AUTHORITY: N1-AFU-03-12
DATE MODIFIED: 17 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
status change reports for JCS reportable items (AF Forms 1764 or automated equivalent)

COLUMN C WHICH ARE:
maintained by Accountable Officer

COLUMN D DISPOSITION:
Destroy 2 years after report or 7 months after audit account, whichever is later.
### TABLE & RULE: T 21 - 23 R 24.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DELETED - (23 Jun 06) – Incorporated into Rule 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-03-12</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>23 / Jun / 2006</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Status Reporting of JCS Reportable Items Maintained by Other Offices

status change reports for JCS reportable items (AF Forms 1764 or Automated Equivalent)

**COLUMN C WHICH ARE:**
maintained by other offices

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

### TABLE & RULE: T 21 - 23 R 25.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Weapon Status Report (WSR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>UNSCHEDULED</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>17 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>17 / May / 2005</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
reports

**COLUMN C WHICH ARE:**
Weapon Status Report (WSR)

**COLUMN D DISPOSITION:**
Destroy 7 months after the next SIR reconciliation or account audit, whichever is later.

### TABLE & RULE: T 21 - 23 R 26.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Stockpile Emergency Verification (SEV)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-03-12</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>17 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>17 / May / 2005</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
Stockpile Emergency Verification (SEV)

**COLUMN C WHICH ARE:**
SEV initiation message, termination message, after action report, phase II completion report weapons custody listing, and phase I & II inventory count sheets

**COLUMN D DISPOSITION:**
Destroy 2 years after SEV or SEV test.

### TABLE & RULE: T 21 - 23 R 27.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Logistics Movement of Weapons Between Bases</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-03-12</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>17 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>17 / May / 2005</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
maintained by MAJCOMs logistic agencies

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is later.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 23 R 28.00</th>
<th>DATE MODIFIED: 17 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Logistics Movement of Weapons Between Bases (Accountable Officer at Base Level)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-12</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
maintained by accountable officer at base level

COLUMN D DISPOSITION:
Destroy 90 days after last action is completed.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (23 Jun 06) -- Incorporated into Rule 5</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-12</td>
<td>DATE RESCINDED: 23 / Jun / 2006</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
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</tbody>
</table>

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Logistics Movement of Weapons Between Bases (Other Offices)
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

COLUMN C WHICH ARE:
maintained by other offices

COLUMN D DISPOSITION:
Destroy when no longer needed.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (23 Jun 06) -- Incorporated into Rule 5</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-12</td>
<td>DATE RESCINDED: 23 / Jun / 2006</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Second Destination Transportation Forecast
forecasts
COLUMN C WHICH ARE:
second destination transportation forecast
COLUMN D DISPOSITION:
Destroy when no longer needed.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 23 R 31.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (23 Jun 06) -- Incorporated into Rule 14</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-12</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: DOE Managed Spare Parts and Equipment
DOE managed spare parts and equipment
COLUMN C WHICH ARE:
DOE Spares Reparable Listing, DOE Spare Parts Listings, Tailored List of Spares
COLUMN D DISPOSITION:
Destroy when superseded or no longer needed.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 23 R 32.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Unit Spares Authorization Listing, Unit DOE Equipment Authorization Listing</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-12</td>
</tr>
<tr>
<td>DATE MODIFIED: 19 / Jul / 2006</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
listings
COLUMN C WHICH ARE:
unit spares/DOE equipment authorization listing
COLUMN D DISPOSITION:
Destroy when superseded.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 21 - 23 R 33.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Requisition Requests</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-12</td>
</tr>
<tr>
<td>DATE MODIFIED: 17 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
requests
COLUMN C WHICH ARE:
requisition request
COLUMN D DISPOSITION:
Destroy when items are received.
### Table & Rule: T 21 - 23 R 34.00
**Title:** Receipts for Non-Repairable Parts

**Authority:** N1-AFU-03-12

**Column B Consisting Of:**
receipts

**Column C Which Are:**
for non-repairable parts

**Column D Disposition:**
Destroy after items are transferred to maintenance personnel.

---

### Table & Rule: T 21 - 23 R 35.00
**Title:** Receipt, Shipment, Issue and Turn-In Documents Current Fiscal Year

**Authority:** N1-AFU-03-12

**Column B Consisting Of:**
receipt, shipment, issue and turn-in documents (DD Form 1348-1A, AF Form 2005, or automated equivalents) for reparable parts

**Column C Which Are:**
maintained by the accountable officer and created in the current fiscal year

**Column D Disposition:**
Destroy 30 days after DOE receipt of materials.

---

### Table & Rule: T 21 - 23 R 36.00
**Title:** DELETED - (22 Jun 06) -- Incorporated into Rule 2

**Authority:** N1-AFU-03-12

**Column B Consisting Of:**
PREVIOUSLY TITLED: Receipt, Shipment, Issue and Turn-In Documents Created in Prior Fiscal Years

receipt, shipment, issue and turn-in documents(DD Form 1348-1A, AF Form 2005, or automated equivalents) for reparable parts

**Column C Which Are:**
maintained by the accountable officer and created in prior fiscal years

**Column D Disposition:**
Destroy after 2 years.

---

### Table & Rule: T 21 - 23 R 37.00
**Title:** DELETED - (23 Jun 06) -- Incorporated into Rule 32

**Authority:** N1-AFU-03-12

---
<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>listings</td>
<td>unit DOE equipment authorization listing</td>
<td>Destroy when superseded.</td>
</tr>
</tbody>
</table>

### Table: Receipt and Shipment Documents for Equipment

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 21 - 23 R 38.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Receipt and Shipment Documents for Equipment</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-03-12</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>17 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>receipt and shipment documents for equipment</td>
<td>maintained by the custodian for DOE equipment</td>
<td>Destroy after the next equipment inventory validation listing is certified.</td>
</tr>
</tbody>
</table>

### Table: Equipment and Parts Disposition

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 21 - 23 R 39.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Equipment and Parts Disposition</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-03-12</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>17 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
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<tr>
<td>DATE APPROVED:</td>
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</tbody>
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<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>dispositions</td>
<td>equipment and parts disposition</td>
<td>Destroy after disposition instructions are received and all actions are complete.</td>
</tr>
</tbody>
</table>

### Table: Recurring Reports

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 21 - 23 R 40.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Recurring Reports</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-03-12</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>17 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
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</tr>
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<td>CURRENT:</td>
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<tr>
<td>DATE APPROVED:</td>
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</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>container asset report</td>
<td>recurring reports</td>
<td>Destroy after the next semi-annual validation report.</td>
</tr>
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Report generated: 01 / Oct / 2018 - 08:00:00
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<tr>
<th>TABLE &amp; RULE:</th>
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<td>TITLE:</td>
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<tr>
<td></td>
<td>FROZEN RECORD: No</td>
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<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-03-12</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Employment Suitability Reports

employment suitability reports

**COLUMN C WHICH ARE:**

NOCM practice bomb reports, location inventory listing

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
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</thead>
<tbody>
<tr>
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<td></td>
<td>DATE MODIFIED: 03 / Jul / 2008</td>
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<tr>
<td></td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>DATE RESCINDED: 01 / Jan / 1900</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
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<tr>
<td>AUTHORITY:</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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<th>TABLE &amp; RULE:</th>
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<td>FROZEN RECORD: No</td>
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<td>DATE RESCINDED: 01 / Jan / 1900</td>
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<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N/A</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
## T 22 - 23: DELETED - DELETED

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<th>TABLE &amp; RULE: T 22 - 23 R 02.00</th>
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<td>DATE RESCINDED: 01 / Jan / 1900</td>
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<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
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## T 23 - 01: MATERIEL MANAGEMENT - SUPPLY MANAGEMENT RECORDS

<table>
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<th>DATE MODIFIED: 18 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Safekeeping of Military Property</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>forms</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>required by law for bonding</td>
<td></td>
</tr>
<tr>
<td>private or civil corporations,</td>
<td></td>
</tr>
<tr>
<td>institutions, or like concerns</td>
<td></td>
</tr>
<tr>
<td>which possess government</td>
<td></td>
</tr>
<tr>
<td>supplies and equipment</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Return to originator in</td>
<td></td>
</tr>
<tr>
<td>exchange for new valid bond</td>
<td></td>
</tr>
<tr>
<td>or on settlement of property</td>
<td></td>
</tr>
<tr>
<td>accounts.</td>
<td></td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 23 - 01 R 02.00</th>
<th>DATE MODIFIED: 19 / Jul / 2006</th>
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</thead>
<tbody>
<tr>
<td>TITLE: USSTRATCOM Supply System Management, Aircraft Distribution and Assignment Control</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>Correspondence, Messages</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td></td>
</tr>
<tr>
<td>USSTRATCOM form at USSTRATCOM</td>
<td></td>
</tr>
<tr>
<td>supply support of maintenance</td>
<td></td>
</tr>
<tr>
<td>activities; or correspondence,</td>
<td></td>
</tr>
<tr>
<td>messages, and other records</td>
<td></td>
</tr>
<tr>
<td>related to receipt, assignment,</td>
<td></td>
</tr>
<tr>
<td>transfer, and disposal of</td>
<td></td>
</tr>
<tr>
<td>aircraft assigned to MAJCOMs</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>to MAJCOMs; required by law for</td>
<td></td>
</tr>
<tr>
<td>bonding private or civil</td>
<td></td>
</tr>
<tr>
<td>corporations, institutions, or</td>
<td></td>
</tr>
<tr>
<td>like concerns which possess</td>
<td></td>
</tr>
<tr>
<td>government supplies and</td>
<td></td>
</tr>
<tr>
<td>equipment</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Destroy after 1 year.</td>
<td></td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that supplement temporary hard copy records: Destroy 1 year after project is completed.

PREVIOUSLY TITLED: Aircraft Distribution and Assignment Control Correspondence, Messages

correspondence, messages, and other records related to receipt, assignment, transfer, and disposal of aircraft assigned to MAJCOMs

Destroy after 1 year.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
aircraft distribution and assignment control locator cards for each aircraft

COLUMN C WHICH ARE:
assigned to a MAJCOM

COLUMN D DISPOSITION:
Destroy 3 months after transfer of aircraft from command jurisdiction, or on receipt of disposal termination authority, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

mission capability summary listings at other than ALCs. Now accomplished on line with computer, Table 23-3, Rule 16 is used for disposition.

COLUMN D DISPOSITION:
Destroy 6 years and 3 months after creation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 23 - 01 R 07.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>mission capability monthly summaries and other listings. Card decks are no longer used.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>produced on line using the computer. (Card Decks are no longer used--11 Aug 05)</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy after 6 years.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 01 R 08.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>Rule covered Mission Capability Card Decks are no longer used (11 Aug 05)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>mission capability card decks</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy immediately after all necessary summaries and listings have been printed and verified.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 01 R 08.01**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>Mission Capability Checklists are no longer applicable. Information is now collected using Electronic Web Application dashboard and electronic spreadsheets. (11 Aug 05)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>used to validate that no assets are available for use to satisfy priority requirements</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy 6 years and 3 months after requirement is satisfied unless otherwise directed.</td>
</tr>
</tbody>
</table>
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 23 - 01 R 09.00

**TITLE:** Deleted-- (11 Aug 05) Replaced by Table 23-6, Rule 6  
**AUTHORITY:** GRS 03, ITEM 03A(2)(A)  
**DATE MODIFIED:** 10 / Apr / 2006  
**DATE RESCINDED:** 10 / Apr / 2006  
**DATE APPROVED:** 10 / Apr / 2006

**COLUMN B CONSISTING OF:**  
monthly summaries and related data accomplished on the computer and with web applications.

**COLUMN C WHICH ARE:**  
applicable to all records except those under Rule 9.1

**COLUMN D DISPOSITION:**  
Destroy 6 years and 3 months after report is superseded.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 23 - 01 R 09.01

**TITLE:** Deleted-- (11 Aug 05) Replaced by Table 23-6, Rule 7  
**AUTHORITY:** GRS 03, ITEM 03A(2)(A)  
**DATE MODIFIED:** 10 / Apr / 2006  
**DATE RESCINDED:** 10 / Apr / 2006  
**DATE APPROVED:** 10 / Apr / 2006

**COLUMN B CONSISTING OF:**  
Initial Spares Support Lists ISSL Loaded for Weapon System Support at Bases. Monthly summaries, card decks, and related data applicable to initial spares support lists (ISSL) loaded for weapon systems

**COLUMN C WHICH ARE:**  
supported at individual bases

**COLUMN D DISPOSITION:**  
Destroy 6 years and 3 months after the directing MAJCOM determines that applicable ISSL levels should be deleted.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 23 - 01 R 10.00

**TITLE:** Munitions Supply Reconciliations  
**AUTHORITY:** GRS 08, ITEM 07B(3)  
**DATE MODIFIED:** 26 / Aug / 2005  
**DATE RESCINDED:**  
**DATE APPROVED:**  
**CURRENT:** Yes
COLUMN B CONSISTING OF:
reconciliation reports of munitions

COLUMN C WHICH ARE:
based on air munitions serviceability and location records, required by AFI 21-101

COLUMN D DISPOSITION:
Destroy 1 year after reconciliation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 01 R 11.00
TITLE: Base Closure or Realignment (BRAC)  
AUTHORITY: DAA-GRS-2016-0011-0004  
DATE MODIFIED: 19 / Apr / 2017  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED: 19 / Apr / 2017

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
maintained by the command and/or the base operating site manager

COLUMN D DISPOSITION:
Destroy 3 years after final conveyance of personal property.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 01 R 16.00
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:
TABLE & RULE: T 23 - 02 R 01.00
TITLE: DELETED (26 Aug 05) & Replaced by Table 23-3, Rule 1 -- Due-In Assets
AUTHORITY: GRS 03, ITEM 03A(1)(A)

COLUMN B CONSISTING OF:
contracts, contract index cards, and related contract instruments.

COLUMN C WHICH ARE:
at IMs/SSMs for reporting and controlling due-in assets from contractor and reporting Air Force activities

COLUMN D DISPOSITION:
Destroy 6 years and 3 months after final payment of contract.

NOTES
14 The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 02 R 02.00
TITLE: DELETED (26 Aug 05) & Replaced by Table 23-3, Rule 17 -- PRs/ MIPRs
AUTHORITY: GRS 03, ITEM 03A(1)(A)

COLUMN B CONSISTING OF:
PRs/MIPRs

COLUMN C WHICH ARE:
at IMs/SSMs for reporting and controlling due-in assets from contractor and reporting Air Force activities

COLUMN D DISPOSITION:
Destroy 6 years and 3 months after all items have been placed on contract or cancelled.

NOTES
14 The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 02 R 03.00
TITLE: DELETED & Replaced by Table 23-3, Rule 17 (26) -- Due-In Asset Worksheets
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

NOTES
14 The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Destroy on completion of computer processing.

Destroy 90 days after update action.

Destroy 1 year after completion of action.

The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Destroy on completion of computer processing.

Destroy 90 days after update action.

Destroy 1 year after completion of action.
The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 02 R 06.00

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE MODIFIED: 18 / May / 2006</th>
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</thead>
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<tr>
<td>DATE FROZEN: No</td>
<td></td>
</tr>
<tr>
<td>DATE RESCinded: 10 / Apr / 2006</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

due-in requirements data for reports for Categories I and II R items

COLUMN C WHICH ARE:

at IMs/SSMs for reporting and controlling due-in assets from contractor and reporting Air Force activities

COLUMN D DISPOSITION:

Destroy 3 years after close of buying year.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 02 R 07.00

<table>
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<tr>
<th>TITLE</th>
<th>DATE MODIFIED: 29 / Aug / 2005</th>
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<tr>
<td>DATE FROZEN: No</td>
<td></td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

AUTHORITY: GRS 03, ITEM 08(A)

COLUMN B CONSISTING OF:

shipment variation printouts, out-of-balance notices, overage data

COLUMN C WHICH ARE:

at IMs/SSMs for reporting and controlling due-in assets from contractor and reporting Air Force activities

COLUMN D DISPOSITION:

Destroy 2 years after completion of review and update action.

NOTES

The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Arrival Reporting Records

**COLUMN B CONSISTING OF:**
reports and accounting returns used to initiate diversions of shipments or to initiate immediate reshipments

**COLUMN C WHICH ARE:**
at IMs/SSMs for reporting and controlling due-in assets from contractor and reporting Air Force activities

**COLUMN D DISPOSITION:**
Destroy 2 years after diversion or reshipment.

### Shortage Report Records

**COLUMN B CONSISTING OF:**
reports transmitted by the depot to a technical service stock control point; used to determine a secondary source of supply

**COLUMN C WHICH ARE:**
at IMs/SSMs for reporting and controlling due-in assets from contractor and reporting Air Force activities

**COLUMN D DISPOSITION:**
Destroy after 2 years after report is created.

### Advice of Availability Records

**COLUMN B CONSISTING OF:**
reports and accounting returns used to initiate diversions of shipments or to initiate immediate reshipments

**COLUMN C WHICH ARE:**
at IMs/SSMs for reporting and controlling due-in assets from contractor and reporting Air Force activities

**COLUMN D DISPOSITION:**
Destroy 2 years after diversion or reshipment.
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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

Maintained by logistics project managers

Lists of materials, supply documents and listings, and correspondence related to supply action against a C-CS project

Lists of materials, supply documents and listings, and correspondence related to supply action against a C-CS project

Destroy upon receipt of project completion of installation instructions from HQ EID/LGP, when kit is transferred to another storage location, or when no longer needed.

Lists of materials, supply documents and listings, and correspondence related to supply action against a C-CS project

Destroy upon receipt of project completion of installation instructions from HQ EID/LGP, when kit is transferred to another storage location, or when no longer needed.

Reports generated: 01 / Oct / 2018 - 08:00:00
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 23 - 03: MATERIEL MANAGEMENT - UNIT ORGANIZATION AND MATERIEL CONTROL SUPPLY RECORDS**

**TABLE & RULE: T 23 - 03 R 01.00**

<table>
<thead>
<tr>
<th>TITLE: Active Unit Property Records</th>
<th>DATE MODIFIED: 13 / Sep / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0003-0001</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- 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

**COLUMN C WHICH ARE:**

- reflecting transactions occurring during the month

**COLUMN D DISPOSITION:**

- Destroy 10 years after the transactions occur.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 03 R 02.00**

<table>
<thead>
<tr>
<th>TITLE: Temporary Issue Custody Receipts</th>
<th>DATE MODIFIED: 29 / Aug / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: GRS 03, 16, AND 20, ITEM 18B</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- custody receipts

**COLUMN C WHICH ARE:**

- temporary issue custody receipts

**COLUMN D DISPOSITION:**

- Destroy or return to individual on return of property.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
allied register and files

COLUMN C WHICH ARE:
described in rule 1

COLUMN D DISPOSITION:
Destroy 6 years 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.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
inactivated unit property records

COLUMN C WHICH ARE:
authorizations to destroy records

COLUMN D DISPOSITION:
Destroy 6 years after inactivation of unit or 2 years after disposal of the record, whichever is later.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
transaction cards

COLUMN C WHICH ARE:
property accounting transaction cards

COLUMN D DISPOSITION:
Destroy 6 years after supply action is completed and entry has been posted to the document register.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 23 - 03 R 05.03

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>ELECTRONIC COPIES CREATED USING ELECTRONIC MAIL AND WORD PROCESSING: DESTROY PAPER AFTER RECORDKEEPING COPY HAS BEEN CREATED AND FILED OR WHEN NO LONGER NEEDED FOR REVISION, DISSEMINATION, OR REFERENCE, WHICHEVER IS LATER.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

---

### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:

---

### TABLE & RULE: T 23 - 03 R 06.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>SPECIAL MEASUREMENT CLOTHING AND ORTHOPEDIC FOOTWEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>DAA-GRS-2017-0008-0003</td>
</tr>
</tbody>
</table>

---

### COLUMN B CONSISTING OF:

Measurement forms

### COLUMN C WHICH ARE:

special measurement clothing and orthopedic footwear

### COLUMN D DISPOSITION:

Destroy 30 days after receipt of ordered material.

---

### TABLE & RULE: T 23 - 03 R 07.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DELETED (31 Aug 05) &amp; REPLACED BY NONE - NO LONGER APPLICABLE ACCOUNTABLE RECORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
</tbody>
</table>

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
- accountable records

COLUMN C WHICH ARE:
- records created before conversion of Air Force organizational equipment records to EMO/ BEMO and CEMO systems

COLUMN D DISPOSITION:
Destroy 1 year after all records have been reconciled and current inventories are accurate.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 03 R 08.00
TITLE: Supply Reporting – Due-In Statistical Transaction Listing
AUTHORITY: DAA-GRS-2013-0003-0012

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at unit supply for submission to higher headquarters

COLUMN D DISPOSITION:
Destroy after 6 years and 3 months reports have been filed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 03 R 09.00
TITLE: DELETED (31 Aug 05) & Replaced by Table 24-4, Rule 2 Packing Certificates
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
packing certificates

COLUMN C WHICH ARE:
records which certify that proper crating and packing of equipment have been accomplished before movement of a unit to a new installation

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 23 - 03 R 10.00</th>
<th>DATE MODIFIED: 05 / Feb / 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Supply Inspection</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0003-0012</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED: 05 / Feb / 2016</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
showdown inspection reports, final inspection reports, and related inspection papers

**COLUMN C WHICH ARE:**
pertinent to units that are outfitted before overseas movement

**COLUMN D DISPOSITION:**
Destroy after 3 years after the inspection.

---

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
</tr>
<tr>
<td>21</td>
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<tr>
<td>21</td>
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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 23 - 03 R 11.00</th>
<th>DATE MODIFIED: 13 / Sep / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: USAF Marine Equipment Allowance and Checklist</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0003-0001</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
forms

**COLUMN C WHICH ARE:**
USAF Marine equipment allowance and checklist

**COLUMN D DISPOSITION:**
Destroy 6 years after boat is dropped from Air Force inventory and all equipment is accounted for.

---

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
</tr>
<tr>
<td>21</td>
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<table>
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<tr>
<th>TABLE &amp; RULE: T 23 - 03 R 12.00</th>
<th>DATE MODIFIED: 13 / Sep / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Unit Supply Officer Listings</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0003-0001</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
unit supply officer listings

COLUMN C WHICH ARE:
continuing lists showing by name and inclusive dates each officer's assumed/relinquished responsibility and certificates of transfer

COLUMN D DISPOSITION:
Retire 6 years after transfer or upon inactivation of unit.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 23 - 03 R 13.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Training Equipment Issue and Turn-In</td>
</tr>
<tr>
<td>DATE MODIFIED: 13 / Sep / 2017</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
training equipment issue and turn-in

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 6 years after turn-in of equipment.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 23 - 03 R 14.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Zero Overpricing</td>
</tr>
<tr>
<td>DATE MODIFIED: 13 / Sep / 2017</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
letters, messages, inquiries, and other material relating to suspected pricing error

COLUMN C WHICH ARE:
at customer liaison, consumer advocate, materiel management, procurement office, or other repository files

COLUMN D DISPOSITION:
File suspected repeat offender records with latest incident or inquiry. Destroy case file, 6 years after resolution or last inquiry into suspected pricing.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
Table & Rule: T 23 - 03 R 15.00

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Daily Document Registers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>At Equipment Management Office or Base Supply</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy after 6 years.</td>
</tr>
</tbody>
</table>

Notes

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 23 - 03 R 15.01

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>(Reserved)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>(Reserved)</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>(Reserved)</td>
</tr>
</tbody>
</table>

Table & Rule: T 23 - 03 R 15.02

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Update and Reconciliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>At Units with Geographically Separated Units (GSU) and at the GSU</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy 6 years after report.</td>
</tr>
</tbody>
</table>

Notes

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
### Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

### Electronic systems that supplement temporary hard copy records:
- Where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 23 - 03 R 16.00

**Title:** Priority Monitor Reports  
**Authority:** DAA-GRS-2013-0003-0012  
- **Date Modified:** 27 / Dec / 2017  
- **Frozen Record:** No  
- **Current:** Yes  
- **Date Approved:**

**Notes:**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**Columns: C**
- Column B consisting of:
  - Priority monitor reports to include Air Force Broadcasting Service Supply Management reports

- Column C which are:
  - 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.

- Column D disposition:
  - Destroy 6 years and 3 months after receipt of updated listing.

### TABLE & RULE: T 23 - 03 R 16.01

**Title:** DELETED (31 Aug 05) & Incorporated into Table 23-3, Rule 16 of this Table  
**Authority:** GRS 03, ITEM 04B  
- **Date Modified:** 18 / Sep / 2007  
- **Frozen Record:** No  
- **Current:** Yes  
- **Date Approved:**

**Notes:**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**Columns: C**
- Column B consisting of:
  - Item tracking reports (e.g., priority monitor report & due-out validation listing)

- Column C which are:
  - At Air Force broadcasting service activities

- Column D disposition:
  - Destroy after 1 year.

### TABLE & RULE: T 23 - 03 R 17.00

**Title:** Source Records  
**Authority:** DAA-GRS-2013-0003-0012  
- **Date Modified:** 27 / Dec / 2017  
- **Frozen Record:** No  
- **Current:** Yes  
- **Date Approved:**

**Notes:**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**Columns: C**
- Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- Electronic systems that supplement temporary hard copy records:
  - Where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
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)

COLUMN D DISPOSITION:

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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)

verification worksheets

worksheets

verification worksheets

REPORT GENERATED: 01 / Oct / 2018 - 08:00:00

423
TABLE & RULE: T 23 - 03 R 19.00  
TITLE: Deleted - (18 May 06) - Previously (Reserved)  
AUTHORITY: N/A  
DATE MODIFIED: 18 / Sep / 2007  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED:  

**COLUMN B CONSISTING OF:**  

**COLUMN C WHICH ARE:**  

**COLUMN D DISPOSITION:**  
(Reserved)

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TABLE & RULE: T 23 - 03 R 20.00  
TITLE: Clothing Allowance and Request Information (Male and Female, Military and Personal)  
AUTHORITY: DAA-GRS-2016-0011-0004  
DATE MODIFIED: 19 / Apr / 2017  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED: 19 / Apr / 2017  

**COLUMN B CONSISTING OF:**  
information on individual 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.  

**COLUMN C WHICH ARE:**  
required during mandatory clothing checks (male and female); supporting records for personal clothing claims, at any office to include staff judge advocate offices, customer liaison offices, etc.  

**COLUMN D DISPOSITION:**  
Destroy 3 years after allowance or request or when new forms have been issued.

**NOTES**  
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 23 - 03 R 21.00  
TITLE: Deleted (31 Aug 05) & Incorporated into Table 23-3, Rule 20 Clothing Request Receipt  
AUTHORITY: N1-AFU-90-03  
DATE MODIFIED: 18 / Sep / 2007  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED:  

**COLUMN B CONSISTING OF:**  
receipts  

**COLUMN C WHICH ARE:**  
clothing request receipts  

**COLUMN D DISPOSITION:**  
Destroy after 1 year.

**NOTES**  
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 23 - 03 R 22.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>personal clothing records</td>
<td>for male/female airman</td>
<td>Destroy when balances are transferred to a new form and a final statement is accomplished.</td>
</tr>
</tbody>
</table>

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 23 - 03 R 23.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>supporting records</td>
<td>at staff judge advocate offices</td>
<td>Destroy 1 year after case is closed.</td>
</tr>
</tbody>
</table>

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 23 - 03 R 24.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>correspondence used to record and resolve customer complaints, problems, or inquiries</td>
<td>at the customer liaison office</td>
<td>Destroy 2 years after resolution of the case.</td>
</tr>
</tbody>
</table>

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 03 R 25.00**

**TITLE:** TCTO Jacket Files  
**AUTHORITY:** DAA-GRS-2013-0003-0001

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>TCTO jacket files</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>AF Form 2001. Notification of TCTO Kit Requirements, management notice of TCTO kit availability, notification of kit shipments, receipt documents, requisitions, and related records</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy 10 years after all balances are reduced to zero and no requirements exist.</td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 23 - 04 R 01.00**

**TITLE:** Stock Record Accounts--Media Neutral  
**AUTHORITY:** DAA-GRS-2013-0003-0001

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>stock record account information</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>records or background information of accountable property transactions to a specific stock record account, or equivalent forms prescribed in AFI 23-101 and AFMAN 23-122.</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy 6 years after equipment has been removed from the account.</td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 23 - 04 R 02.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DELETED - (18 May 06) - Previously (RESERVED)</th>
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<tr>
<td>AUTHORITY:</td>
<td>N/A</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>18 / May / 2006</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>DATE RESCINDED:</td>
<td>10 / Apr / 2006</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

### TABLE & RULE: T 23 - 04 R 03.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DELETED - (18 May 06) - Previously (RESERVED)</th>
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<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N/A</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>18 / May / 2006</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>DATE RESCINDED:</td>
<td>10 / Apr / 2006</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
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</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

### TABLE & RULE: T 23 - 04 R 04.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Document Registers, Source Records Not Prescribed by AFMAN 23-110, Supporting Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>DAA-GRS-2013-0003-0001</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>13 / Sep / 2017</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>04 / Mar / 2016</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

accountable registers prescribed in AFI 23-101 and AFMAN 23-122 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 AFI 23-101 and AFMAN 23-122

**COLUMN C WHICH ARE:**

prepared by the bases operating under the standard base supply system (SBSS); prepared by bases operating a manual base supply system; not used as supporting records (see Rule 14), and notice of lost or missing documents which pertain to accountable type transactions that contain valid document numbers; identified in AFI 23-101 and AFMAN 23-122

**COLUMN D DISPOSITION:**

Destroy after 6 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
daily document registers information copies

COLUMN C WHICH ARE:
used as a cross-reference work file

COLUMN D DISPOSITION:
Destroy 6 years after use or on receipt of stock number directory, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 04 R 06.00
TITLE: DELETED - (23 Jun 06) – Incorporated into Rule 4

AUTHORITY: GRS 03, ITEM 03(2)(A)

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Supply Document Register and Other Background Information

supply document register and other background information

COLUMN C WHICH ARE:
prepared by bases operating a manual base supply system

COLUMN D DISPOSITION:
Destroy after 6 years and 3 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 04 R 07.00
TITLE: DELETED (31 Aug 05) & Repaced by None--Cards No Longer Used Document Control Cards Used by Bases Operating Under the SBSS

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

PREVIOUSLY TITLED: Supply Document Register and Other Background Information

supply document register and other background information

COLUMN C WHICH ARE:
prepared by bases operating under the SBSS

COLUMN D DISPOSITION:
Destroy 6 years after use or on receipt of stock number directory, whichever is sooner.
COLUMN B CONSISTING OF:
- cards created during preparation of daily document register

COLUMN C WHICH ARE:
- used by bases operating under the SBSS to prepare delinquent document listings, assure that records requiring review/filing are received in the document control section, and to aid in quality control

COLUMN D DISPOSITION:
- Destroy after all necessary action is completed.

NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 04 R 08.00
| TITLE: | DELETED (31 Aug 05) & Repaced by None--Cards No Longer Used Document Control Cards |
| AUTHORITY: | N1-AFU-90-03 |

| DATE MODIFIED: | 18 / May / 2006 |
| FROZEN RECORD: | No |
| DATE RESCINDED: | 10 / Apr / 2006 |
| DATE APPROVED: | |

COLUMN B CONSISTING OF:
- cards created during preparation of daily document register

COLUMN C WHICH ARE:
- used by bases operating under the punched card accounting machine (PCAM)/B263 or other supply system to prepare a document register, prepare listings covering overage documents, for follow-up purposes, and to prepare mechanized supply activity reports

COLUMN D DISPOSITION:
- Destroy after all necessary action is completed.

NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 04 R 09.00
| TITLE: | Daily Transaction Register (Original and Copies) |
| AUTHORITY: | DAA-GRS-2013-0003-0001 |

| DATE MODIFIED: | 13 / Sep / 2017 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | 04 / Mar / 2016 |

COLUMN B CONSISTING OF:
accountable registers prescribed in AFI 23-101 and AFMAN 23-122 that reflect specific property transactions

COLUMN C WHICH ARE:
- prepared by bases operating under the SBSS and maintained in document control

COLUMN D DISPOSITION:
- Destroy after 6 years or when replaced by a consolidated transaction register.

NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
**NOTES**

- no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 23 - 04 R 09.01**

| TITLE: DELETED (31 Aug 05) & Incorporated into Table 23-4, Rule 9 Daily Transaction Register Copies | DATE MODIFIED: 18 / May / 2006 |
| AUTHORITY: N1-AFU-91-31 |
| FROZEN RECORD: No |
| DATE RESCINDED: 10 / Apr / 2006 |
| DATE APPROVED: |

**COLUMN B CONSISTING OF:**

daily transaction register copies

**COLUMN C WHICH ARE:**
maintained in other offices

**COLUMN D DISPOSITION:**
Destroy after 1 year or when no longer needed, whichever is sooner.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 23 - 04 R 10.00**

| TITLE: Consolidated Transaction Register (Originals and Copies) | DATE MODIFIED: 13 / Sep / 2017 |
| AUTHORITY: DAA-GRS-2013-0003-0001 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

**COLUMN B CONSISTING OF:**

consolidated transaction register originals

**COLUMN C WHICH ARE:**
maintained in Document Control and other offices

**COLUMN D DISPOSITION:**
Destroy after 6 years or when no longer needed.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 23 - 04 R 10.01**

| TITLE: DELETED (31 Aug 05) & Incorporated into Table 23-4, Rule 10 Consolidated Transaction Register Copies | DATE MODIFIED: 18 / May / 2006 |
| AUTHORITY: N1-AFU-91-31 |
| FROZEN RECORD: No |
| DATE RESCINDED: 10 / Apr / 2006 |
| DATE APPROVED: |
**COLUMN B CONSISTING OF:**
consolidated transaction register copies

**COLUMN C WHICH ARE:**
maintained in other offices

**COLUMN D DISPOSITION:**
Destroy after 1 year or when no longer needed, whichever is sooner.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 23 - 04 R 11.00</th>
<th>DATE MODIFIED:</th>
<th>18 / May / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td>DATE RESCINDED:</td>
<td>11 / Apr / 2006</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 23 - 04 R 12.00</th>
<th>DATE MODIFIED:</th>
<th>04 / Mar / 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (23 Jun 06) -- Incorporated into Rule 4</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: GRS 03, ITEM 03(2)(B)</td>
<td>DATE RESCINDED:</td>
<td>04 / Mar / 2016</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
<td>04 / Mar / 2016</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Source Records -- Identified or Non Perscribed by AFI 23-101 and AFMAN 23-122

**COLUMN C WHICH ARE:**
issue/turn-in records, shipping/receiving records, inventory adjustment documents, USAF excess and surplus property turn-in records

**COLUMN D DISPOSITION:**
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

Destroy after 6 years and 3 months.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
source records

COLUMN C WHICH ARE:
not prescribed in AFI 23-101 and AFMAN 23-122

COLUMN D DISPOSITION:
Destroy after recording in document/transaction registers and completion of quality control.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

PREVIOUSLY TITLED: Supporting Records

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

COLUMN C WHICH ARE:
identified in AFI 23-101 and AFMAN 23-122

COLUMN D DISPOSITION:
Destroy after 6 years an 3 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
local purchase receipt records identified in AFI 23-101 and AFMAN 23-122

COLUMN C WHICH ARE:
transactions of $25,000 or less and construction contracts under $2,000

COLUMN D DISPOSITION:
Destroy 10 years after final payment.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 23 - 04 R 14.02
TITLE: Transactions at or Below the Simplified Acquisition Threshold and all Construction Contracts at or Below $2,000
AUTHORITY: DAA-GRS-2013-0003-0001
DATE CREATED: 23 / May / 2003
DATE MODIFIED: 13 / Sep / 2017
FROZEN RECORD: Yes
CURRENT: Yes
DATE APPROVED: 04 / Mar / 2016

COLUMN B CONSISTING OF:
local purchase receipt records identified in AFI 23-101 and AFMAN 23-122

COLUMN C WHICH ARE:
transactions of $25,000 or less and construction contracts under $2,000

COLUMN D DISPOSITION:
Destroy 10 years after final payment.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 23 - 04 R 14.02
TITLE: Supporting Records Not Covered in Rules 14 or 14.01
AUTHORITY: DAA-GRS-2013-0003-0001
DATE MODIFIED: 13 / Sep / 2017
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
supporting records

COLUMN C WHICH ARE:
not covered in rules 14 or 14.01

COLUMN D DISPOSITION:
Destroy 10 years after recording on daily transaction and document registers, and after quality control check is completed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
NOTES

21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 04 R 16.00
TITLE: Adjusted Stock Level Records
AUTHORITY: DAA-GRS-2013-0003-0001

| COLUMN B CONSISTING OF:    | adjusted stock level records, all copies |
| COLUMN C WHICH ARE:        | used to adjust the stock level records at initiating activities and used for validation or revalidation. |
| COLUMN D DISPOSITION:      | Destroy 6 years after adjustment, validation or revalidation. |

Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 04 R 17.00
TITLE: DELETED (31 Aug 05) & Incorporated Into Table 23-4, Rule 16 Adjusted Stock Level Records at Initiating Activities
AUTHORITY: N1-AFU-90-03

| COLUMN B CONSISTING OF:    | adjusted stock level records |
| COLUMN C WHICH ARE:        | at initiating activities |
| COLUMN D DISPOSITION:      | Destroy upon receipt of approved current re-negotiation. |

Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 04 R 18.00
TITLE: DELETED (31 Aug 05) & Incorporated Into Table 23-4, Rule 16 Adjusted Stock Level Records Suspense Copies
AUTHORITY: N1-AFU-90-03

| COLUMN B CONSISTING OF:    | adjusted stock level records |
| COLUMN C WHICH ARE:        | at initiating activities |
| COLUMN D DISPOSITION:      | Destroy upon receipt of approved current re-negotiation. |

Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Outdated copies
Destroy outdated cards when replaced by later cards.

Report generated: 01 / Oct / 2018 - 08:00:00
**TABLE & RULE: T 23 - 04 R 21.00**

**TITLE:** UMMIPS Surveillance Listings  
**AUTHORITY:** DAA-GRS-2013-0003-0001  
**DATE MODIFIED:** 13 / Sep / 2017  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
UMMIPS surveillance listings

**COLUMN C WHICH ARE:**  
prepared by bases operating under the standard base level supply system (Sperry 1100-60)

**COLUMN D DISPOSITION:**  
Destroy 6 years after monthly cutoff.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 04 R 22.00**

**TITLE:** Recurring Listings and Reports Not Covered Elsewhere in This Table  
**AUTHORITY:** DAA-GRS-2013-0003-0001  
**DATE MODIFIED:** 13 / Sep / 2017  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:** 04 / Mar / 2016

**COLUMN B CONSISTING OF:**  
recurring listings and reports

**COLUMN C WHICH ARE:**  
not covered elsewhere in this table

**COLUMN D DISPOSITION:**  
Destroy 6 years after receipt of new listings or reports, or after all analytical and management purposes are served, or as required in AFI 23-101 and AFMAN 23-122, whichever is later.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 04 R 23.00**

**TITLE:** DELETED (31 Aug 05) & Replaced by None--Internal to SBSS Obsolete Object Deck File  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 18 / May / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 10 / Apr / 2006  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
object cards replaced by a later change or deleted from the system

**COLUMN C WHICH ARE:**  
at each base operating under the SBSS (Sperry 1100-60)

**COLUMN D DISPOSITION:**  
Destroy when no longer needed.
## NOTES

21 Electronic copies created using electronic mail and word processing: Destroys paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroys on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroys when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 23 - 04 R 24.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>DATE RESCINDED:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DELETED (31 Aug 05) &amp; Replaced by None--Internal to SBSS Program Bank Change Tapes</td>
<td>18 / May / 2006</td>
<td>No</td>
<td>10 / Apr / 2006</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

program bank change tapes

**COLUMN C WHICH ARE:**

those tapes returned to AFDSDO-SCCR-2 on completion of processing

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

### TABLE & RULE: T 23 - 04 R 24.01

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply File Dump Tapes, Data Processing Requests, Program Release Sheet Files, Supply System Trouble Reports</td>
<td>04 / Mar / 2016</td>
<td>No</td>
<td>Yes</td>
<td>04 / Mar / 2016</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>DAA-GRS-2013-0006-0008</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

supply file dump tapes erased and reused by the base per AFI 23-101 and AFMAN 23-122; 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

**COLUMN C WHICH ARE:**

those tapes erased and reused by the base per AFI 23-101 and AFMAN 23-122; 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

**COLUMN D DISPOSITION:**

Destroy when the identical records have been deleted, or when replaced by a subsequent backup file.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroys paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroys on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroys when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Automated Data Processing Machine Work Requests
automated data processing machine work requests

COLUMN C WHICH ARE:/forms used to request nonrecurring or as required computer products

COLUMN D DISPOSITION:
Destroy when the identical records have been deleted, or when replaced by a subsequent backup file.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 04 R 24.03
TITLE: DELETED - (23 Jun 06) -- Incorporated into Rule 24.01
AUTHORITY: GRS 20, ITEM 08B

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Program Release Sheet Files
assembly and squeeze release sheets and related documentation

COLUMN C WHICH ARE:
used to control the application of computer programs in the SBSS operation

COLUMN D DISPOSITION:
Destroy when the identical records have been deleted, or when replaced by a subsequent backup file.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 04 R 25.00
TITLE: DELETED - (23 Jun 06) -- Incorporated into Rule 24.01
AUTHORITY: GRS 20, ITEM 08B
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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 individual cards when obsolete, superseded or inactive, as determined locally.

Cards and related data which provide a complete description, procurement history, previous prices paid, and available sources for local purchase items, prepared by procurement personnel

held by supply representatives who act as liaison between base supply and procurement on all supply matters involving procurement

Destroy when the identical records have been deleted, or when replaced by a subsequent backup file.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 23 - 04 R 28.00 | DATE MODIFIED: 04 / Mar / 2016 |
| TITLE: Nuclear Weapons Stock Record Accounts | FROZEN RECORD: No |
| AUTHORITY: GRS 03, ITEM 08B | CURRENT: Yes |
| DATE APPROVED: 04 / Mar / 2016 |

COLUMN B CONSISTING OF:
- supply records or materiel courier receipts

COLUMN C WHICH ARE:
- filed as required by AFI 23-101 and AFMAN 23-122

COLUMN D DISPOSITION:
- Destroy 6 months after audit of the account.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
- Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
- Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 23 - 04 R 29.00 | DATE MODIFIED: 31 / Aug / 2005 |
| TITLE: Weapons and Communications Security (COMSEC) Serial Number Data | FROZEN RECORD: No |
| AUTHORITY: GRS 08, ITEM 08B | CURRENT: Yes |
| DATE APPROVED: |

COLUMN B CONSISTING OF:
- serial number images identified by national stock numbers (NSN) which contain a serialized reporting code (SRC) identifier in the Federal Logistics Record (FEDLOG) data

COLUMN C WHICH ARE:
- 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

COLUMN D DISPOSITION:
- Destroy when serial numbered assets are shipped from the base.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
- Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
- Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 23 - 04 R 31.00</th>
<th>DATE MODIFIED: 13 / Aug / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Reports Listing, and Management Products from Weapon and COMSEC Serial Number Electronic Transaction Images</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: GRS 08, ITEM 08B</td>
<td></td>
</tr>
</tbody>
</table>

| COLUMN B CONSISTING OF: | reconciliation reports, serial number listings, and comparable management products |
| COLUMN C WHICH ARE: | prepared from weapon and COMSEC serial number electronic transaction images |
| COLUMN D DISPOSITION: | Destroy when superseded, obsolete or no longer needed. |

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 23 - 04 R 33.00

**TITLE:** Conversions Audit List (R22)  
**AUTHORITY:** GRS 08, ITEM 08B

| COLUMN B CONSISTING OF: | accountable record pertaining to satellite rehomings, conversion from any other supply system to SBSS establishment of new supply account, conversion of computer systems |
| COLUMN C WHICH ARE: | at SBSS activities |
| COLUMN D DISPOSITION: | Destroy after 1 year. |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 23 - 05 R 01.00

**TITLE:** Table of Allowance (TA) Records on Weapon Systems (Aircraft, Missiles, etc.)  
**AUTHORITY:** GRS 08, ITEM 04

| COLUMN B CONSISTING OF: | Table of Allowance (TA) Records on Weapon Systems |
| COLUMN C WHICH ARE: | 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.) |
| COLUMN D DISPOSITION: | 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. |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 23 - 05 R 02.00

**TITLE:** TA on Nonweapon-Type Systems  
**AUTHORITY:** GRS 08, ITEM 04

| DATE MODIFIED: | 31 / Aug / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TA on nonweapon-type systems
Destroy 2 years after the TA has been cancelled or 6 years after publication date, whichever is sooner.

TA Records Maintained by Using Activity

TA Records

TA Records maintained by using activity

Destroy when superseded or obsolete or on receipt of a revision notice.

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 not recommending changes to allowance documents, and copies used for other than requesting changes in authorizations

Destroy after notifying the custodian and all processing actions are complete.
no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 05 R 04.01
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 31 / Aug / 2005
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 23 - 05 R 05.00
TITLE: Allowance/Authorization Change Requests and Custodian Request/Receipt at Other Than MAJCOM Equipment Management Office
AUTHORITY: GRS 08, ITEM 08B
DATE MODIFIED: 31 / Aug / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
approved copies

COLUMN C WHICH ARE:
authorized under miscellaneous allowance source codes specified in, and do not require approval under temporary authority

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 05 R 05.01
TITLE: Allowance/Authorization Change Requests and Custodian Request/Receipt
AUTHORITY: GRS 08, ITEM 08B
DATE MODIFIED: 31 / Aug / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
allowance/authorization change requests and custodian request/receipt

COLUMN C WHICH ARE:
at MAJCOM equipment management office

COLUMN D DISPOSITION:
Destroy after 1 year or when action is complete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 23 - 05 R 05.02**

| Authority: GRS 08, ITEM 08B | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |

**COLUMN B CONSISTING OF:**
allowance/authorization change requests and custodian request/receipt

**COLUMN C WHICH ARE:**
validated and signed CL

**COLUMN D DISPOSITION:**
Destroy when obsolete or when superseded by a new CL.

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 23 - 05 R 06.00**

| TITLE: Allowance/Authorization Change Requests and Custodian Request/Receipt Approved Recommending Changes to Allowance Records | DATE MODIFIED: 31 / Aug / 2005 |
| Authority: GRS 08, ITEM 08B | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |

**COLUMN B CONSISTING OF:**
allowance/authorization change requests and custodian request/receipt

**COLUMN C WHICH ARE:**
approved recommending changes to allowance records

**COLUMN D DISPOSITION:**
Destroy when item published in the allowance document and changes are reflected in the equipment authorization inventory card files.

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 23 - 05 R 07.00**

| TITLE: Allowance/Authorization Change Requests and Custodian Request/Receipt | DATE MODIFIED: 31 / Aug / 2005 |
| Authority: GRS 08, ITEM 08B | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 23 - 05 R 09.01

**TITLE:** DELETED - (23 Jun 06) – Incorporated into Rule 5.02  
**DATE MODIFIED:** 23 / Jun / 2006  
**FROZEN RECORD:** No  
**DATE RESCinded:** 23 / Jun / 2006  
**DATE APPROVED:**  

**AUTHORITY:** GRS 08, ITEM 08B  

**COLUMN B CONSISTING OF:**  
PREVIOUSLY TITLED: Allowance/Authorization Change Requests and Custodian Request/Receipt

allowance/authorization change requests and custodian request/receipt  

**COLUMN C WHICH ARE:**  
validated and signed CL

**COLUMN D DISPOSITION:**  
Destroy when obsolete or when superseded by a new CL.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 23 - 05 R 10.00

**TITLE:** Allowance/Authorization Change Requests and Custodian Request/Receipt  
**DATE MODIFIED:** 01 / Sep / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**AUTHORITY:** GRS 08, ITEM 08B  

**COLUMN B CONSISTING OF:**  
allowance/authorization change requests and custodian request/receipt

**COLUMN C WHICH ARE:**  
at MAJCOM equipment management office

**COLUMN D DISPOSITION:**  
Destroy after 1 year or when dissemination, revision, or update is completed.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 23 - 05 R 11.00

**TITLE:** Allowance/Authorization Change Requests and Custodian Request/Receipt Disapproved Copies  
**DATE MODIFIED:** 01 / Sep / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**AUTHORITY:** GRS 08, ITEM 08B  

**COLUMN B CONSISTING OF:**  
allowance/authorization change requests and custodian request/receipt

**COLUMN C WHICH ARE:**  
validated and signed CL

**COLUMN D DISPOSITION:**  
Destroy when obsolete or when superseded by a new CL.
COLUMN B CONSISTING OF:
allowance/authorization change requests and custodian request/receipt - disapproved copies

COLUMN C WHICH ARE:
at equipment management section, base supply

COLUMN D DISPOSITION:
Destroy after notifying the custodian and all processing actions are complete.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 05 R 12.00
TITLE: Allowance/Authorization Change Requests and Custodian Request/Receipt Suspense Actions
AUTHORITY: GRS 08, ITEM 08B

COLUMN B CONSISTING OF:
copies

COLUMN C WHICH ARE:
used when request requires approval above wing level

COLUMN D DISPOSITION:
Destroy when all actions are complete.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 05 R 13.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 23 - 05 R 14.00
TITLE: Allowance/Authorization Change Requests and Custodian Request/Receipt Control Registers
AUTHORITY: GRS 08, ITEM 07B(3)

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)
COLUMNS B CONSISTING OF:
allowance/authorization change requests and custodian request/receipt control registers

COLUMNS C WHICH ARE:
used to assign numbers to control records during processing

COLUMNS D DISPOSITION:
Destroy after 1 year provided no irregularities exist.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 05 R 15.00
TITLE: Custodian Authorization/Custodian Receipt List (CA/CRL)/Approved Custodian Designation Letter
AUTHORITY: GRS 08, ITEM 08B
DATE APPROVED: 01 / Sep / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMNS B CONSISTING OF:
CA/CRLs and approved custodian designation letters

COLUMNS C WHICH ARE:
at equipment management section

COLUMNS D DISPOSITION:
Destroy when obsolete or superseded.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 23 - 06: MATERIEL MANAGEMENT - DEPOT ACCOUNTABLE SUPPLY RECORDS

TABLE & RULE: T 23 - 06 R 01.00
TITLE: Stock Record Account Control Records
AUTHORITY: GRS 08, ITEM 07B(1)
DATE APPROVED: 01 / Sep / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMNS B CONSISTING OF:
cards, listings, directories, messages, correspondence assignment notices

COLUMNS C WHICH ARE:
used to establish, identify, change and assign a specific account control number to a specific activity

COLUMNS D DISPOSITION:
Destroy 6 months after master file has been updated.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 06 R 02.00**

**TITLE:** Stock Record Account Control Correspondence and Messages

**AUTHORITY:** GRS 08, ITEM 07B(3)

**DATE MODIFIED:** 01 / Sep / 2005  
**CURRENT:** Yes  
**FROZEN RECORD:** No  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
stock record account control correspondence and messages

**COLUMN C WHICH ARE:**  
used for issuing termination notices

**COLUMN D DISPOSITION:**  
Destroy after 1 year.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 06 R 03.00**

**TITLE:** ALC Supply Status Reporting / Due-In Requirements

**AUTHORITY:** GRS 08, ITEM 08B

**DATE MODIFIED:** 01 / Sep / 2005  
**CURRENT:** Yes  
**FROZEN RECORD:** No  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
base stock status reports and due-in requirements data for Category I and II R items

**COLUMN C WHICH ARE:**  
at supply depots and or IMs/SSMs reporting due-in assets from contractor and reporting Air Force activities

**COLUMN D DISPOSITION:**  
Destroy 3 months after completion of review.

**NOTES**

The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 06 R 04.00**

**TITLE:** Allowance/Authorization Change Requests and Custodian Request/Receipt at Equipment Management Section

**AUTHORITY:** GRS 08, ITEM 08B

**DATE MODIFIED:** 01 / Sep / 2005  
**CURRENT:** Yes  
**FROZEN RECORD:** No  
**DATE APPROVED:**
The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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

allowance/authorization change requests and custodian request/receipt

at all other supporting activities

Destroy 1 year after completion of provisioning support.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 23 - 06 R 07.00**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>Provisioning Lists at Supporting Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED</td>
<td>27 / Dec / 2017</td>
</tr>
<tr>
<td>FROZEN RECORD</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED</td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORITY:** DAA-GRS-2013-0003-0012

**COLUMN B CONSISTING OF:**
provisioning lists

**COLUMN C WHICH ARE:**
at all other supporting activities

**COLUMN D DISPOSITION:**
Destroy 6 years and 3 months after completion of provisioning support.

---

**TABLE & RULE: T 23 - 06 R 08.00**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>Records of Provisioning Meetings at HQ AFMC</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED</td>
<td>27 / Dec / 2017</td>
</tr>
<tr>
<td>FROZEN RECORD</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED</td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORITY:** DAA-GRS-2013-0003-0012

**COLUMN B CONSISTING OF:**
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)

**COLUMN C WHICH ARE:**
at HQ AFMC

**COLUMN D DISPOSITION:**
Destroy 6 years and 3 months after date of provisioning meeting or when no longer needed, whichever is later.

---

The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

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The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
forms for listing textbook requirements

COLUMN C WHICH ARE:
at Cadet Book Store and academic departments

COLUMN D DISPOSITION:
Destroy after 1 year, or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 07 R 02.00
TITLE: Textbook Information Cards
AUTHORITY: NC1-461-82-07

COLUMN B CONSISTING OF:
stock control records

COLUMN C WHICH ARE:
at Cadet Book Store

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 07 R 03.00
TITLE: USAFA Liaison Officer Supply Request
AUTHORITY: NC1-461-82-07

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
forms for ordering needed USAFA literature and support supplies

COLUMN C WHICH ARE:
at Director of Admissions

COLUMN D DISPOSITION:
Destroy 6 months after date of final transaction.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 07 R 04.00
TITLE: Personal Property Inventory/Receipt and High Value Property Inventory
AUTHORITY: NC1-461-82-07

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
maintained by squadron logistics officers

COLUMN D DISPOSITION:
Destroy 2 months after termination of the storage period or 2 months after cadet departs.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 07 R 05.00
TITLE: Cadet Uniform
AUTHORITY: NC1-461-82-07

COLUMN B CONSISTING OF:
correspondence, specifications, quality assurance reports, and other documents required to keep a history of each uniform item

COLUMN C WHICH ARE:
at Cadet Uniform Quality Control Division

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 23 - 08 R 01.00</th>
<th>DATE MODIFIED:</th>
<th>01 / Sep / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Exception, Error, and Control ADPE Listings</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: GRS 08, ITEM 09C</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
exception, error and control ADPE listings, and other papers used as evidence for adjustment of inventory records not otherwise covered in the General Records Schedule

**COLUMN C WHICH ARE:**
annotations of actions taken from pre-inventory location and all types of surveys

**COLUMN D DISPOSITION:**
Destroy 2 years after date of survey action or date of posting medium.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 23 - 08 R 02.00</th>
<th>DATE MODIFIED:</th>
<th>01 / Sep / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Manual Cards and Records, Notifications, and Information Listings</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: GRS 03, ITEM 18B</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
information

**COLUMN C WHICH ARE:**
manual cards and records, notifications and information listings

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<tr>
<th>TABLE &amp; RULE: T 23 - 08 R 03.00</th>
<th>DATE MODIFIED:</th>
<th>01 / Sep / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Research Records</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: GRS 03, ITEM 02</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**COLUMN B CONSISTING OF:**
- research records

**COLUMN C WHICH ARE:**
- not used to support inventory adjustments

**COLUMN D DISPOSITION:**
Destroy after 2 years after research is concluded.

**NOTES**

<p>| | |</p>
<table>
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<tr>
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</thead>
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</tr>
</tbody>
</table>

**TABLE & RULE: T 23 - 08 R 04.00**

<table>
<thead>
<tr>
<th>TITLE: Special Inventory Requests and Related Records (Used for Inventory Adjustment)</th>
<th>DATE MODIFIED: 01 / Sep / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: GRS 08, ITEM 02</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- special inventory requests and related records

**COLUMN C WHICH ARE:**
- used for inventory adjustment

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**

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</tr>
</tbody>
</table>

**TABLE & RULE: T 23 - 08 R 05.00**

<table>
<thead>
<tr>
<th>TITLE: Special Inventory Requests and Related Records (Not Used for Inventory Adjustment)</th>
<th>DATE MODIFIED: 13 / Sep / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0003-0001</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- special inventory requests and related records

**COLUMN C WHICH ARE:**
- not used for inventory adjustment

**COLUMN D DISPOSITION:**
Destroy after 6 years.

**NOTES**

<p>| | |</p>
<table>
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</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
**COLUMN B CONSISTING OF:**
SBSSs inventory adjustment listings

**COLUMN C WHICH ARE:**
used to adjust item/detail records balances; processed per AFI 23-101 and AFMAN 23-122

**COLUMN D DISPOSITION:**
Destroy after 2 years or when no longer needed, whichever is sooner.

---

**NOTES**

17 Records on certain items, listed in AFI 23-101 and AFMAN 23-122, are retained as required by other governing directives.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 23 - 08 R 07.00**

| TITLE: | DELETED (1 Sep 05) & Replaced by On-line System--Cards no Longer Used Inventory Count Card, DOD Physical Inventory Records | DATE MODIFIED: | 18 / May / 2006 |
| AUTHORITY: | N1-AFU-90-03 | FROZEN RECORD: | No |
| DATE RESCINDED: | 11 / Apr / 2006 | DATE APPROVED: | |

**COLUMN B CONSISTING OF:**
punch cards or warehouse location validations

**COLUMN C WHICH ARE:**
prepared and accomplished as part of cyclic/special inventory

**COLUMN D DISPOSITION:**
Destroy when no longer needed, or after cyclic/special inventory, whichever is sooner.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 23 - 08 R 08.00**

| TITLE: | DELETED (1 Sep 05) & Replaced by On-line System--Cards No Longer Used Inventory Count Card, DOD Physical Inventory Records | DATE MODIFIED: | 18 / May / 2006 |
| AUTHORITY: | N1-AFU-90-03 | FROZEN RECORD: | No |
| DATE RESCINDED: | 11 / Apr / 2006 | DATE APPROVED: | |
COLUMN B CONSISTING OF:
manual forms and cards

COLUMN C WHICH ARE:
associated with supply inventory other than SBSS

COLUMN D DISPOSITION:
Destroy 1 year after count date.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 23 - 09: MATERIEL MANAGEMENT - STOCK CONTROL AND DISTRIBUTION RECORDS

TABLE & RULE: T 23 - 09 R 01.00
TITLE: Movement of Materiel or Partial Issue of Denial Source Records, Listings/Registers and Related Records
AUTHORITY: GRS 03, ITEM 4A, 9A, 9B

DATE MODIFIED: 19 / Jul / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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; listings and related records

COLUMN C WHICH ARE:
pertinent to accountable; used to track monthly transactions registers; maintained in record number sequence used for research and analytical studies by IMs, SSMs, and base support activities; monthly merge listings; quarterly listings AFMC; listings and related records;

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES

14 The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 09 R 02.00
TITLE: Requisitions Source Records
AUTHORITY: GRS 03, ITEM 18B

DATE MODIFIED: 01 / Sep / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:
PREVIOUSLY TITLED: Monthly Transaction Registers

registers, inventory lists, and discontinued, transferred or newly classified registers

COLUMNS C WHICH ARE:
used to track monthly transactions registers

COLUMNS D DISPOSITION:
Destroy after 2 years.

The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:
PREVIOUSLY TITLED: Monthly Completed Requisition Listings

data received, date of action, transportation data, costs, and related correspondence,

COLUMNS C WHICH ARE:
maintained in record number sequence; used for research and analytical studies by IMs, SSMs, and base support activities

COLUMNS D DISPOSITION:
Destroy after 2 years.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 09 R 07.00**

**TITLE:** Completed Debit and Inventory Adjustment Merged Listings

**AUTHORITY:** GRS 03, ITEM 18B

**DATE MODIFIED:** 01 / Sep / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- listings of record numbers, action, quantity, site, condition, consignor, and related records

**COLUMN C WHICH ARE:**
- weekly merge listings

**COLUMN D DISPOSITION:**
- Destroy on receipt of monthly merge listings.

**NOTES**

14 The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 09 R 08.00**

**TITLE:** DELETED - (23 jun 06) -- Incorporated into Rule 1

**AUTHORITY:** GRS 03, ITEM 09A

**DATE MODIFIED:** 23 / Jun / 2006

**FROZEN RECORD:** No

**DATE RESCINDED:** 23 / Jun / 2006

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- PREVIOUSLY TITLED: Monthly Merge Listings
- listings

**COLUMN C WHICH ARE:**
- monthly merge listings

**COLUMN D DISPOSITION:**
- Destroy after 2 years.

**NOTES**

14 The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

14 The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTES

14 The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

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Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

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Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 09 R 14.00**

**TITLE:** DELETED - (23 Jun 06) -- Incorporated into Rule 1

**AUTHORITY:** GRS 03, ITEM 04A

**DATE MODIFIED:** 23 / Jun / 2006

**FROZEN RECORD:** No

**DATE RESCINDED:** 23 / Jun / 2006

**DATE APPROVED:**

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**NOTES**

14 The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

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**TABLE & RULE: T 23 - 09 R 15.00**

**TITLE:** Stock Balance and Consumption Records

**AUTHORITY:** GRS 03, ITEM 18B

**DATE MODIFIED:** 01 / Sep / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

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**NOTES**

14 The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

---

**COLUMN B CONSISTING OF:**

- cards

**COLUMN C WHICH ARE:**

- generated by activities using the PCAM system, and cover the information in Rules 9 through 12

**COLUMN D DISPOSITION:**

- Destroy 1 year after preparation of listings.

---

**COLUMN B CONSISTING OF:**

- listings and related records

**COLUMN C WHICH ARE:**

- listings and related records

**COLUMN D DISPOSITION:**

- Destroy after 2 years.
NOTES

14 The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 09 R 16.00
TITLE: Stock Balance and Consumption Records Quarterly Reports
AUTHORITY: GRS 03, ITEM 18B

COLUMN B CONSISTING OF:
stock balance and consumption records

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Destroy retained copies when no longer needed.

NOTES

14 The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 09 R 17.00
TITLE: Stock Balance and Consumption Records Consolidated Reports
AUTHORITY: DAA-GRS-2013-0003-0001

COLUMN B CONSISTING OF:
stock balance and consumption records consolidated reports

COLUMN C WHICH ARE:
Information Management(IM)/ALC

COLUMN D DISPOSITION:
Destroy requirements data history file after 6 years.

NOTES

14 The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>stock balance and consumption records</td>
<td>other than Rule 17</td>
</tr>
</tbody>
</table>

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>at MAJCOMs</td>
</tr>
</tbody>
</table>

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 09 R 23.00**

<table>
<thead>
<tr>
<th>TITLE: Marine Engine History File Engine</th>
<th>DATE MODIFIED: 01 / Sep / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: GRS 03, ITEM 08B</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

history files

**COLUMN C WHICH ARE:**

marien energy history file engine

**COLUMN D DISPOSITION:**

Destroy 6 months after item is dropped from base support inventory.

NOTES

14 The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 09 R 24.00**

<table>
<thead>
<tr>
<th>TITLE: Government-Owned Cylinder Records</th>
<th>DATE MODIFIED: 02 / Sep / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: GRS 03, ITEM 09A</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

records

**COLUMN C WHICH ARE:**

government-owned cylinder records

**COLUMN D DISPOSITION:**

Destroy 2 year after accountability for stock numbered item has been terminated.

NOTES

14 The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 23 - 09 R 25.00</th>
<th>DATE MODIFIED: 02 / Sep / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Returnable Container Records</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: No</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: GRS 03, ITEM 08B</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- records

**COLUMN C WHICH ARE:**
- returnable container records

**COLUMN D DISPOSITION:**
Destroy 6 months after containers have been returned to vendor and activity has been relieved of property responsibility.

**NOTES**

14 The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 23 - 09 R 26.00</th>
<th>DATE MODIFIED: 13 / Sep / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Principal and Secondary Item Report</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0003-0001</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- principal and secondary item report

**COLUMN C WHICH ARE:**
- inventory report of principal and secondary materiel items, including stock funds

**COLUMN D DISPOSITION:**
Destroy after 6 years, or when no longer needed, whichever is sooner.

**NOTES**

14 The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 23 - 10 R 01.00
**TITLE:** Control and Suspense Files

**AUTHORITY:** DAA-GRS-2013-0003-0002

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>CURRENT: Yes</th>
<th>DATE APPROVED: 05 / Feb / 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>requisitions, shipping orders, purchase requests, shipping records, status records</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN C WHICH ARE:**

used for information and control purposes; do not affect the accountable balance, and are not filed with the stock accounts

**COLUMN D DISPOSITION:**

Destroy 10 years after completion of requisition.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 10 R 02.00
**TITLE:** Supply Reporting Records

**AUTHORITY:** DAA-GRS-2013-0003-0002

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>CURRENT: Yes</th>
<th>DATE APPROVED: 05 / Feb / 2016</th>
</tr>
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<tbody>
<tr>
<td>cards, listings, change notices, supply status reports, and related data</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN C WHICH ARE:**

for reference and informational purposes; are not subject to audit, and are not covered elsewhere

**COLUMN D DISPOSITION:**

Destroy after next reporting cycle.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 10 R 03.00
**TITLE:** Supply Reference Records

**AUTHORITY:** DAA-GRS-2013-0003-0002

<table>
<thead>
<tr>
<th>CURRENT: Yes</th>
<th>DATE APPROVED: 05 / Feb / 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 10 years after completion of requisition.</td>
<td></td>
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</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:  
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

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Destroy after 10 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
source material and reports

COLUMN C WHICH ARE:
organizational analysis source material and physical inventory reports

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 11 R 03.00**  
**TITLE:** Reporting Organizational File (ROF)  
**AUTHORITY:** DAA-GRS-2017-0008-0003  
**DATE MODIFIED:** 23 / Jan / 2018  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
Reporting Organizational File (ROF)

**COLUMN C WHICH ARE:**  
mechanized cards, tapes and/or listings which reflect equipment reporting status of each USAF organization and wartime additive mission that requires equipment support

**COLUMN D DISPOSITION:**  
Destroy 1 month after superseded.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 11 R 04.00**  
**TITLE:** USAF Master ROF  
**AUTHORITY:** GRS 16, ITEM 05  
**DATE MODIFIED:** 02 / Sep / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
ROF

**COLUMN C WHICH ARE:**  
USAF Master ROF

**COLUMN D DISPOSITION:**  
Destroy 1 year after superseded.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 23 - 11 R 05.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A
DATE MODIFIED: 18 / May / 2006
FROZEN RECORD: No
DATE RESCINDED: 07 / Apr / 2006
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
RESERVED

---

TABLE & RULE: T 23 - 11 R 06.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A
DATE MODIFIED: 18 / May / 2006
FROZEN RECORD: No
DATE RESCINDED: 07 / Apr / 2006
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
RESERVED

---

TABLE & RULE: T 23 - 11 R 07.00
TITLE: Delete and Replaced by Table 23-11, Rule 40 (2 Sep 05) Base Equipment Master File (BEMF) Reports and Listings
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 07 / Apr / 2006
FROZEN RECORD: No
DATE RESCINDED: 07 / Apr / 2006
DATE APPROVED:

COLUMN B CONSISTING OF:
monthly file report, including listings which are edited and corrected before submission to CEMO by BEMO

COLUMN C WHICH ARE:
at BEMO

COLUMN D DISPOSITION:
Destroy BEMO listings after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 23 - 11 R 08.00
TITLE: Delete and Replaced by None -- Internal to SBSS and AFEMS (2 Sep 05) BEMF Reports, Cards and/or Tapes
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 07 / Apr / 2006
FROZEN RECORD: No
DATE RESCINDED: 07 / Apr / 2006
DATE APPROVED:
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 23 - 11 R 11.00

| **TITLE:** Delete and Replaced by None -- Internal to SBSS and AFEMS (2 Sep 05) BEMF Records Used for Verification of Account Cleared | **DATE MODIFIED:** 07 / Apr / 2006 |
| **AUTHORITY:** N1-AFU-90-03 | **FROZEN RECORD:** No |
| **DATE RESCINDED:** 07 / Apr / 2006 | **DATE APPROVED:** |

**COLUMN B CONSISTING OF:**
- authorization records

**COLUMN C WHICH ARE:**
- used for verification that the property account has been cleared

**COLUMN D DISPOSITION:**
- Destroy 2 years after inactivation of activity or 2 years after the reports have been destroyed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 23 - 11 R 12.00

| **TITLE:** Audit Trail Records | **DATE MODIFIED:** 02 / Sep / 2005 |
| **AUTHORITY:** GRS 16, ITEM 04B | **FROZEN RECORD:** No |
| **CURRENT:** Yes | **DATE APPROVED:** |

**COLUMN B CONSISTING OF:**
- document control registers, suspense document files, completed document files, and applicable adjustment records Internal to SBSS and AFEMS

**COLUMN C WHICH ARE:**
- removed from the BEMO for updating and showing the audit trail stamp

**COLUMN D DISPOSITION:**
- Destroy 1 year after completion of action.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 23 - 11 R 13.00

| **TITLE:** DELETED - (18 May 06) - Previously (RESERVED) | **DATE MODIFIED:** 18 / May / 2006 |
| **AUTHORITY:** N/A | **FROZEN RECORD:** No |
| **DATE RESCINDED:** 07 / Apr / 2006 | **DATE APPROVED:** |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
- RESERVED
<table>
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<th>TABLE &amp; RULE: T 23 - 11 R 14.00</th>
<th>DATE MODIFIED: 18 / May / 2006</th>
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<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N/A</td>
<td>DATE RESCINDED: 07 / Apr / 2006</td>
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<td></td>
<td>DATE APPROVED:</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
RESERVED

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<td>DATE RESCINDED: 07 / Apr / 2006</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
RESERVED

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
RESERVED

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<td>DATE RESCINDED: 07 / Apr / 2006</td>
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<td>TABLE &amp; RULE: T 23 - 11 R 18.00</td>
<td>DATE MODIFIED: 02 / Sep / 2005</td>
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<tr>
<td>--------------------------------</td>
<td>--------------------------------</td>
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<tr>
<td>TITLE: Register Equipment Management System (REMS) Records</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: GRS 16, ITEM 04B</td>
<td>CURRENT: Yes</td>
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</table>

**COLUMN B CONSISTING OF:**

vehicle authorization lists

**COLUMN C WHICH ARE:**

used to disseminate the specific authorization for a given unit or function

**COLUMN D DISPOSITION:**

Destroy 1 year after completion of last report.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<td>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</td>
<td>FROZEN RECORD: No</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

RESERVED

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<th>TABLE &amp; RULE: T 23 - 11 R 20.00</th>
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<tr>
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<td>FROZEN RECORD: No</td>
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COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:
RESERVED

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<th>DATE MODIFIED: 02 / Sep / 2005</th>
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<tr>
<td>TITLE: REMS Records</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: GRS 16, ITEM 04B</td>
<td>CURRENT: Yes</td>
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COLUMN B CONSISTING OF:
vehicle allocation and distribution records

COLUMN C WHICH ARE:
used to distribute vehicles against valid shortages and are summarized (kind and quantity)

COLUMN D DISPOSITION:
Destroy 1 year after distribution of the vehicles.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
<td>TITLE: DELETED - (23 Jun 06) -- Incorporated into Rule 1</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: GRS 03, ITEM 01A</td>
<td>DATE RESCINDED: 23 / Jun / 2006</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
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</table>

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: REMS Worldwide Master Control File
REMS worldwide master control files

COLUMN C WHICH ARE:
at the IM

COLUMN D DISPOSITION:
Destroy after 10 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 23 - 11 R 23.00

**Title:** Non-REMS Serialized Inventory Equipment Records  
**Authority:** GRS 03, ITEM 05D  
**Date Modified:** 02 / Sep / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**  

**Column B Consisting Of:**  
custody receipt listings and related data  

**Column C Which Are:**  
used to control serialized equipment  

**Column D Disposition:**  
Destroy when superseded.  

**Notes:**  
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.  

### Table & Rule: T 23 - 11 R 24.00

**Title:** Non-REMS Serialized Inventory Equipment Records Basic File Change  
**Authority:** GRS 03, ITEM 05C  
**Date Modified:** 02 / Sep / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**  

**Column B Consisting Of:**  
Non-REMS serialized inventory equipment records  

**Column C Which Are:**  
changes to the basic file  

**Column D Disposition:**  
Destroy when action is completed.  

**Notes:**  
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.  

### Table & Rule: T 23 - 11 R 25.00

**Title:** Equipment Management Balance Register (EMBR)  
**Authority:** DAA-GRS-2013-0003-0001  
**Date Modified:** 13 / Sep / 2017  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**  

**Column B Consisting Of:**  
Equipment Management Balance Register (EMBR)  

**Column C Which Are:**  
listings of all base equipment master card files indicating out-of-balance conditions between custody receipts and reportable records  

**Column D Disposition:**  
Destroy 6 years after superseded.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 23 - 11 R 26.00**

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
RESERVED

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**TABLE & RULE: T 23 - 11 R 27.00**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Warranty or Guaranty Records</th>
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</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>GRS 03, ITEM 05D</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
warranty or guaranty records

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy after expiration of the warranty/guaranty period.

---

**TABLE & RULE: T 23 - 11 R 28.00**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DELETED - (18 May 06) - Previously (RESERVED)</th>
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<tr>
<td>AUTHORITY:</td>
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### Table & Rule: T 23 - 11 R 29.00

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<th>DATE APPROVED:</th>
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<tr>
<td>Deleted - (18 May 06) - Previously (RESERVED)</td>
<td>18 / May / 2006</td>
<td>No</td>
<td>07 / Apr / 2006</td>
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### Table & Rule: T 23 - 11 R 30.00

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<th>DATE APPROVED:</th>
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<td>07 / Apr / 2006</td>
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### Table & Rule: T 23 - 11 R 31.00

<table>
<thead>
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<th>FROZEN RECORD:</th>
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<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Management Reports, Redistribution Orders (RDO), Transfers and Loans</td>
<td>13 / Sep / 2017</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Authority:</td>
<td>DAA-GRS-2013-0003-0001</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 11 R 32.00**

| TITLE: Personal Clothing and Equipment Record and Comparable Forms | DATE MODIFIED: 02 / Sep / 2005 |
| AUTHORITY: GRS 03, ITEM 05D |

**COLUMN B CONSISTING OF:**

- personal clothing and equipment record and comparable forms used for issue of personal clothing and equipment

**COLUMN C WHICH ARE:**

- at EMO/BEMO and balances are transferred to a new form

**COLUMN D DISPOSITION:**

- Destroy when balances are transferred to a new form.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 23 - 11 R 33.00**

| TITLE: Personal Clothing and Equipment Record and Comparable Forms Signed Certificate | DATE MODIFIED: 02 / Sep / 2005 |
| AUTHORITY: GRS 03, ITEM 05D |

**COLUMN B CONSISTING OF:**

- personal clothing and equipment record and comparable forms

**COLUMN C WHICH ARE:**

- signed certificate

**COLUMN D DISPOSITION:**

- Destroy when a joint satisfactory inventory and signed certificate is accomplished between the individual and the servicing EMO/BEMO.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 23 - 11 R 34.00**

| TITLE: Personal Clothing and Equipment Record and Comparable Forms Originals | DATE MODIFIED: 02 / Sep / 2005 |
| AUTHORITY: GRS 03, ITEM 05D |

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 23 - 11 R 35.00

**TITLE:** Personal Clothing and Equipment Record and Comparable Forms  
**AUTHORITY:** GRS 03, ITEM 08B  
**DATE APPROVED:**  
**CURRENT:** Yes  
**DATE MODIFIED:** 02 / Sep / 2005  
**FROZEN RECORD:** No

---

### TABLE & RULE: T 23 - 11 R 36.00

**TITLE:** Personal Clothing and Equipment Record and Comparable Forms  
**AUTHORITY:** GRS 04, ITEM 05B  
**DATE APPROVED:**  
**CURRENT:** Yes  
**DATE MODIFIED:** 02 / Sep / 2005  
**FROZEN RECORD:** No

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

Personal clothing and equipment record and comparable forms

---

Retained copies

---

The losing EMO/BEMO destroys 6 months after the original has been forwarded.

---

Send to MPF reenlistment & separation unit for disposition per AFI 36-2608.
### TABLE & RULE: T 23 - 11 R 37.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Personal Clothing and Equipment Record and Comparable Forms Originals Retained After Discharge or Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>GRS 03, ITEM 08B</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>02 / Sep / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- originals

**COLUMN C WHICH ARE:**
- retained by individual equipment function after events in Rule 36

**COLUMN D DISPOSITION:**
- Destroy 6 months after turn in of all equipment.

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 23 - 11 R 38.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Personal Clothing and Equipment Record and Comparable Forms Pertinent to Category II</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>GRS 03, ITEM 05D</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>10 / Aug / 2007</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- record and comparable forms

**COLUMN C WHICH ARE:**
- equipment record for emergency deployment pertinent to cost Category II items

**COLUMN D DISPOSITION:**
- Destroy when items are returned to the custodian.

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 23 - 11 R 39.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Registers of Expendable and Nonexpendable, Nonreturnable Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>GRS 03, ITEM 05D</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>02 / Sep / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- registers of expendable and nonexpendable, nonreturnable items

**COLUMN C WHICH ARE:**
- at individual equipment function

**COLUMN D DISPOSITION:**
- Destroy 90 days after date of last entry or when superseded or obsolete, whichever occurs first.

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 23 - 11 R 40.00**

<table>
<thead>
<tr>
<th>TITLE: Equipment Custodian File CA/CRL</th>
<th>DATE MODIFIED: 02 / Sep / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: GRS 03, ITEM 05D</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

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)

**COLUMN C WHICH ARE:**

custodian copies

**COLUMN D DISPOSITION:**

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.

---

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 23 - 11 R 40.42**

<table>
<thead>
<tr>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

---

**TABLE & RULE: T 23 - 11 R 41.00**

<table>
<thead>
<tr>
<th>TITLE: Custodian Request Log</th>
<th>DATE MODIFIED: 02 / Sep / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: GRS 03, ITEM 05D</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
**COLUMN B CONSISTING OF:**
custodian request log

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy when all outstanding actions are complete and records are no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 11 R 42.00**

<table>
<thead>
<tr>
<th>TITLE: Suspense Copies of Custodian Requests/Receipts</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
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<tr>
<td>AUTHORITY: GRS 03, ITEM 05D</td>
<td>02 / Sep / 2005</td>
<td>No</td>
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<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**
copies of custodian request/receipts

**COLUMN C WHICH ARE:**
suspense copies

**COLUMN D DISPOSITION:**
Hold with supporting record until all action is complete, then file it in the completed file.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 11 R 43.00**

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<td>DATE RESCINDED:</td>
<td>02 / Sep / 2005</td>
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<td>TABLE &amp; RULE: T 23 - 11 R 44.00</td>
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<td>DATE APPROVED:</td>
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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

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<tr>
<td>DATE APPROVED:</td>
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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
### T 23 - 12: MATERIEL MANAGEMENT - MATERIEL UTILIZATION PROGRAM RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 23 - 12 R 01.00</th>
<th>DATE MODIFIED: 19 / Jul / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Excesses, Project Folders, Special Equip, Registered Data, Utilization Rpts, ST/STE Registers/Printouts, Reclamation Program</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

at the material utilization control office (MUCO); excess summary products; excess action lists; status of excess; excess review listings; at the MUCO; material utilization reports; at the MUCO, system manager/inventory manager office; inventory schedules, transmitting correspondence and correspondence applicable to individual plant clearance 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; 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

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 23 - 12 R 02.00</th>
<th>DATE MODIFIED: 18 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DO67 System Master Record in NSN Sequence</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

DO67 system master record

**COLUMN C WHICH ARE:**

in NSN sequence

**COLUMN D DISPOSITION:**

Destroy after 1 year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
excess item data

COLUMN C WHICH ARE:
high dollar excess items

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Excess Summary Products
products

COLUMN C WHICH ARE:
excess summary products

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
excess summary products

COLUMN C WHICH ARE:
excess summary products

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**PREVIOUSLY TITLED:** Excess Action List

**NOTES**

**TABLE & RULE:** T 23 - 12 R 06.00  
**TITLE:** DELETED - (23 Jun 06) -- Incorporated into Rule 1  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 23 / Jun / 2006  
**DATE APPROVED:**

**PREVIOUSLY TITLED:** Status of Excess

**NOTES**

**TABLE & RULE:** T 23 - 12 R 07.00  
**TITLE:** DELETED - (23 Jun 06) -- Incorporated into Rule 1  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 23 / Jun / 2006  
**DATE APPROVED:**

**PREVIOUSLY TITLED:** Excess Review Listings

**NOTES**

**TABLE & RULE:** T 23 - 12 R 07.00  
**TITLE:** DELETED - (23 Jun 06) -- Incorporated into Rule 1  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 23 / Jun / 2006  
**DATE APPROVED:**
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 12 R 08.00**

<table>
<thead>
<tr>
<th>TITLE: Excess Record Deletion Listing</th>
<th>DATE MODIFIED: 18 / May / 2005</th>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**
- listing

**COLUMN C WHICH ARE:**
- excess record deletion listing

**COLUMN D DISPOSITION:**
- Destroy after purpose served.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 12 R 09.00**

<table>
<thead>
<tr>
<th>TITLE: Excess Record Deletion Listings at Item Managers Office</th>
<th>DATE MODIFIED: 18 / May / 2005</th>
</tr>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**
- documentation in Rules 7 and 8

**COLUMN C WHICH ARE:**
- at the USAF item manager's office

**COLUMN D DISPOSITION:**
- Destroy after 6 months.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 12 R 10.00**

<table>
<thead>
<tr>
<th>TITLE: Interrogations</th>
<th>DATE MODIFIED: 18 / May / 2005</th>
</tr>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
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Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 23 - 12 R 13.00**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>PREVIOUSLY TITLED: Material Utilization Reports</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>materiel utilization reports</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Destroy after 2 years.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 23 - 12 R 14.00**

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<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 18 / May / 2005</th>
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<tbody>
<tr>
<td>Excess Item Transaction Data</td>
<td>FROZEN RECORD: No</td>
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<td>COLUMNS C WHICH ARE:</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DO50 system monthly summary of excess item transfers</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Destroy after 1 year.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 23 - 12 R 15.00**

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<tr>
<td>DELETED - (23 Jun 06) -- Incorporated into Rule 1</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>Materiel Utilization Reports</td>
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</table>

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Excess contractor inventory

Inventory schedules, transmitting correspondence and correspondence applicable to individual plant clearance cases containing excess production contractor inventory property

Destroy after 2 years.

Component item screening

Product from DO49/DO67 interface to facilitate component item screening

Destroy after 1 year.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 23 - 12 R 18.00

**TITLE:** DO49/DO67 Reject Listing  
**DATE MODIFIED:** 18 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
- government-furnished materiel items that failed screening criteria or no match on DO49 system

**COLUMN C WHICH ARE:**
- at the MUCO

**COLUMN D DISPOSITION:**
Destroy after 1 year.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 23 - 12 R 19.00

**TITLE:** DO49/DO67 Buy Item Component Availability Listing  
**DATE MODIFIED:** 18 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
- component items that meet the criteria for offering as government furnished materiel

**COLUMN C WHICH ARE:**
- at the MUCO, system manager/inventory manager office

**COLUMN D DISPOSITION:**
Destroy after 1 year.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 23 - 12 R 20.00

**TITLE:** DELETED - (23 Jun 06) -- Incorporated into Rule 1  
**DATE MODIFIED:** 23 / Jun / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 23 / Jun / 2006  
**AUTHORITY:** N1-AFU-90-03

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 23 - 12 R 21.00**

**TITLE:** GFAE Reject Reports

**AUTHORITY:** N1-AFU-90-03

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 23 - 12 R 23.00</th>
<th>DATE MODIFIED: 18 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DO34 Products</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
a list of items

**COLUMN C WHICH ARE:**
in the MUCO account and used for inventory adjustment

**COLUMN D DISPOSITION:**
Destroy after 1 year.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>TITLE: DELETED - (23 Jun 06) -- Incorporated into Rule 1</td>
<td>FROZEN RECORD: No</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Government-Owned Special Tooling/Special Test Equipment (ST/STE)
special tooling test equipment management system (STTEMS)

**COLUMN C WHICH ARE:**
at the MUCO, inventory manager/system

**COLUMN D DISPOSITION:**
Destroy after 2 years.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
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<tr>
<th>TABLE &amp; RULE: T 23 - 12 R 25.00</th>
<th>DATE MODIFIED: 18 / May / 2005</th>
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<tbody>
<tr>
<td>TITLE: ST/STE/ STTEMS Inventory Listings</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

PREVIOUSLY TITLED: Government-Owned Special Tooling/Special Test Equipment (ST/STE)
special tooling test equipment management system (STTEMS)

**COLUMN C WHICH ARE:**
at the MUCO, inventory manager/system

**COLUMN D DISPOSITION:**
Destroy after 2 years.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

ST/STE/STTEMS inventory listings
Destroy when superseded or entered into CO17.

**TABLE & RULE: T 23 - 12 R 26.00**
**TITLE: ST/STE/STTEMS Screening Reviews Listing**
**AUTHORITY: N1-AFU-90-03**

**COLUMN B CONSISTING OF:**
listings

**COLUMN C WHICH ARE:**
ST/STE/STTEMS inventory listings

**COLUMN D DISPOSITION:**
Destroy when superseded or entered into CO17.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 12 R 27.00**
**TITLE: ST/STE/STTEMS Keypunch Source Records and Exceptions**
**AUTHORITY: N1-AFU-90-03**

**COLUMN B CONSISTING OF:**
records and exceptions

**COLUMN C WHICH ARE:**
ST/STE/STTEMS keypunch source records and exceptions

**COLUMN D DISPOSITION:**
Destroy when validated by receipt of a transaction list.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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<th>TABLE &amp; RULE: T 23 - 12 R 28.00</th>
<th>DATE MODIFIED: 18 / May / 2005</th>
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<tr>
<td>TITLE: ST/STE/STTEMS Transaction Lists</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
lists

**COLUMN C WHICH ARE:**
ST/STE/STTEMS transactions lists

**COLUMN D DISPOSITION:**
Destroy 3 months after date of processing.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
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<tr>
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<th>DATE MODIFIED: 18 / May / 2005</th>
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<tbody>
<tr>
<td>TITLE: ST/STE Shipping List Other Than Disposal</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**
lists

**COLUMN C WHICH ARE:**
ST/STE shipping list other than disposal

**COLUMN D DISPOSITION:**
Destroy when ST/STE is returned to storage site.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
<td>TITLE: ST/STE Shipping List for Disposal</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**
lists

**COLUMN C WHICH ARE:**
ST/STE shipping list for disposal

**COLUMN D DISPOSITION:**
Destroy when ST/STE record is deleted from system.

**NOTES**

---

Report generated: 01 / Oct / 2018 - 08:00:00
### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
<td>TITLE: DELETED - (23 Jun 06) -- Incorporated into Rule 1</td>
<td>FROZEN RECORD: No</td>
</tr>
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<td>DATE APPROVED:</td>
<td></td>
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</table>

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: ST/STE Transaction Registers

registers

**COLUMN C WHICH ARE:**

ST/STE transaction registers

**COLUMN D DISPOSITION:**

Destroy after 2 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<th>DATE MODIFIED: 18 / May / 2005</th>
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<tr>
<td>TITLE: ST/STE/STTEMS Interrogation Replies</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
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**COLUMN B CONSISTING OF:**

replies

**COLUMN C WHICH ARE:**

ST/STE/STTEMS interrogation reports

**COLUMN D DISPOSITION:**

Destroy when superseded or no longer needed, whichever is sooner.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE APPROVED:</td>
<td></td>
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</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMNS B CONSISTING OF:
PREVIOUSLY TITLED: ST/STE/STTEMS Validated File Establish Printouts

printouts
COLUMNS C WHICH ARE:
ST/STE/STTEMS validated file establish printouts

COLUMNS D DISPOSITION:
Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 23 - 13: MATERIEL MANAGEMENT - STRATEGIC AND CRITICAL MATERIALS RECORDS

TABLE & RULE: T 23 - 13 R 01.00
TITLE: Seizure Records-Requisitions by Administrator of Export Control and Office of Export Control
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
seizure records-requisitions by administrator of export control and office of export control

COLUMNS C WHICH ARE:
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

COLUMNS D DISPOSITION:
Destroy after 12 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 13 R 02.00
TITLE: Strategic and Critical Materials Program Records
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
strategic and critical materials program records

COLUMNS C WHICH ARE:
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

COLUMNS D DISPOSITION:
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.

NOTES
### T 23 - 14: MATERIEL MANAGEMENT - SPECIAL PROGRAM/PROJECT RECORDS

#### TABLE & RULE: T 23 - 14 R 01.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>requisitions, shipping orders, and related correspondence from ANG, State Guard, and AFROTC organizations</td>
<td>at MAJCOMs in connection with approving and transmitting supply requisitions to supply activities</td>
<td>Destroy after 2 years.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 23 - 14 R 02.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>at HQ AFMC/LM</td>
<td>Destroy 90 days after deadline date.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 23 - 14 R 03.00**

**TITLE:** Supply Directive and Special Project Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 18 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMNS CONSISTING OF:**
- supply directive and special project records

**COLUMNS WHICH ARE:**
- at other than HQ AFMC/LM

**COLUMNS DISPOSITION:**
Destroy 6 months after cancellation notice has been issued by the monitoring activity.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 23 - 14 R 04.00**

**TITLE:** Register of Logistics Orders (LO) Numbers, Numbered Logistic Order (LO)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 19 / Jul / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMNS CONSISTING OF:**
- 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 locations

**COLUMNS WHICH ARE:**
- at HQ 1035th technical operations group; originated and used to direct and control shipments of organizational resources to specified locations

**COLUMNS DISPOSITION:**
Destroy 3 years after close out.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 23 - 14 R 05.00**

**TITLE:** DELETED - (23 Jun 06) -- Incorporated into Rule 4  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 23 / Jun / 2006  
**DATE APPROVED:**

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Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 23 - 14 R 05.01

**Title:** Numbered Logistics Orders (LO), Monthly Logistic Order (LO) Status Reports  
**Date Modified:** 19 / Jul / 2006  
**Frozen Record:** No  
**Current:** Yes  
**Authority:** N1-AFU-90-03  

**Column B Consisting Of:**
Numbered Logistics Orders (LO) at squadron/ detachments; or monthly logistic order (LO) status reports at activities in Rules 4 and 5.1

**Column C Which Are:**
at squadron/detachments; at activities in Rules 4 and 5.1

**Column D Disposition:**
Destroy 3 years after close out.

### Table & Rule: T 23 - 14 R 06.00

**Title:** DELETED - (23 Jun 06) -- Incorporated into Rule 5.01  
**Date Modified:** 23 / Jun / 2006  
**Frozen Record:** No  
**Date Rescinded:** 23 / Jun / 2006  
**Authority:** N1-AFU-90-03  

**Column B Consisting Of:**
Previously Titled: Monthly Logistic Order (LO) Status Reports  

**Column C Which Are:**
monthly Logistic Order (LO) status reports  

**Column D Disposition:**
Destroy 1 year after close out.

### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 23 - 15: MATERIEL MANAGEMENT - ENGINEERING DATA DISTRIBUTION AND CONTROL RECORDS

**TABLE & RULE:** T 23 - 15 R 01.00

| CURRENT: Yes |

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at USAF engineering data repositories; Form 1 undimensioned engineering drawings;

**COLUMN D DISPOSITION:**
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.

**NOTES**
50 Destroy all paper prints and microfilm reproductions in both reel and card form in any manner that will render the documentation useless (See AFI 37-138, [to become AFI 33-322V3]). (EXCEPTION: AFMC will transfer the microfilm record copy of inactive or obsolete engineering data on aircraft to the Air Force Museum after retention periods specified above have expired. The Air Force Museum will not release or disclose any data outside the government for which the ownership has been transferred to that organization and is responsible for any reproduction of the data. The Air Force Museum will ensure protection of any proprietary data in accordance with DOD 5400.7-R/AFSUP, DOD Freedom of Information Act Program, 22 July 1999, and will so inform any other government agency that is provided data by the Air Force Museum of the government agency's responsibility to protect such data.)

15 The AF record copy of undimensioned drawings will be retained in their original format and not reduced to microfilm or other miniaturization procedures.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 23 - 15 R 02.00

| TITLE: Copies of Forms 1, 2, and 3 | DATE MODIFIED: 18 / May / 2005 |
| CURRENT: Yes |

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
copies of Forms 1,2 and 3

**COLUMN C WHICH ARE:**
undimensioned engineering drawings on stable base material

**COLUMN D DISPOSITION:**
Destroy upon inactivation of the drawing.

**NOTES**
50 Destroy all paper prints and microfilm reproductions in both reel and card form in any manner that will render the documentation useless (See AFI 37-138, [to become AFI 33-322V3]). (EXCEPTION: AFMC will transfer the microfilm record copy of inactive or obsolete engineering data on aircraft to the Air Force Museum after retention periods specified above have expired. The Air Force Museum will not release or disclose any data outside the government for which the ownership has been transferred to that organization and is responsible for any reproduction of the data. The Air Force Museum will ensure protection of any proprietary data in accordance with DOD 5400.7-R/AFSUP, DOD Freedom of Information Act Program, 22 July 1999, and will so inform any other government agency that is provided data by the Air Force Museum of the government
NOTES

agency's responsibility to protect such data.)

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 15 R 03.00
TITLE: Originals of Official Engineering Records (Except Category II Modifications)  DATE MODIFIED:  18 / May / 2005
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 23 / Jun / 2006

COLUMN B CONSISTING OF:
Forms 2 and 3 specifications, standards, exhibits, parts lists, and Form 1 dimensioned engineering drawings

COLUMN C WHICH ARE:
at USAF design activities on which approved changes are recorded

COLUMN D DISPOSITION:
Destroy 35 workdays after date of weekly activity report announcing the drawing as inactive, provided a microfilm copy is on file at AFALD/PTD.

NOTES

50 Destroy all paper prints and microfilm reproductions in both reel and card form in any manner that will render the documentation useless (See AFI 37-138, [to become AFI 33-322V3]). (EXCEPTION: AFMC will transfer the microfilm record copy of inactive or obsolete engineering data on aircraft to the Air Force Museum after retention periods specified above have expired. The Air Force Museum will not release or disclose any data outside the government for which the ownership has been transferred to that organization and is responsible for any reproduction of the data. The Air Force Museum will ensure protection of any proprietary data in accordance with DOD 5400.7-R/AFSUP, DOD Freedom of Information Act Program, 22 July 1999, and will so inform any other government agency that is provided data by the Air Force Museum of the government agency's responsibility to protect such data.)

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 15 R 04.00
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No
DATE APPROVED: 23 / Jun / 2006

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Form 1 Undimensioned Engineering Drawings

drawings

COLUMN C WHICH ARE:
Form 1 undimensioned engineering drawings

COLUMN D DISPOSITION:
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.

NOTES

50 Destroy all paper prints and microfilm reproductions in both reel and card form in any manner that will render the documentation useless (See AFI 37-138, [to become AFI 33-322V3]). (EXCEPTION: AFMC will transfer the microfilm record copy of inactive or obsolete engineering data on aircraft to the Air Force Museum after retention periods specified above have expired. The Air Force Museum will not release or disclose any data outside the government for which the ownership has been transferred to that organization and is responsible for any reproduction of the data. The Air Force Museum will ensure
The AF record copy of undimensioned drawings will be retained in their original format and not reduced to microfilm or other miniaturization procedures.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 15 R 05.00
TITLE: Information Copies of Engineering Drawing, Engineering Data Authorization Data Forms
AUTHORITY: N1-AFU-90-03

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>information copies of engineering drawings at base EDSCs and in reference files; or engineering data authorization to receive, requisition and invoice/shipping document and request for data forms AF Form 1147, Request for Engineering Data, and related forms</td>
<td></td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at base EDSCs and in reference files; AF Form 1147, Request for Engineering Data, and related forms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when superseded, obsolete, inactive, or when no longer needed, whichever is sooner.</td>
</tr>
</tbody>
</table>

50 Destroy all paper prints and microfilm reproductions in both reel and card form in any manner that will render the documentation useless (See AFI 37-138, [to become AFI 33-322V3]). (EXCEPTION: AFMC will transfer the microfilm record copy of inactive or obsolete engineering data on aircraft to the Air Force Museum after retention periods specified above have expired. The Air Force Museum will not release or disclose any data outside the government for which the ownership has been transferred to that organization and is responsible for any reproduction of the data. The Air Force Museum will ensure protection of any proprietary data in accordance with DOD 5400.7-R/AFSUP, DOD Freedom of Information Act Program, 22 July 1999, and will so inform any other government agency that is provided data by the Air Force Museum of the government agency's responsibility to protect such data.)

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 15 R 06.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>information copies of engineering drawings at base EDSCs and in reference files; or engineering data authorization to receive, requisition and invoice/shipping document and request for data forms AF Form 1147, Request for Engineering Data, and related forms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at base EDSCs and in reference files; AF Form 1147, Request for Engineering Data, and related forms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserved</td>
</tr>
</tbody>
</table>
TABLE & RULE: T 23 - 15 R 07.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)  
AUTHORITY: N/A  

FROZEN RECORD: No  
DATE MODIFIED: 18 / May / 2006  
DATE RESCINDED: 11 / Apr / 2006  
DATE APPROVED:  

COLUMN B CONSISTING OF:  

COLUMN C WHICH ARE:  

COLUMN D DISPOSITION: RESERVED  

TABLE & RULE: T 23 - 15 R 08.00
TITLE: DELETED - (23 Jun 06) -- Incorporated into Rule 5  
AUTHORITY: N1-AFU-90-03  

FROZEN RECORD: No  
DATE APPROVED:  

COLUMN B CONSISTING OF:  
PREVIOUSLY TITLED: Engineering Data Authorization to Receive, Requisition and Invoice/Shipping Document, and Request for Data Forms  
engineering data authorization to receive, requisition and invoice/shipping document and request for data forms  

COLUMN C WHICH ARE:  
AF Form 1147, Request for Engineering Data, and related forms  

COLUMN D DISPOSITION:  
Destroy when obsolete, superseded, or no longer needed.  

NOTES  
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
cards, listings, reports, gain and loss data, serial numbers, inventory

COLUMN C WHICH ARE:
at HQ AFMC and other AFMC activities

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 16 R 02.00
TITLE: Aircraft Statistics
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
aircraft statistics

COLUMN C WHICH ARE:
at HQ USAF

COLUMN D DISPOSITION:
Destroy when no longer needed or after 4 years, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 16 R 03.00
TITLE: Subsidiary Reports
AUTHORITY: N1-AFU-90-03

NOTE: The text provided is a transcription of the document content. For a complete understanding, please refer to the original document.
COLUMN B CONSISTING OF:
reports

COLUMN C WHICH ARE:
subsidiary reports

COLUMN D DISPOSITION:
Destroy when no longer needed or after 6 months, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 16 R 04.00
TITLE: Individual Master Aircraft/Missile/Drone Historical Cards
AUTHORITY: NC1-AFU-80-08

COLUMN B CONSISTING OF:
cards used to account for all aircraft/missiles/drones, and which reflect all changes while in the USAF inventory

COLUMN C WHICH ARE:
at HQ AFMC

COLUMN D DISPOSITION:
Retire as permanent.

NOTES
5 Transfer to the National Archives in 5-year blocks when the most recent records in the block are 25 years old.

T 23 - 17: MATERIEL MANAGEMENT - STORAGE AND WAREHOUSING RECORDS

TABLE & RULE: T 23 - 17 R 01.00
TITLE: Storage Facilities and Services Contract
AUTHORITY: UNSCHEDULED

COLUMN B CONSISTING OF:
storage facilities and services contract

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Disposition pending...

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
### Table & Rule: T 23 - 17 R 02.00

**Title:** Warehouse Planning and Layout, Locator Records  
**Date Modified:** 19 / Jul / 2006  
**Frozen Record:** No  
**Current:** Yes  
**Authority:** N1-AFU-90-03

**Column B Consisting Of:**
warehouses 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

**Column C Which Are:**
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

**Column D Disposition:**
Destroy when superseded or obsolete.

**Notes**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 23 - 17 R 03.00

**Title:** DELETED - (23 Jun 06) -- Incorporated into Rule 2  
**Date Modified:** 23 / Jun / 2006  
**Frozen Record:** No  
**Date Rescinded:** 23 / Jun / 2006  
**Date Approved:**

**Column B Consisting Of:**
space control sheets, location sheets, location cards, bin tags, and other records

**Column C Which Are:**
a part of the location system for supplies and equipment, or used as a check of inventory of stock location

**Column D Disposition:**
Destroy when superseded or obsolete.

**Notes**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 23 - 17 R 04.00

**Title:** Warehouse Receiving and Shipping  
**Date Modified:** 19 / Jul / 2006  
**Frozen Record:** No  
**Current:** Yes  
**Authority:** N1-AFU-90-03

**Notes**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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 assignment sheets, stock, or packing tags) at depot warehouses

COLUMN C 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; at depot warehouses;

COLUMN D DISPOSITION:
Destroy 3 months after receipt of shipment.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 17 R 05.00
TITLE: DELETED - (23 Jun 06) -- Incorporated into Rule 4
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Warehouse Shipping

COLUMN C WHICH ARE:
copies of records used for picking, packing, and loading stock for shipment (such as shipping documents, tallies, reports of outbound freight cars, work assignment sheets, stock, or packing tags) at depot warehouses

COLUMN D DISPOSITION:
Destroy 3 months after shipment.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 17 R 06.00
TITLE: Labor and Equipment for Warehousing Activities
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
labor and equipment for warehousing activities

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**
depot space and operating reports, monthly materiel

**COLUMN C WHICH ARE:**
handling reports, or comparable reports relating to overall storage operation which are made to higher headquarters

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 23 - 17 R 10.00**

**TITLE:** Special Weapons Storage Facilities Report
**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 18 / May / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
site plans showing type and location of storage and maintenance facilities at USAF bases for atomic, radiological, and biological weapons

**COLUMN C WHICH ARE:**
at bases and intermediate headquarters

**COLUMN D DISPOSITION:**
Destroy when superseded.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 23 - 17 R 11.00**

**TITLE:** Aircraft-Installed Equipment Storage
**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 18 / May / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
inventory records of aircraft installed equipment which the aircraft maintenance officer has determined is used infrequently

**COLUMN C WHICH ARE:**
at EMOs/BEMOs

**COLUMN D DISPOSITION:**
Destroy on removal of item from storage.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 23 - 18 R 01.00

**TITLE:** Aviation Fuel and Fuel Ground Products  
**AUTHORITY:** N1-AFU-88-15  
**DATE MODIFIED:** 18 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- fuels ADPE output including receipt, storage, issue, inventory item accounting document, and access control logs.
- Local purchase orders/receipts requirements forecasting

**COLUMN C WHICH ARE:**
- at base fuels activities

**COLUMN D DISPOSITION:**
- Destroy after 1 year if not being retained as supporting records for other reports.

**NOTES**

17. Records in this table include hard copy records and computer disks.

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 23 - 18 R 02.00

**TITLE:** Aviation Fuel and Fuel Ground Products Orders  
**AUTHORITY:** N1-AFU-88-15  
**DATE MODIFIED:** 18 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- aviation fuel and fuel ground products orders

**COLUMN C WHICH ARE:**
- from contract sources and corresponding receipts

**COLUMN D DISPOSITION:**
- Destroy 6 years and 3 months after expiration date of the contract.

**NOTES**

17. Records in this table include hard copy records and computer disks.

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 23 - 18 R 03.00

**TITLE:** Aviation Fuel and Fuel Ground Products Operating Loss Analysis/Supporting Records  
**AUTHORITY:** N1-AFU-88-15  
**DATE MODIFIED:** 18 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**NOTES**

17. Records in this table include hard copy records and computer disks.

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
- analysis and records

COLUMN C WHICH ARE:
- aviation fuel and fuel ground products operating loss analysis/supporting records

COLUMN D DISPOSITION:
- Destroy after 3 years.

NOTES
17 Records in this table include hard copy records and computer disks.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 18 R 04.00
TITLE: Aviation Fuel and Fuel Ground Products Daily Fuels Request and Servicing Logs
AUTHORITY: N1-AFU-88-15

COLUMN B CONSISTING OF:
- aviation fuel and fuel ground products

COLUMN C WHICH ARE:
- daily fuel request and servicing logs

COLUMN D DISPOSITION:
- Destroy after 1 year. If used to determine/compute refueler/manpower requirements maintain for 1 additional year.

NOTES
17 Records in this table include hard copy records and computer disks.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 18 R 05.00
TITLE: Aviation Fuel and Fuel Ground Products Quality Control Spot Checks
AUTHORITY: N1-AFU-88-15

COLUMN B CONSISTING OF:
- aviation fuel and fuel ground products

COLUMN C WHICH ARE:
- quality control spot checks

COLUMN D DISPOSITION:
- Destroy after 6 months.

NOTES
17 Records in this table include hard copy records and computer disks.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 18 R 06.00**

**TITLE:** Aviation Fuel and Fuel Ground Products Quality Control Inspection Reports

**AUTHORITY:** N1-AFU-88-15

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>aviation fuel and fuel ground products</td>
<td>quality control inspection reports</td>
<td>Destroy after 1 year.</td>
</tr>
</tbody>
</table>

**NOTES**

17  Records in this table include hard copy records and computer disks.

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 18 R 07.00**

**TITLE:** Aviation Fuel and Fuel Ground Products Identaplates

**AUTHORITY:** N1-AFU-88-15

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>aviation fuel and fuels ground products</td>
<td>indetaplates</td>
<td>Destroy when replaced or when no longer needed.</td>
</tr>
</tbody>
</table>

**NOTES**

17  Records in this table include hard copy records and computer disks.

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 23 - 18 R 08.00
TITLE: Aviation Fuel and Fuel Ground Products Reports/Records/Plans
AUTHORITY: N1-AFU-88-15

COLUMN B CONSISTING OF:
reports and records

COLUMN C WHICH ARE:
concerning fuel storage/handling capability, planned facility/equipment changes, damage assessment/repair, fuel support plans, plan assessment records

COLUMN D DISPOSITION:
Destroy after 1 year or in accordance with local statutes.

NOTES
17 Records in this table include hard copy records and computer disks.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
39 All references to year are fiscal year.

TABLE & RULE: T 23 - 18 R 09.00
TITLE: Energy Conservation
AUTHORITY: N1-AFU-88-15

COLUMN B CONSISTING OF:
computer reports, analysis data

COLUMN C WHICH ARE:
at all levels

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
17 Records in this table include hard copy records and computer disks.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 18 R 10.00
TITLE: Aviation Fuel and Oil Sale, Missile Propellant and Pressurant Forecasts
AUTHORITY: N1-AFU-88-15

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

NOTES

Report generated: 01 / Oct / 2018 - 08:00:00
Records in this table include hard copy records and computer disks.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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All references to year are fiscal year.
COLUMN B CONSISTING OF:
physical profile serial report, certificate of competency, request for certification/ recertification and approval

COLUMN C WHICH ARE:
at requesting and approving activities

COLUMN D DISPOSITION:
Destroy upon recertification or ineligibility of individual.

NOTES
17 Records in this table include hard copy records and computer disks.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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39 All references to year are fiscal year.

TABLE & RULE: T 23 - 18 R 13.00
TITLE: Cryogenics Plants and Tank Records
AUTHORITY: N1-AFU-88-15

COLUMN B CONSISTING OF:
plant operating and maintenance records, system status records, and cryogenics tank records

COLUMN C WHICH ARE:
at all level of activities

COLUMN D DISPOSITION:
Destroy after 1 year or as directed by item manager.

NOTES
17 Records in this table include hard copy records and computer disks.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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39 All references to year are fiscal year.

TABLE & RULE: T 23 - 18 R 14.00
TITLE: Inspection Records
AUTHORITY: N1-AFU-88-15

COLUMN B CONSISTING OF:
records of inspection of permanently installed base fuel storage systems

COLUMN C WHICH ARE:
at base fuels activities

COLUMN D DISPOSITION:
Destroy after 3 years or longer if required for state or local environmental requirements.
**NOTES**

17 Records in this table include hard copy records and computer disks.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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39 All references to year are fiscal year.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 23 - 18 R 15.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Laboratory Test Records</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-88-15</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- Laboratory Test Records

**COLUMN C WHICH ARE:**
- Laboratory Test Records

**COLUMN D DISPOSITION:**
Destroy after 6 months (retain when supporting deviations).

**NOTES**

17 Records in this table include hard copy records and computer disks.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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39 All references to year are fiscal year.

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Laboratory Test Records</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-88-15</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- Laboratory Test Records

**COLUMN C WHICH ARE:**
- At area laboratories.

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**

17 Records in this table include hard copy records and computer disks.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

no longer needed for administrative, legal, audit, or other operational purposes.

39 All references to year are fiscal year.

TABLE & RULE: T 23 - 18 R 17.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)  
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION: RESERVED

TABLE & RULE: T 23 - 18 R 18.00
TITLE: Local Support, Records Not Covered Elsewhere  
AUTHORITY: N1-AFU-93-19

COLUMN B CONSISTING OF:
local support which are organization fuel tank records, fuel servicing records, etc.; or tabulations, summaries, etc. at all levels

COLUMN C WHICH ARE:
organization fuel tank records, fuel servicing records, etc.; at all levels

COLUMN D DISPOSITION:
Destroy when superseded, or upon removal or replacement of the fuel tank.

NOTES

17 Records in this table include hard copy records and computer disks.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

39 All references to year are fiscal year.

TABLE & RULE: T 23 - 18 R 19.00
TITLE: DELETED - (29 Jun 06) -- Incorporated into Rule 18  
AUTHORITY: N1-AFU-93-19

DATE MODIFIED: 18 / May / 2006
FROZEN RECORD: No
DATE RESCINDED: 11 / Apr / 2006
DATE APPROVED:

DATE MODIFIED: 19 / Jul / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

DATE MODIFIED: 29 / Jun / 2006
FROZEN RECORD: No
DATE RESCINDED: 29 / Jun / 2006
DATE APPROVED:
**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Records Not Covered Elsewhere

- tabulations, summaries, etc.

**COLUMN C WHICH ARE:**

- at all levels

**COLUMN D DISPOSITION:**

Destroy when superseded, or upon removal or replacement of the fuel tank.

### NOTES

**17** Records in this table include hard copy records and computer disks.

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**T 23 - 19: MATERIEL MANAGEMENT - PROPULSION AND GAS TURBINE POWER PLANT RECORDS**

**TABLE & RULE:** T 23 - 19 R 01.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>debit/credit records, master tape, reports, stock record accounts, DOD single line item release/receipt records, materiel inspection, and receiving report</td>
<td>at Oklahoma City Air Logistics Center (OC-ALC) for the AFJ2031 accounts, for as long as the engine is in the USAF inventory</td>
<td>Destroy 2 years after cut off or loss of engine by exchange, transfer, donation, or sale and determination of property accountability.</td>
</tr>
</tbody>
</table>

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE:** T 23 - 19 R 01.01

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 item manager (EIM) monthly to reflect worldwide inventory by type, model and series</td>
<td>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 by type, model and series</td>
<td>Destroyed 12 years after the engine has been dropped from the USAF inventory.</td>
</tr>
</tbody>
</table>

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Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 19 R 01.02**

<table>
<thead>
<tr>
<th>TITLE: Gain and Loss Information</th>
<th>DATE MODIFIED: 18 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMNS B CONSISTING OF:

- gain and loss information

COLUMNS C WHICH ARE:

- at central account

COLUMNS D DISPOSITION:

Destroy 12 years after the Type Model engine has been terminated from the Air Force inventory.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 19 R 02.00**

<table>
<thead>
<tr>
<th>TITLE: Engine Status Report</th>
<th>DATE MODIFIED: 18 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMNS B CONSISTING OF:

- engine status report

COLUMNS C WHICH ARE:

- held by the engine manager at the reporting activity

COLUMNS D DISPOSITION:

Destroy after 1 year or when no longer needed, whichever is sooner.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 19 R 03.00**

<table>
<thead>
<tr>
<th>TITLE: Engine Status Report at Activities Reporting to Base Manager</th>
<th>DATE MODIFIED: 18 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
engine status report

COLUMN C WHICH ARE:
at activities reporting to the base engine manager

COLUMN D DISPOSITION:
Destroy 30 days after submission of the succeeding report.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 19 R 04.00
TITLE: DELETED - (29 jun 06) -- Incorporated into Rule 1.01
DATE MODIFIED: 29 / Jun / 2006
FROZEN RECORD: No
DATE RESCINDED: 29 / Jun / 2006
DATE APPROVED: 

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Engine Reporting
semiannual aircraft engine reclamation and rework/repair report
COLUMN C WHICH ARE:
at HQ AFMC
COLUMN D DISPOSITION:
Destroy 12 years after the engines are dropped from USAF inventory.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 19 R 05.00
TITLE: Engine Reporting
DATE MODIFIED: 18 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:
at other than HQ AFMC
COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or...
no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 19 R 06.00**

**TITLE:** Requirements/Inventory Analysis Report (RIAR)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 18 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
aircraft/missiles

**COLUMN C WHICH ARE:**
prepared by engine inventory manager ALC and submitted to HQ AFMC and HQ USAF semiannually on completion of requirements and overhaul computation

**COLUMN D DISPOSITION:**
Destroy 3 years after close of the buying year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 19 R 07.00**

**TITLE:** DELETED - (29 Jun 06) -- Incorporated into Rule 1.01  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 29 / Jun / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 29 / Jun / 2006  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Interservice Engine Reports

**COLUMNS WHICH ARE:**
interservice engine reports

**COLUMN D DISPOSITION:**
Destroy 12 years after the engines are dropped from USAF inventory.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 19 R 08.00**

**TITLE:** Interservice Engine Reports, Worldwide Engine Inventory Summary Report  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 19 / Jul / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 23 - 19 R 09.00

<table>
<thead>
<tr>
<th>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</th>
<th>DATE MODIFIED: 18 / May / 2006</th>
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</thead>
<tbody>
<tr>
<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE RESCINDED: 11 / Apr / 2006</td>
<td></td>
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<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
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</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:

| COLUMN C WHICH ARE: |

### COLUMN D DISPOSITION:

RESERVED

### TABLE & RULE: T 23 - 19 R 10.00

<table>
<thead>
<tr>
<th>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</th>
<th>DATE MODIFIED: 18 / May / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROZEN RECORD: No</td>
<td></td>
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<tr>
<td>DATE RESCINDED: 11 / Apr / 2006</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td></td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:

| COLUMN C WHICH ARE: |

### COLUMN D DISPOSITION:

RESERVED

### TABLE & RULE: T 23 - 19 R 11.00

<table>
<thead>
<tr>
<th>TITLE: DELETED - (29 Jun 06) -- Incorporated into Rule 1.01</th>
<th>DATE MODIFIED: 29 / Jun / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROZEN RECORD: No</td>
<td></td>
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<tr>
<td>DATE RESCINDED: 29 / Jun / 2006</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
</tbody>
</table>
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 23 - 20 R 01.00

<table>
<thead>
<tr>
<th>TITLE: Reclamation and Use of Precious Metals</th>
<th>DATE MODIFIED: 18 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
forms, reports, logs, accountability records, and correspondence

**COLUMN C WHICH ARE:**
at HQ USAF/MAJCOMs/major subordinate commands

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### TABLE & RULE: T 23 - 20 R 02.00

<table>
<thead>
<tr>
<th>TITLE: Reclamation and Use of Precious Metals Below Major Subordinate Command</th>
<th>DATE MODIFIED: 18 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
reclamation and use of precious metals

**COLUMN C WHICH ARE:**
below major subordinate commands

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- 21 Electronic systems that replace temporary hard copy records:
  Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Report generated: 01 / Oct / 2018 - 08:00:00
### T 23 - 21: MATERIEL MANAGEMENT - MATERIEL PROCUREMENT PROGRAM CONTROL RECORDS

#### TABLE & RULE: T 23 - 21 R 01.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>three-year program direction of every line item within the other procurement appropriations allocated by Congress for that particular fiscal year</td>
<td>at HQ USAF, HQ AFMC, and HQ AFIC</td>
<td>Destroy 2 years after the last year for which the funds are available for obligation.</td>
</tr>
</tbody>
</table>

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 23 - 21 R 02.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>data</td>
<td>directives, program status reports, contractual maintenance requirements data</td>
<td>Destroy 3 years after completion of obligations covered by the buying program.</td>
</tr>
</tbody>
</table>

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 23 - 21 R 03.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>data</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 23 - 22: MATERIEL MANAGEMENT - CATALOGING RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 23 - 22 R 01.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Catalog Data Card Info, Source Material, Visible File Indexes, System Items</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>19 / Jul / 2006</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>19 / Jul / 2006</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:
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 records or similar or related records used in the USAF stock list and supply catalog system which reflect and make available in book form FSC

### COLUMN C WHICH ARE:
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

### COLUMN D DISPOSITION:
Destroy when superseded or obsolete.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 23 - 22 R 02.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>DELETED - (29 jun 06) -- Incorporated into Rule 1</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>29 / Jun / 2006</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>29 / Jun / 2006</td>
</tr>
<tr>
<td>DATE RESCINDED:</td>
<td>29 / Jun / 2006</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Cataloging Data Card Part Number File

- cataloging data card part number file

### COLUMN C WHICH ARE:
detail card part number file, detail card national item identification number (NIIN) file, trailer card NIIN file, and trailer card NSN file

### COLUMN D DISPOSITION:
Destroy when superseded or obsolete.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 22 R 03.00

<table>
<thead>
<tr>
<th>TITLE: DELETED - (29 Jun 06) -- Incorporated into Rule 1</th>
<th>DATE MODIFIED: 29 / Jun / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Cataloging Data Card  Similar or Related Records

cataloging data card
COLUMNS WHICH ARE:
similar or related records

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.

REPORT GENERATED: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 23 - 22 R 05.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DELETED - (29 Jun 06) -- Incorporated into Rule 4</th>
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</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
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</table>

| DATE MODIFIED: | 29 / Jun / 2006 |
| FROZEN RECORD: | No |
| DATE RESCINDED: | 29 / Jun / 2006 |
| DATE APPROVED: | |

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Cataloging Control Card Files

files

**COLUMN C WHICH ARE:**
cataloging control card files

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 23 - 22 R 06.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DELETED - (29 Jun 06) -- Incorporated into Rule 4</th>
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<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
</tbody>
</table>

| DATE MODIFIED: | 29 / Jun / 2006 |
| FROZEN RECORD: | No |
| DATE RESCINDED: | 29 / Jun / 2006 |
| DATE APPROVED: | |

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Cataloging Control Copy of Status Equipment Records

cataloging control

**COLUMN C WHICH ARE:**
copy of status equipment records

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 23 - 22 R 07.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DELETED - (29 Jun 06) -- Incorporated into Rule 4</th>
</tr>
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<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
</tbody>
</table>

| DATE MODIFIED: | 29 / Jun / 2006 |
| FROZEN RECORD: | No |
| DATE RESCINDED: | 29 / Jun / 2006 |
| DATE APPROVED: | |
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Cataloging Control Government Acceptance Record of Contractor

cataloging control government acceptance record of contractor

COLUMN C WHICH ARE:
prepared item identification

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 22 R 08.00
TITLE: Deleted - (29 Jun 06) -- Incorporated into Rule 4
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 29 / Jun / 2006
FROZEN RECORD: No
DATE RESCINDED: 29 / Jun / 2006
DATE APPROVED: 

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Cataloging Control Similar or Related Records

records

COLUMN C WHICH ARE:
cataloging control similar or related records

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 22 R 09.00
TITLE: Item Descriptions of Electric or Electronic Equipment
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 18 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
USAF item identification and nomenclature cards

COLUMN C WHICH ARE:
prepared by Joint Communications Electronics Nomenclature System (JCENS) in Washington, DC

COLUMN D DISPOSITION:
Destroy when information is incorporated into FSC items identification card.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 22 R 10.00**

**TITLE:** Item Descriptions of Electric or Electronic Equipment  
**DATE MODIFIED:** 18 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
- item descriptions of electric or electronic equipment

**COLUMN C WHICH ARE:**
- similar or related records

**COLUMN D DISPOSITION:**
- Destroy when item is obsolete.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 22 R 11.00**

**TITLE:** Listings in Card or Book Form  
**DATE MODIFIED:** 18 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
- listings in card or book form

**COLUMN C WHICH ARE:**
- 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

**COLUMN D DISPOSITION:**
- Destroy when superseded or obsolete.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 22 R 12.00**

**TITLE:** DELETED - (29 Jun 06) -- Incorporated into Rule 1  
**DATE MODIFIED:** 29 / Jun / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 29 / Jun / 2006  
**AUTHORITY:** N1-AFU-90-03

**NOTE**

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21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Federal Supply Catalog (FSC) items identification card, facsimile cards, and other cards
Destroy when superseded or obsolete.

PREVIOUSLY TITLED: Source Material
source material

PREVIOUSLY TITLED: Visible File Indexes
indexes

PREVIOUSLY TITLED: System Items Used by the Air Force
similar or related records
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 23 - 22 R 15.00

<table>
<thead>
<tr>
<th>TITLE: Stock List Control Data</th>
<th>DATE MODIFIED:</th>
<th>18 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- data

**COLUMN C WHICH ARE:**
- stock list control data

**COLUMN D DISPOSITION:**
Destroy on completion of punch card operation and subsequent verification.

### TABLE & RULE: T 23 - 22 R 16.00

<table>
<thead>
<tr>
<th>TITLE: Cataloging Manuscript</th>
<th>DATE MODIFIED:</th>
<th>18 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- manuscripts

**COLUMN C WHICH ARE:**
- cataloging manuscripts

**COLUMN D DISPOSITION:**
Destroy on completion of necessary file panels.

### TABLE & RULE: T 23 - 22 R 17.00

<table>
<thead>
<tr>
<th>TITLE: Cataloging Project Files</th>
<th>DATE MODIFIED:</th>
<th>18 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
| COLUMN B CONSISTING OF: | cataloging project files |
| COLUMN C WHICH ARE: | letters of transmittals, minutes of conferences, correspondence pertaining to the FSC program, and other related records |
| COLUMN D DISPOSITION: | Destroy 2 years after all actions have been completed. |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 22 R 18.00**

<table>
<thead>
<tr>
<th>TITLE: Request for USAF Stock List Data or Comparable Forms</th>
<th>DATE MODIFIED: 18 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

requests

**COLUMN C WHICH ARE:**

for USAF stock list data or comparable forms

**COLUMN D DISPOSITION:**

Destroy 6 months after all actions have been completed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 23 - 22 R 19.00**

<table>
<thead>
<tr>
<th>TITLE: DELETED - (29 Jun 06) -- Incorporated into Rule 4</th>
<th>DATE MODIFIED: 29 / Jun / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE RESCINDED: 29 / Jun / 2006</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Cataloging Reports

cataloging reports

**COLUMN C WHICH ARE:**

at requesting activity

**COLUMN D DISPOSITION:**

Destroy after 1 year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
NOTES
no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 22 R 20.00
TITLE: Cataloging Reports
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 18 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
Cataloging reports

COLUMN C WHICH ARE:
at preparing and/or intermediate activities

COLUMN D DISPOSITION:
Destroy 6 months after supersession.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 23 - 23: MATERIEL MANAGEMENT - REPORTS OF SURVEY, REGISTERS, CHARGES, COLLECTIONS AND NOTICES OF EXCEPTION RECORDS

TABLE & RULE: T 23 - 23 R 01.00
TITLE: Reports of Survey (ROS) Case Files
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 18 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at the ROS program manager's office

COLUMN D DISPOSITION:
Destroy 6 years after final action by the appointing or approving authority.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 23 R 02.00
TITLE: Report of Survey (ROS) Records
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 18 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
retained copies of ROS, records used in lieu thereof, and related correspondence and supporting records

COLUMN C WHICH ARE:
at preparing activities

COLUMN D DISPOSITION:
Destroy 2 years after initiation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 23 R 03.00
TITLE: Report of Survey (ROS) Records
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
retained copies of ROS used to support supply system stocks inventory adjustment vouchers or adjustments to in-use accountable property record items
COLUMN C WHICH ARE:
at supply accountable offices
COLUMN D DISPOSITION:
Destroy 2 years from the date of adjustment.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 23 R 04.00
TITLE: Report of Survey (ROS) Records
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
retained copies of ROS or records used in lieu thereof pertaining to damage to Air Force motor vehicles
COLUMN C WHICH ARE:
at transportation offices and in unit vehicle control officer files
COLUMN D DISPOSITION:
Destroy in accordance with Table 24-3.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 23 - 23 R 05.00
TITLE: Report of Survey (ROS) Records
AUTHORITY: N1-AFU-90-03
CURRENT: Yes
DATE MODIFIED: 18 / May / 2005
FROZEN RECORD: No
DATE APPROVED:

COLUMN B CONSISTING OF:
retained copies of ROS and related correspondence used to support assessment of financial liability

COLUMN C WHICH ARE:
at financial services offices (FSO)

COLUMN D DISPOSITION:
Destroy 1 year after assessment has been collected or financial liability is voided.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 23 R 06.00
TITLE: Report of Survey (ROS) Registers
AUTHORITY: N1-AFU-90-03
CURRENT: Yes
DATE MODIFIED: 18 / May / 2005
FROZEN RECORD: No
DATE APPROVED:

COLUMN B CONSISTING OF:
Report of Survey (ROS) registers

COLUMN C WHICH ARE:
form registers and comparable forms that provide a complete record of each ROS

COLUMN D DISPOSITION:
Destroy 1 year after final action is completed on all entries of a terminated register.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 23 - 23 R 07.00
TITLE: General Administration Office (GAO) Notices
AUTHORITY: N1-AFU-90-03
CURRENT: Yes
DATE MODIFIED: 18 / May / 2005
FROZEN RECORD: No
DATE APPROVED:

COLUMN B CONSISTING OF:
General Administration Office (GAO) notices

COLUMN C WHICH ARE:
exceptions that are issued by GAO against disbursement activities of FSOs charged with appropriated funds

COLUMN D DISPOSITION:
Destroy 1 year after exception has been cleared by GAO.

NOTES
NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 24 - 01 R 01.00**

**TITLE:** Appointment of Transportation Officers and Agents

**AUTHORITY:** N1-AFU-03-08

**DATE MODIFIED:** 19 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

appointment of transportation officers and agents

**COLUMN C WHICH ARE:**

appointment orders, requests for appointments, qualifications of potential appointees, termination of orders of appointment or revocation, and related documents

**COLUMN D DISPOSITION:**

Destroy 3 years after termination and/or revocation of appointment.

---

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 24 - 01 R 02.00**

**TITLE:** Special Transportation Arrangements

**AUTHORITY:** UNSCHEDULED

**DATE MODIFIED:** 19 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

not limited specifically to a particular case file

**COLUMN D DISPOSITION:**

Disposition pending...

---

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy when 10 years old.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 24 - 01 R 04.00**
**TITLE:** Commercial Movement of Goods or Personnel Case Files - Routine
**AUTHORITY:** DAA-GRS-2013-0003-0001

**COLUMN B CONSISTING OF:**
commercial movement of goods or personnel case files - routine

**COLUMN C WHICH ARE:**
original vouchers, issuing office copies, and supporting documents covering commercial freight transportation charges of settled fiscal accounts, and related records

**COLUMN D DISPOSITION:**
Destroy 10 years after the period of the account.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 24 - 01 R 05.00**
**TITLE:** DELETED - (29 Jun 06) -- Incorporated into Rule 3
**AUTHORITY:** GRS 09, ITEM 01B

---

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Commercial Movement of Goods or Personnel - Nonroutine

commercial movement of goods or personnel - nonroutine

COLUMN C 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

COLUMN D DISPOSITION:
Destroy when 10 years old.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Non-Temporary Storage (NOTEMPS) Case Files

TABLE & RULE: T 24 - 01 R 06.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)                      DATE MODIFIED: 04 / Aug / 2008
AUTHORITY: N/A                                                                 FROZEN RECORD: No
DATE RESCINDED: 04 / Aug / 2008
DATE APPROVED:                                                                

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
RESERVED

TABLE & RULE: T 24 - 01 R 07.00
TITLE: Non-Temporary Storage (NOTEMPS) Case Files
AUTHORITY: N1-AFU-90-03

DATE CREATED: 04 / Sep / 2003
DATE MODIFIED: 16 / Nov / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
Non-Temporary Storage (NOTEMPS) case files

COLUMN C WHICH ARE:
household goods NOTEMPS accounts system case files consisting of storage records, and other pertinent records

COLUMN D DISPOSITION:
Destroy 3 years after final disposition of stored goods and settlement of case.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 24 - 01 R 08.00

**TITLE:** Administration and Reports  
**AUTHORITY:** DAA-GRS-2016-0013-0001  
**DATE MODIFIED:** 05 / Apr / 2018  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
Documents including but not limited to: Reports of Casualty (DD Form 1300), Reports on Carrier Performance, Material Inspection Reports, Contract Discrepancy Reports (DD Form 2772), Transportation Discrepancy Reports (DD Form 361), Carrier's Report of Damage or Breakdown (DD Form 651), Reports of Discrepancy (SF Form 364), Consignee's Receipt for Delivery at Stop-off/Unloading Point DD Form 1371), Passenger Manifests (DD Form 2131), Pick-up Reports, Turnover Records, Vehicle Inspections Reports, Transportation Management System (CMOS) Activity Logs and Analytics, DOT Special Permits and Waivers, Wood Packaging Material Records and other official papers related to Traffic Management administration.

**COLUMN C WHICH ARE:**
Used to document discrepancies, certify hazardous material, substantiate in-transit visibility, support requests for information regarding the transportation of things within the Defense Transportation System and substantiate Account Management Plans.

**COLUMN D DISPOSITION:**
Destroy after 7 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 24 - 01 R 09.00

**TITLE:** Movement of Goods or Personnel by Government (non-Air Force) Transportation Facilities  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 19 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
movement of goods or personnel by government (non-Air Force) transportation facilities

**COLUMN C WHICH ARE:**
case files of Government freight warrants, waybills, or cargo manifests covering movement of Government supplies, and other related materials

**COLUMN D DISPOSITION:**
Destroy 3 years after completion of shipment.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 24 - 01 R 10.00

**TITLE:** Customs Clearance and Personal Property Inspection and Clearance Records  
**AUTHORITY:** 40 CFR PART 262.40, SUBPART D  
**DATE MODIFIED:** 16 / Nov / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
CUSTOM COLUMN B CONSISTING OF:
customs clearance and personal property inspection and clearance records such as manifests signed in accordance with 40 CFR Section 262.23(a), copies of Biennial Report and Exception Report, test results, waste analyses, or other determinations made in accordance 40 CFR section 262.11. Includes other records associated with the movement of Air Force cargo in support of peacetime, exercise, humanitarian and contingency operations.

CUSTOM COLUMN C WHICH ARE:
Consists of any records used in clearing cargo, personnel, and inspection, processing, and customs clearance of personal property, and related records.

CUSTOM COLUMN D DISPOSITION:
Destroy 3 years after clearing customs or settlement of irregularities, whichever is later. Records supporting any unresolved enforcement actions regarding a regulated activity are retained for 3 years after the action has reached resolution.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 24 - 01 R 10.01
TITLE: Turkish Customs Clearance and Personal Property Inspection and Clearance
AUTHORITY: N1-AFU-99-08

COLUMN COLUMN B CONSISTING OF:
individual folders maintained for military and civilian personnel

COLUMN COLUMN C WHICH ARE:
used to record all household goods, personal effects, and automobiles brought into or acquired in Turkey

COLUMN COLUMN D DISPOSITION:
destroy 5 years after clearing customs or settlement of irregularities, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 24 - 01 R 11.00
TITLE: Ammunition Certificates
AUTHORITY: N1-AFU-90-03

COLUMN COLUMN B CONSISTING OF:
ammunition certificates

COLUMN COLUMN C WHICH ARE:
certificates used as a device to prevent entry of live ammunition into US by individuals either on their person or in their baggage

COLUMN COLUMN D DISPOSITION:
Destroy after final inspection of baggage at port of embarkation in US or after settlement of irregularities, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
### Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 24 - 01 R 12.00

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</tbody>
</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

RESERVED

---

### Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

#### TABLE & RULE: T 24 - 01 R 13.00

<table>
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<td>Procuring Office Custom Entry</td>
<td>19 / May / 2005</td>
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<td>AUTHORITY:  N1-AFU-90-03</td>
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</table>

**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

at procuring offices

**COLUMN D DISPOSITION:**

Destroy after 5 years.

---

### Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

#### TABLE & RULE: T 24 - 01 R 13.01

<table>
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<td>Custom Entry on Unsettled Claim, Incomplete Investigation, or Pending Litigation</td>
<td>19 / May / 2005</td>
<td>No</td>
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</table>

**COLUMN B CONSISTING OF:**

custom entry on unsettled claim, incomplete investigation or pending litigation

**COLUMN C WHICH ARE:**

those records which are known to pertain to an unsettled claim, incomplete investigation, or pending litigation

**COLUMN D DISPOSITION:**

Destroy after 5 years or upon settlement of the claim or completion of the investigation or litigation.

---

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### T 24 - 02: TRANSPORTATION - AIRLIFT

**TABLE & RULE:** T 24 - 02 R 01.00

**TITLE:** Manifest Registers, AMC 68, Surface Cargo/Mail, Mil Airlift Docs, MILAIR Reports and Other Records

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 11 / Oct / 2007
**FROZEN RECORD:** Yes
**CURRENT:** Yes
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
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 documentation (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 disposition 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 documentation maintained at any location performing aerial port type operations.

**COLUMN C WHICH ARE:**
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 documentation (other than TDRs) and/or reports generated identifying shipments that have been deleted; at terminating stations; reflect the disposition or redirection of cargo.

**COLUMN D DISPOSITION:**
Maintain current year plus 1 inactive year at the port.

---

**NOTES**

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**67** Records relating to or associated with deployment(s) are frozen and retained as long as necessary to comply with request issued by Secretary of Defense (January 2004). Deployment records will be retained under the freeze until notice issued by SECDEF is lifted.

**69** Table 24-02 Rule 01.00 does not apply to the legal disposition of passenger manifests for aircraft providing airlift in support of the President of the United States, the Vice President, and other Presidential or White House directed airlift missions. The White House Military Office maintains the 'Master' passenger manifests for White House directed airlift missions in accordance with the Presidential Records Act, 22 U.S.C. 2201-07 (2000). Passenger manifests meeting this criteria and provided to the 89 AW will be destroyed immediately after the active mission leg in accordance with AFI AMCI 24-101, Vol 6, Chapter 2.4, Special Airlift Mission (SAM) Aircraft. This note approved by NARA and AFRO 29 Sep 17 - rmo.

**TABLE & RULE:** T 24 - 02 R 02.00

**TITLE:** DELETED - (29 Jun 06) - Incorporated into Rule 1

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 04 / Aug / 2008
**FROZEN RECORD:** No
**DATE RESCINDED:** 04 / Aug / 2008
**DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 24 - 02 R 03.00**

**TITLE:** DELETED - (29 Jun 06) -- Incorporated into Rule 1

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 04 / Aug / 2008

**FROZEN RECORD:** No

**DATE RESCINDED:** 04 / Aug / 2008

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Manifest Registers

cargo and passenger air manifest registers; surface conveyance and landbridge manifest registers

**COLUMN C WHICH ARE:**
cargo and passenger air manifest registers; surface conveyance and landbridge manifest registers, etc.

**COLUMN D DISPOSITION:**
Maintain current plus 1 inactive fiscal year at the port. Retire to staging as permanent.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 24 - 02 R 03.01**

**TITLE:** DELETED

**AUTHORITY:** N/A

**DATE MODIFIED:** 21 / Sep / 2006

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

COLUMN B CONSISTING OF:

PREVIOUSLY TITLED: Deleted Military Air (MILAIR) Records and Delete Cargo / Shipment Records

deleted Military Air (MILAIR) records; supporting documentation (other than transportation discrepancy reports (TDRs)) and/or reports generated and identifying shipments which were deleted

COLUMN C WHICH ARE:
supporting documentation (other than TDRs) and/or reports generated identifying shipments that have been deleted or documents reflecting the disposition or redirection of cargo

COLUMN D DISPOSITION:
Maintain current year plus 1 inactive fiscal year at the port. Retire to staging as permanent.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 24 - 02 R 05.00

TITLE: Military Air (MILAIR) Cash Collection Vouchers

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

receipts and other supporting documents used to prepare financial reports at origination, terminating and intransit stations

COLUMN C WHICH ARE:
used as supporting documents for preparation of financial reports

COLUMN D DISPOSITION:
Maintain current year plus two inactive fiscal years at the port, then destroy.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

67 Records relating to or associated with deployment(s) are frozen and retained as long as necessary to comply with request issued by Secretary of Defense (January 2004). Deployment records will be retained under the freeze until notice issued by SECDEF is lifted.

TABLE & RULE: T 24 - 02 R 06.00

TITLE: DELETED - (29 Jun 06) -- Incorporated into Rule 1

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

PREVIOUSLY TITLED: Deleted Military Air (MILAIR) Records and Delete Cargo / Shipment Records

deleted Military Air (MILAIR) records; supporting documentation (other than transportation discrepancy reports (TDRs)) and/or reports generated and identifying shipments which were deleted

COLUMN C WHICH ARE:
supporting documentation (other than TDRs) and/or reports generated identifying shipments that have been deleted or documents reflecting the disposition or redirection of cargo

COLUMN D DISPOSITION:
Maintain current year plus 1 inactive fiscal year at the port. Retire to staging as permanent.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

67 Records relating to or associated with deployment(s) are frozen and retained as long as necessary to comply with request issued by Secretary of Defense (January 2004). Deployment records will be retained under the freeze until notice issued by SECDEF is lifted.
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Military Air (MILAIR) Transportation Discrepancy Reports
registered mail manifest and DD forms 1384, Transportation Control and Movement Record used for transportation working capital fund (TWCF) traffic

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
at terminating stations
Maintain current year plus 1 inactive fiscal year at the port. Retire to staging as permanent.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 24 - 02 R 07.00
TITLE: MILAIR Reports and Irregularities
AUTHORITY: N1-AFU-90-03
DATE CREATED: 16 / Jan / 2005
DATE MODIFIED: 04 / Aug / 2008
FROZEN RECORD: Yes
CURRENT: Yes
DATE APPROVED: 04 / Aug / 2008

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

NOTES
21 Records relating to or associated with deployment(s) are frozen and retained as long as necessary to comply with request issued by Secretary of Defense (January 2004). Deployment records will be retained under the freeze until notice issued by SECDEF is lifted.

TABLE & RULE: T 24 - 02 R 08.00
TITLE: DELETED (19 Oct 2005) and Incorporated into Rule 4 then Rule 1 of this Table
AUTHORITY: N1-AFU-90-03
DATE CREATED: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Records relating to or associated with deployment(s) are frozen and retained as long as necessary to comply with request issued by Secretary of Defense (January 2004). Deployment records will be retained under the freeze until notice issued by SECDEF is lifted.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Records relating to or associated with deployment(s) are frozen and retained as long as necessary to comply with request issued by Secretary of Defense (January 2004). Deployment records will be retained under the freeze until notice issued by SECDEF is lifted.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Records relating to or associated with deployment(s) are frozen and retained as long as necessary to comply with request issued by Secretary of Defense (January 2004). Deployment records will be retained under the freeze until notice issued by SECDEF is lifted.
TABLE & RULE: T 24 - 02 R 12.00

TITLE: DELETED - (29 Jun 06) -- Incorporated into Rule 7

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Military Air (MILAIR) Short Term Reports

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

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 24 - 02 R 13.00

TITLE: DELETED - (29 Jun 06) -- Incorporated into Rule 7

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: MILAIR Unit Reports

MILAIR Unit reports, AMC Form 56, AMC Form 65, AMC Form 85, AMC Form 108, AMC Form 82, RCS: AMC-A43 (M&Q) 7107, RCS: AMC-A43(M) 8001, and RCS: AMC-A43(A) 8103

COLUMN C WHICH ARE:
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(M) 8001, and RCS: AMC-A43(A) 8103

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 24 - 02 R 14.00

TITLE: APEX Program Data

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: APEX Program Data

— APEX Program Data —

COLUMN C WHICH ARE:

— APEX Program Data —

COLUMN D DISPOSITION:

— APEX Program Data —

NOTES

— APEX Program Data —

— APEX Program Data —

— APEX Program Data —

— APEX Program Data —

— APEX Program Data —

— APEX Program Data —
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Records relating to or associated with deployment(s) are frozen and retained as long as necessary to comply with request issued by Secretary of Defense (January 2004). Deployment records will be retained under the freeze until notice issued by SECDEF is lifted.

TABLE & RULE: T 24 - 02 R 15.00

| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: Yes |
| CURRENT: Yes | DATE APPROVED: |

COLUMN B CONSISTING OF:
shipper's requests, HQ USAF authorizations, operational directive (MOD) or airlift flight itinerary logs, incident reports, and statistical reports

COLUMN C WHICH ARE:
created by AMC or provided for reimbursement to Transportation Working Capital Fund (TWCF) and which act as supporting records for airlift services rendered

COLUMN D DISPOSITION:
Destroy 2 years after payment.

REPORT GENERATED: 01 / Oct / 2018 - 08:00:00
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T 24 - 03: TRANSPORTATION - MOTOR VEHICLES

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vehicle jacket - historical

COLUMN C WHICH ARE:
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])

COLUMN D DISPOSITION:
Destroy 4 years after vehicle leaves agency (Air Force) custody.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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COLUMN B CONSISTING OF:
vehicle jacket - temporary or vehicle materiel control information

COLUMN C WHICH ARE:
in the temporary portion; such as: maintenance records, including those relating to service and repair, or stock consumption

COLUMN D DISPOSITION:
Destroy when 1 year old.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
vehicle histories - central file

COLUMN C WHICH ARE:
vehicle historical records maintained as a central file

COLUMN D DISPOSITION:
Transfer to the historical portion of the vehicle jacket on initiation of third continuation form, or on permanent reassignment of vehicle, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
Contractor Operated Parts Store (COPARS) control and verification information, warranty verification

COLUMN C WHICH ARE:
COPARS fund ledgers, sales slips, invoice verifications, and related records providing cost and expense data or warranty information

COLUMN D DISPOSITION:
Destroy after 3 years after discontinuance of ledger or date of worksheet.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
vehicle materiel control information relate to stock consumption and maintenance records including those relating to service and repair

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Destroy 1 year after completion.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 24 - 03 R 06.00**

**TITLE:** Vehicle TCTOs

**DATE MODIFIED:** 27 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**AUTHORITY:** DAA-GRS-2016-0011-0004; N1-AFU-90-3

**DATE APPROVED:**

COLUMN B CONSISTING OF:
TCTOs, commercial technical bulletins, messages, letters, and one-time inspections on vehicles

COLUMN C WHICH ARE:
maintained by maintenance control and analysis and include commercial technical bulletins

COLUMN D DISPOSITION:
Destroy 4 years after the vehicle leaves agency custody.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 24 - 03 R 07.00**

**TITLE:** Vehicle Interactive Management System (VIMS), Cost Files and Other Reports

**DATE MODIFIED:** 19 / Apr / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**AUTHORITY:** DAA-GRS-2016-0011-0001,N1-AFU-90-3

**DATE APPROVED:**

COLUMN B CONSISTING OF:
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.

COLUMN C WHICH ARE:
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.

COLUMN D DISPOSITION:
Destroy 3 years after date of the report or when data is incorporated into the quarterly or annual report

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
motor vehicles operator files to include Government Military Vehicle Operator Identification Card - Expired/Revoked/No Longer Used

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 3 years after separation of employees or 3 years after recession of authorization to operate Government-owned vehicle, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 24 - 03 R 11.00
TITLE: DELETED--(5 APR 2006) Incorporated with Rule 10 of this Table
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 05 / Apr / 2006
FROZEN RECORD: No
DATE RESCINDED: 05 / Apr / 2006
DATE APPROVED:

COLUMN B CONSISTING OF:
government military vehicle operator identification card - expired/revoked/never used

COLUMN C WHICH ARE:
cards that are permanently revoked or expired; cards related to individuals separated and civilians reassigned to duties not requiring vehicle operation

COLUMN D DISPOSITION:
Destroy on expiration or revocation.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 24 - 03 R 12.00
TITLE: DELETED--(5 APR 2006) Incorporated in Rule 7 of this Table
AUTHORITY: GRS 10, ITEM 04
DATE MODIFIED: 05 / Apr / 2006
FROZEN RECORD: No
DATE RESCINDED: 05 / Apr / 2006
DATE APPROVED:

COLUMN B CONSISTING OF:
reports

COLUMN C WHICH ARE:
hired motor vehicle reports

COLUMN D DISPOSITION:
Destroy 3 years after date of report.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
NOTES
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 24 - 03 R 13.00
TITLE: Motor Vehicle Accident Case Files
AUTHORITY: DAA-GRS-2016-0011-0017; N1-AFU-90-3

COLUMN B CONSISTING OF:
motor vehicle accident case files

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 6 years after case is closed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 24 - 03 R 14.00
TITLE: Operator Inspection Guide and Trouble Report
AUTHORITY: GRS 10, ITEM 02B; N1-AFU-90-3

COLUMN B CONSISTING OF:
operator inspection guide and trouble report

COLUMN C WHICH ARE:
operator checklist noting vehicle deficiencies

COLUMN D DISPOSITION:
Destroy when 1 year old.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 24 - 03 R 15.00
TITLE: Vehicle Operations
AUTHORITY: GRS 10, ITEM 02A

DATE MODIFIED: 27 / Dec / 2017
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

NOTES
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

DATE MODIFIED: 05 / Apr / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

DATE MODIFIED: 19 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
COLUMN B CONSISTING OF:
vehicle operations

COLUMN C WHICH ARE:
operating records including those relating to gas and oil consumption, dispatching, and scheduling

COLUMN D DISPOSITION:
Destroy after 3 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 24 - 03 R 16.00
TITLE: State Gasoline Tax Refunds
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
state gasoline tax refunds

COLUMN C WHICH ARE:
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)

COLUMN D DISPOSITION:
Destroy 4 years after settlement of claim.

NOTES
51 Destroy State Gasoline Tax Refund claims against the state of Montana 5 years after settlement of claim.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 24 - 03 R 17.00
TITLE: Requests for Motor Vehicle Service
AUTHORITY: GRS 10, ITEM 01

COLUMN B CONSISTING OF:
requests for motor vehicle service

COLUMN C WHICH ARE:
AF Form 868, Request for Motor Vehicle Service, log of events, and related records (including records initiated as a result of exercises/deployments)

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 24 - 03 R 18.00**

**TITLE:** 
DELETED--(5 APR 2006) Incorporated into Rule 7 of this Table (Motor Vehicle Cost Files)

**AUTHORITY:** 
GRS 10, ITEM 03

**COLUMN B CONSISTING OF:** 
motor vehicle cost files

**COLUMN C WHICH ARE:** 

motor vehicle ledger and worksheets providing cost and expense data

**COLUMN D DISPOSITION:** 
Destroy 3 years after discontinuance of ledger or date of worksheet.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 24 - 03 R 19.00**

**TITLE:** 
DELETED--(5 APR 2006) Incorporated into Rule 7 of this Table (Motor Vehicle Report Files)

**AUTHORITY:** 
GRS 10, ITEM 04

**COLUMN B CONSISTING OF:** 
motor vehicle report files

**COLUMN C WHICH ARE:** 

reports on motor vehicles (other than accident, operating, and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data, and

**COLUMN D DISPOSITION:** 
Destroy 3 years after date of report.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 24 - 03 R 20.00**

**TITLE:** 
US Government National Credit Cards

**AUTHORITY:** 
N1-AFU-90-03

**NOTES**

Electronic systems that support temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
US Government National credit cards

COLUMN C WHICH ARE:
issued, recalled, and/or maintained by vehicle operations or requisitioning agency

COLUMN D DISPOSITION:
Destroy 6 months after final payment on all invoices covered by a specific card.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 24 - 03 R 21.00
TITLE: US Government National Credit Card Administration
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
credit card registers; copies of records certifying loss, investigation, destruction, turn-in, validation, and related records

COLUMN C WHICH ARE:
maintained by vehicle control officers (VCO)/noncommissioned officers (NCO)

COLUMN D DISPOSITION:
Destroy 1 year after close of fiscal year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 24 - 04: TRANSPORTATION - PACKAGING AND MATERIALS HANDLING RECORDS

TABLE & RULE: T 24 - 04 R 01.00
TITLE: Technical and Procurement Data Records
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
technical and procurement data records

COLUMN C WHICH ARE:
item identification and container markings and specification coordinating policy records (such as regulations, standards, and manuals), and related correspondence

COLUMN D DISPOSITION:
Destroy after publication has been rescinded, superseded in its entirety, no longer applicable, or after the project has been completed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
### Electronic Systems

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 24 - 04 R 02.00**

<table>
<thead>
<tr>
<th>TITLE: Packaging Evaluation Projects and Packing Certificates</th>
<th>DATE MODIFIED: 13 / Sep / 2017</th>
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<tbody>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0003-0001</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- packaging evaluation projects

**COLUMN C WHICH ARE:**
- correspondence, proposals, standards, specifications, design data, test results, deficiency reports, packaging orders, quality products lists, and related supporting data

**COLUMN D DISPOSITION:**
- Destroy after 6 years or when no longer needed, whichever is sooner.

### Notes

19 For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 24 - 04 R 03.00**

<table>
<thead>
<tr>
<th>TITLE: Mechanized Materials Handling Systems</th>
<th>DATE MODIFIED: 19 / May / 2005</th>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**
- mechanized materials handling systems

**COLUMN C WHICH ARE:**
- correspondence, drawings, specifications reports, proposals, minutes of meetings, labor standards, flow charts, funding data, cost analysis, and related supporting data

**COLUMN D DISPOSITION:**
- Destroy after 8 years or when no longer needed, whichever is sooner.

### Notes

19 For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### T 24 - 06: TRANSPORTATION - DELETED

| TABLE & RULE: T 24 - 06 R 03.00 | FROZEN RECORD: No |
| TITLE: DELETED | DATE RESCINDED: 01 / Jan / 1900 |
| AUTHORITY: N/A | DATE APPROVED: |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

**NOTES**

20. For cadets who graduate but are not commissioned, and are not prior service, forward to Office of the Registrar for microfilming or scanning to CD-ROM.

### T 24 - 07: TRANSPORTATION - DELETED

| TABLE & RULE: T 24 - 07 R 01.00 | FROZEN RECORD: No |
| TITLE: DELETED | DATE RESCINDED: 01 / Jan / 1900 |
| AUTHORITY: N/A | DATE APPROVED: |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

**NOTES**

21. Reports of investigations conducted on AF personnel assigned to AFOSI/DSS, or who possess 71SX or 7S0XX AFSCs, or on who AFOSI has pending reprocurement action, will be filed and destroyed under the same disposition criteria as that for the AFOSI Applicant Processing Case File if the retention period for the particular investigation has expired.

| TABLE & RULE: T 24 - 07 R 02.00 | FROZEN RECORD: No |
| TITLE: DELETED | DATE RESCINDED: 01 / Jan / 1900 |
| AUTHORITY: N/A | DATE APPROVED: |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

**NOTES**

21. This schedule does not apply to: 1. Administrative grievance files, 2. Adverse action files, 3. Formal and informal equal employment opportunity proceedings, 4. Traditional EEO counseling or other records included in the EEO file when a person chooses to go directly to ADR, or 5. Private party claims or EEOC's involvement with federal sector claims of non-EEOC employees against other federal agencies. These records are covered by other items in GRS 1. This schedule does not apply to ADR records that are produced as part of an agency's primary mission.
Prior to 1989, Air Force medical facilities created Child Advocacy records that were strictly limited to treatment of a dependent child. Any Child Advocacy records (dating prior to 1989 and concerned with the dependent child only) which have not been retired should be retired to the Civilian Personnel Records facility using Standard Form 135 to NPRC. The address is: National Personnel Records Center Annex, 1411 Boulder Boulevard, Valmeyer, IL 62295.

Records covered by the Health Information Portability and Accountability Act (HIPAA) must be retained at least 6 years after date of creation or the date when they were last in effect, whichever is later. See DoD 6025.18-R, Section C14.10.
### NOTES

This item does not apply to the data content or design of individual IT systems. Records relating to specific mission-related systems must be scheduled individually by submission of an SF 115 to NARA.
T 24 - 11: TRANSPORTATION - DELETED

TABLE & RULE: T 24 - 11 R 01.00
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:

COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:

NOTES
25 Record sets of formal directives, procedural and operating manuals, publications and management improvement reports submitted to OMB and case files documenting their development are potentially permanent records and must NOT be governed with this table and rule or GRS 16, Item 1a authority.

TABLE & RULE: T 24 - 11 R 03.00
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:

COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:

NOTES
26 RESERVED

T 24 - 12: TRANSPORTATION - DELETED

TABLE & RULE: T 24 - 12 R 06.00
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:

COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:
### T 24 - 15: TRANSPORTATION - DELETED

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

**NOTES**

31 RESERVED

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

<table>
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<th>TABLE &amp; RULE: T 24 - 15 R 11.00</th>
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<td>AUTHORITY: N/A</td>
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T 25 - 01: LOGISTICS STAFF - WAR RESERVE MATERIEL (WRM) MANAGEMENT

TABLE & RULE: T 25 - 01 R 01.00
TITLE: WRM Records
AUTHORITY: DAA-GRS-2017-0003-0002

DATE MODIFIED: 28 / Jul / 2017
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 05 / Feb / 2016

COLUMN B CONSISTING OF:
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.; or WRM 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

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 25 - 01 R 02.00

<table>
<thead>
<tr>
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<th>DATE MODIFIED: 30 / Jun / 2006</th>
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<tbody>
<tr>
<td>AUTHORITY: GRS 20, ITEM 04</td>
<td>FROZEN RECORD: No</td>
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<td>DATE RESCINDED: 30 / Jun / 2006</td>
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<td></td>
<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: WRM Procurement Fund Summary Record

WRM procurement fund summary record

**COLUMN C WHICH ARE:**

dated item budget requirement report, extended expiration date list

**COLUMN D DISPOSITION:**

Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 25 - 01 R 03.00

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<td>DATE RESCINDED: 30 / Jun / 2006</td>
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<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: WRM Stock Status Work List

WRM stock status work list

**COLUMN C WHICH ARE:**

mechanically prepared listings of WRM projects and their levels

**COLUMN D DISPOSITION:**

Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 25 - 01 R 04.00

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<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: WRM Stock Status Report

reports

**COLUMN C WHICH ARE:**

WRM stock status report

**COLUMN D DISPOSITION:**

Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 25 - 01 R 05.00

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<td>DATE RESCINDED: 30 / Jun / 2006</td>
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<td>DATE APPROVED:</td>
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</table>
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: WRM Readiness List

WRM Readiness List
COLUMN C WHICH ARE:
mechanically prepared listings of WRM projects showing overages and shortages

COLUMN D DISPOSITION:
Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE</th>
<th>T 25 - 01 R 06.00</th>
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<tbody>
<tr>
<td>TITLE:</td>
<td>WRM Supply Support Control Records</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>19 / May / 2005</td>
</tr>
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<td>FROZEN RECORD:</td>
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<td>CURRENT:</td>
<td>Yes</td>
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<td>DATE APPROVED:</td>
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</table>

COLUMN B CONSISTING OF:
WRM supply support control records
COLUMN C WHICH ARE:
cards or other records used for local control and suspense, spares and spare parts requirement card file

COLUMN D DISPOSITION:
Destroy when the WRM requirement is deleted for a specific organization or replaced by a new (change) card.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE</th>
<th>T 25 - 01 R 07.00</th>
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<tr>
<td>TITLE:</td>
<td>Munitions Reporting Records</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
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<td>DATE MODIFIED:</td>
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<td>CURRENT:</td>
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<td>DATE APPROVED:</td>
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COLUMN B CONSISTING OF:
records
COLUMN C WHICH ARE:
umonitions reporting records

COLUMN D DISPOSITION:
Destroy after next reporting cycle.

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<tr>
<th>TABLE &amp; RULE</th>
<th>T 25 - 01 R 08.00</th>
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<tr>
<td>TITLE:</td>
<td>Munitions Reference Records</td>
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<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
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<td>DATE MODIFIED:</td>
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<td>DATE APPROVED:</td>
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COLUMN B CONSISTING OF:
records
COLUMN C WHICH ARE:
umonitions reference records

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 25 - 01 R 09.00</th>
<th>DATE MODIFIED: 19 / May / 2005</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Munitions Effectiveness Reports</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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</table>

**COLUMN B CONSISTING OF:**
munitions effectiveness

**COLUMN C WHICH ARE:**
at other than MAJCOM

**COLUMN D DISPOSITION:**
Destroy after 1 year.

---

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<tr>
<th>TABLE &amp; RULE: T 25 - 01 R 10.00</th>
<th>DATE MODIFIED: 19 / May / 2005</th>
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<tbody>
<tr>
<td>TITLE: Munitions Financial Accounting Basic Transactions</td>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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**COLUMN B CONSISTING OF:**
munitions financial accounting basic transactions

**COLUMN C WHICH ARE:**
at ALCs and bases

**COLUMN D DISPOSITION:**
Destroy 1 year after close of the FY or calendar year to which they pertain.

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<table>
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<tr>
<th>TABLE &amp; RULE: T 25 - 01 R 11.00</th>
<th>DATE MODIFIED: 19 / May / 2005</th>
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<tr>
<td>TITLE: Munitions Mission Capability Checklists</td>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N1-AFU-91-22</td>
<td>CURRENT: Yes</td>
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</table>

**COLUMN B CONSISTING OF:**
checklists

**COLUMN C WHICH ARE:**
munitions mission capability checklists

**COLUMN D DISPOSITION:**
Destroy when requirement is satisfied unless otherwise directed by the local Chief of Supply.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 25 - 01 R 12.00</th>
<th>DATE MODIFIED: 19 / May / 2005</th>
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<tbody>
<tr>
<td>TITLE: Munitions Adjusted Stock Level Records</td>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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**COLUMN B CONSISTING OF:**
records

**COLUMN C WHICH ARE:**
munitions adjusted stock level records

**COLUMN D DISPOSITION:**
Hold as long as established levels are in effect then destroy.

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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**T 25 - 02: LOGISTICS STAFF - MEDICAL WAR RESERVE MATERIEL (WRM) QUALITY ASSURANCE**

<table>
<thead>
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<th>TABLE &amp; RULE: T 25 - 02 R 01.00</th>
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<tr>
<td>TITLE: Medical Materiel Management System (MMMS)</td>
<td>FROZEN RECORD:</td>
<td>No</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT:</td>
<td>Yes</td>
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</table>

**COLUMN B CONSISTING OF:**
Medical Materiel Management System (MMMS)

**COLUMN C WHICH ARE:**
medical war reserve materiel quality assurance subsystem (MWRMQAS) data on magnetic tape

**COLUMN D DISPOSITION:**
Destroy/Delete when no longer needed.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 25 - 02 R 02.00</th>
<th>DATE MODIFIED:</th>
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<tr>
<td>TITLE: Creation Lists, Transfer Action Lists</td>
<td>FROZEN RECORD:</td>
<td>No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT:</td>
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</table>

**COLUMN B CONSISTING OF:**
creation lists which are initial listings received when activating MWRMQAS; or transfer action lists which are records of relocation actions

**COLUMN C WHICH ARE:**
initial listings received when activating MWRMQAS; records of relocation actions

**COLUMN D DISPOSITION:**
Destroy when no longer needed.
COLUMN B CONSISTING OF:
tape control lists

COLUMN C WHICH ARE:
records of current tapes

COLUMN D DISPOSITION:
Destroy upon validation of next listing.

COLUMN B CONSISTING OF:
edit lists

COLUMN C WHICH ARE:
records of invalid transactions as identified by error messages

COLUMN D DISPOSITION:
Destroy after corrections have been processed and verified, or when no longer needed, whichever is later.

COLUMN B CONSISTING OF:
inspection and alphabetical lists

COLUMN C WHICH ARE:
records of location of assets and management data

COLUMN D DISPOSITION:
Destroy when superseded, or no longer needed, whichever is later.

TABLE & RULE: T 25 - 02 R 06.00
TITLE: DELETED - (30 Jun 06) -- Incorporated into Rule 2
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 30 / Jun / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE RESCINDED: 30 / Jun / 2006
DATE APPROVED: 590
**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Transfer Action Lists

transfer action lists

**COLUMN C WHICH ARE:**
records of relocation actions

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

<table>
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<tr>
<th>TABLE &amp; RULE</th>
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<th>FROZEN RECORD</th>
<th>CURRENT</th>
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<tr>
<td>TITLE: Validation Lists</td>
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**COLUMN B CONSISTING OF:**
validation lists

**COLUMN C WHICH ARE:**
records of differences between quantity on hand and inventory code

**COLUMN D DISPOSITION:**
Destroy when superseded, or no longer needed, whichever is later.

**T 25 - 03: LOGISTICS STAFF - SUPPORT AGREEMENT/WAR RESERVE MATERIEL (WRM)**

<table>
<thead>
<tr>
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<td>T 25 - 03 R 01.00</td>
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<tr>
<td>TITLE: Support Agreements and Memoranda of Understandings (MOUs)</td>
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<td>AUTHORITY: N1-AFU-88-30</td>
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</table>

**COLUMN B CONSISTING OF:**
Support Agreements and Memoranda of Understanding (MOU) that set procedures required or services to be rendered. Include reports and related records concerning the services rendered or assignment of real property and facilities to tenant or attached units; interservice support agreements and or related correspondence accomplished under DoDI 4000.19, Interservice and Intragovernmental Support, August 9, 1995; support agreements accomplished under other than AFI 25-201 and DoDI 4000.19, or procurement directives written outside the policy above.

**COLUMN C WHICH ARE:**
records and modifications relating to or about services rendered, assignment of real property and or facilities to tenant and units, regardless of location.

**COLUMN D DISPOSITION:**
Destroy 6 years after agreement is terminated. If an agreement is superceded, destroy the outdated version as soon as the new agreement goes into affect.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE</th>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
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<td>T 25 - 03 R 02.00</td>
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</table>
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Support Agreements - Interservice Support Agreements

support agreements - interservice support agreements

COLUMN C WHICH ARE:
related correspondence accomplished under DoDI 4000.19, Interservice and Intragovernmental Support, August 9, 1995

COLUMN D DISPOSITION:
Destroy 6 years after agreement is superseded or terminated, or when no longer needed, whichever is sooner.

<table>
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<th>TABLE &amp; RULE: T 25 - 03 R 03.00</th>
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<td>AUTHORITY: N1-AFU-88-30</td>
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COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Support Agreements Accomplished Under Other Than AFI 25-201 and DoDI 4000.19 or Procurement Directives

support agreements accomplished under other than AFI 25-201 and DoDI 4000.19 or procurement directives

COLUMN C WHICH ARE:
not included in Rule 2 above

COLUMN D DISPOSITION:
Destroy 6 years after agreement is superseded or terminated, or when no longer needed, whichever is sooner.

<table>
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<tr>
<th>TABLE &amp; RULE: T 25 - 03 R 04.00</th>
<th>DATE MODIFIED: 19 / May / 2005</th>
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<tbody>
<tr>
<td>TITLE: Information Copies of Support Agreements</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tr>
<td>COLUMN C WHICH ARE:</td>
<td>information copies of support agreements</td>
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<td>COLUMN D DISPOSITION:</td>
<td>Destroy when agreement is superseded or terminated.</td>
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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 25 - 03 R 05.00</th>
<th>DATE MODIFIED: 19 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Support Agreements for SATAFs</td>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N1-AFU-86-07</td>
<td>CURRENT: Yes</td>
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<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>memorandums of agreement, host-tenant, BSRO, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>at Site Activation/Alteration Task Forces (SATAF)</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy when superseded or on termination agreement.</td>
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</table>
T 25 - 15: LOGISTICS STAFF - DELETED

TABLE & RULE: T 25 - 15 R 04.00
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

T 26 - 01: DELETED (1 MAR 96) - DELETED

TABLE & RULE: T 26 - 01 R 07.00
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 26 - 01 R 11.00
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:

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COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
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| COLUMN C WHICH ARE:             |
| COLUMN D DISPOSITION:           |

T 27 - 06: DELETED (1 MAR 96) - DELETED

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**T 30 - 04: DELETED - DELETED**

| TABLE & RULE: T 30 - 04 R 07.00 | DATE MODIFIED: 03 / Jul / 2008 |
| TITLE: DELETED               | FROZEN RECORD: No |
| AUTHORITY: N/A               | DATE RESCINDED: 01 / Jan / 1900 |
|                                | DATE APPROVED: |
| **COLUMN B CONSISTING OF:**   |  |
| **COLUMN C WHICH ARE:**       |  |
| **COLUMN D DISPOSITION:**     |  |

| TABLE & RULE: T 30 - 04 R 08.00 | DATE MODIFIED: 03 / Jul / 2008 |
| TITLE: DELETED               | FROZEN RECORD: No |
| AUTHORITY: N/A               | DATE RESCINDED: 01 / Jan / 1900 |
|                                | DATE APPROVED: |
| **COLUMN B CONSISTING OF:**   |  |
| **COLUMN C WHICH ARE:**       |  |
| **COLUMN D DISPOSITION:**     |  |

Report generated: 01 / Oct / 2018 - 08:00:00
### COLUMN B CONSISTING OF:

- 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

### COLUMN C WHICH ARE:

- at security police; for inactivated installations; filed with the incident/complaint files

### COLUMN D DISPOSITION:

- Destroy after 3 years.

### NOTES

18. Incident/complaint reports that are used as source records for CJCTS are disposed with applicable CJCTS records, or after 3 years, whichever is later.

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 31 - 01 R 01.01

| TITLE: Complaints and Incidents at Other Activities | DATE MODIFIED: 20 / May / 2005 |
| authority: N1-AFU-90-03 | FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

### COLUMN B CONSISTING OF:

- complaints and incidents

### COLUMN C WHICH ARE:

- copies at other activities

### COLUMN D DISPOSITION:

- Destroy when no longer needed.

### NOTES

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 31 - 01 R 02.00

| TITLE: Individual Reference Forms | DATE MODIFIED: 20 / May / 2005 |
| authority: N1-AFU-90-03 | FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |
COLUMN B CONSISTING OF:
individuals listed as suspects or subjects for any offense

COLUMN C WHICH ARE:
at security police

COLUMN D DISPOSITION:
Destroy 3 years after close of year when last entry was made.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 01 R 02.01
TITLE: Individual Incident Reference
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
individual incident reference

COLUMNS C WHICH ARE:
forms of individuals listed as witnesses, complainants or victims

COLUMNS D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 01 R 03.00
TITLE: DELETED - Pre-Oct 1992 and Prior to Conversion From Table 125-1
AUTHORITY: N/A

COLUMNS B CONSISTING OF:

COLUMNS C WHICH ARE:

COLUMNS D DISPOSITION:
(RESERVED)

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 31 - 01 R 04.00
TITLE: Security Police Activities Reports, Traffic Reports, Tickets or Violation Notices, MWD Program Status Reports at AFSPA
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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 Air Force Security Forces Center (AFSFC)

COLUMN C WHICH ARE:
at security police; reports of traffic accidents, incidents, and related tickets and violation notices; at AAir Force Security Forces Center (AFSFC)

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 01 R 05.00
TITLE: Serious Crimes/Incidents Reports at MAJCOM OPRs
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
related summaries not maintained with other series

COLUMN C WHICH ARE:
at MAJCOM OPRs

COLUMN D DISPOSITION:
Destroy after 3 years or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 01 R 05.01
TITLE: Serious Crimes/Incidents Reports - Other Copies
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

NOTES

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
desk blotters

COLUMN C WHICH ARE:
a chronological record of delinquencies, incidents, messages, etc.

COLUMN D DISPOSITION:
Destroy 1 year after date of last entry.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 01 R 07.00
TITLE: Desk Blotter - Information Copy

DATE MODIFIED: 20 / May / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
desk blotters

COLUMN C WHICH ARE:
information copies

COLUMN D DISPOSITION:
Destroy after 3 months or when no longer needed, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 01 R 08.00
TITLE: DELETED - (30 Jun 06) – Incorporated into Rule 1

DATE MODIFIED: 02 / Sep / 2008
FROZEN RECORD: No
DATE RESCINDED: 02 / Sep / 2008

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Incident Investigation Cases

records accumulated by security police pursuant to investigations of incidents and crimes

COLUMN C WHICH ARE:
at security police

COLUMN D DISPOSITION:
Destroy after 3 years.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 01 R 09.00

**TITLE:** Other Agencies Investigative Reports  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
investigative reports

**COLUMN C WHICH ARE:**
from other agencies

**COLUMN D DISPOSITION:**
Return to appropriate activity per Table 31-6.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 01 R 10.00

**TITLE:** Property Receipt Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
AF Forms 52, Evidence Tag

**COLUMN C WHICH ARE:**
for property found and not to be used as evidence

**COLUMN D DISPOSITION:**
Destroy 3 months after disposition of property.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 01 R 11.00

**TITLE:** Receipts and Related Correspondence for Property of Detained Personnel  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**
receipts and related correspondence

**COLUMN C WHICH ARE:**
for property impounded, seized as evidence, or otherwise held by security police

**COLUMN D DISPOSITION:**
Destroy 3 years after disposition of property.

**NOTES**

| 19 | File records used in board proceedings and claims with the records to which they pertain. |
| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

**TABLE & RULE: T 31 - 01 R 12.00**

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**COLUMN B CONSISTING OF:**
information on motor vehicle accidents and violations

**COLUMN C WHICH ARE:**
used for point assessments, restriction, revocation or suspension, and other actions (including barring) affecting driving privileges

**COLUMN D DISPOSITION:**
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.

**NOTES**

| 44 | Transfer records to gaining installation (or designated unit) of person(s), employee, or sponsor. Destroy records on local retirees when they no longer serve law enforcement or legal purposes. For overseas activities, destroy records upon reassignment of individual/sponsor to CONUS for discharge action. However, do not destroy records when person(s) are on terminal leave status until after the effective discharge date. |
| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

**TABLE & RULE: T 31 - 01 R 12.01**

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<td>DATE APPROVED:</td>
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</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
### TABLE & RULE: T 31 - 01 R 13.00

**TITLE:** DELETED - (30 Jun 06) -- Incorporated into Rule 4  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Nov / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**PREVIOUSLY TITLED:** Traffic Reports

traffic reports

**COLUMN C WHICH ARE:**

reports of traffic accidents, incidents, and related tickets and violation notices

**COLUMN D DISPOSITION:**

Destroy after 2 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 01 R 13.01

**TITLE:** DELETED - (18 May 06) - Incorporated into Rule 11 of this Table  
**AUTHORITY:** N/A  
**DATE MODIFIED:** 20 / Nov / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

### TABLE & RULE: T 31 - 01 R 14.00

**TITLE:** DELETED - (30 Jun 06) -- Incorporated into Rule 4  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Nov / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**PREVIOUSLY TITLED:** Tickets or Violation Notices

tickets or violation notices

**COLUMN C WHICH ARE:**

at security police

**COLUMN D DISPOSITION:**

Destroy after 2 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
### NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 01 R 14.01</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Voided Violation Notices</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
</tbody>
</table>

- **COLUMN B CONSISTING OF:**
  - voided violation notices

- **COLUMN C WHICH ARE:**

- **COLUMN D DISPOSITION:**
  - Destroy 3 months after posting and forfeiture of collateral, or dismissal.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 01 R 14.02</th>
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<tbody>
<tr>
<td><strong>TITLE:</strong> DELETED - (30 Jun 2006) Incorporated into Rule 15</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N/A</td>
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</table>

- **COLUMN B CONSISTING OF:**

- **COLUMN C WHICH ARE:**

- **COLUMN D DISPOSITION:**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 01 R 15.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Reports of Traffic Studies</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
</tbody>
</table>

- **COLUMN B CONSISTING OF:**
  - reports of traffic studies

- **COLUMN C WHICH ARE:**
  - studies which reflect the volume of vehicular traffic entering or departing an installation or access road

- **COLUMN D DISPOSITION:**
  - Destroy on preparation of new or amended report.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 01 R 16.00

<table>
<thead>
<tr>
<th>TITLE: Security Police Patrol Reports</th>
<th>DATE MODIFIED: 20 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td></td>
<td>CURRENT: Yes</td>
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<td></td>
<td>DATE APPROVED:</td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**
special reports relating to activities or conditions
**COLUMN C WHICH ARE:**
at security police
**COLUMN D DISPOSITION:**
Destroy after 1 year.

### TABLE & RULE: T 31 - 01 R 16.01

<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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
**COLUMN C WHICH ARE:**
at central depositories; used in conducting daily inventories; data gathered about the presence of persons or circumstances in law enforcement patrol areas
**COLUMN D DISPOSITION:**
Destroy after 3 months.

### TABLE & RULE: T 31 - 01 R 17.00

<table>
<thead>
<tr>
<th>TITLE: Permits and Registration Records</th>
<th>DATE MODIFIED: 20 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td></td>
<td>CURRENT: Yes</td>
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<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
 permis 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).

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 01 R 18.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Firearm Authorization for Employees Record Copy</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

COLUMNS CONSISTING OF:

USAF employee firearm authorization, and related records

COLUMNS WHICH ARE:

record copies

COLUMNS DISPOSITION:

Destroy 2 years after expiration or revocation.

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
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</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 01 R 19.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Firearm Authorization for Employees Individual Copies</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

COLUMNS CONSISTING OF:

firearm authorization for employees

COLUMNS WHICH ARE:

individuals copies

COLUMNS DISPOSITION:

Destroy immediately on revocation or expiration date, whichever is sooner.

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
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</tr>
</tbody>
</table>
### TABLE & RULE: T 31 - 01 R 20.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Project Identification Participation Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>20 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
forms from owner which identify property under Air Force Crime Prevention Program

**COLUMN C WHICH ARE:**
at security police

**COLUMN D DISPOSITION:**
Destroy 1 year after owner has been reassigned or separated.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 01 R 21.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Entry Control Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>DAA-GRS-2017-0006-0015</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>28 / Jul / 2017</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
entry control files

**COLUMN C WHICH ARE:**
registers or logs used to record names of outside contractors, service personnel, visitors employees admitted to areas and reports on automobiles and passengers

**COLUMN D DISPOSITION:**
Destroy 2 years after final entry or 2 years after date of document, as appropriate.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 01 R 22.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Barred Personnel for Active Installations</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>20 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
for active installations

**COLUMN D DISPOSITION:**
Destroy 3 years after removal from the barred list.
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 01 R 23.00
TITLE: Armored Forces Disciplinary Control Board (AFDCB) BARRED PERSONNEL FOR INACTIVATED INSTALLATIONS
DATE MODIFIED: 20 / Nov / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Barred Personnel for Inactivated Installations
barred personnel
COLUMN C WHICH ARE:
for inactivated installations
COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 01 R 24.00
TITLE: Armed Forces Disciplinary Control Board (AFDCB) REPORTS OF BOARD PROCEEDINGS, RECOMMENDATIONS TO THE BOARD, SUPPORTING RECORDS
DATE MODIFIED: 20 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
Armed Forces Disciplinary Control Board (AFDCB)
COLUMN C WHICH ARE:
reports of board proceedings, recommendations to the board, supporting records
COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 01 R 25.00
TITLE: Armored Forces Disciplinary Control Board (AFDCB) CHARTER OR DIRECTIVE CREATING BOARD
DATE MODIFIED: 20 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
narcotics/explosives training and utilization performance records

COLUMN C WHICH ARE:
detection needed in possible legal proceedings after death or retirement of dog

COLUMN D DISPOSITION:
Destroy 1 year after death or retirement of dog, or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 01 R 28.01
TITLE: MWD Health and Service
AUTHORITY: N1-AFU-88-08

COLUMNS B CONSISTING OF:
MWD health and service

COLUMNS C WHICH ARE:
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

COLUMNS D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

39 Units will forward records on death or retirement of dog to the Central Repository, DOD Military Working Dog Veterinary Service, 1219 Knight Street, Lackland AFB TX 78236-5631.

TABLE & RULE: T 31 - 01 R 28.02
TITLE: DELETED - (30 Jun 2006) Incorporated into Rule 28.01
AUTHORITY: N/A

COLUMNS B CONSISTING OF:

COLUMNS C WHICH ARE:

COLUMNS D DISPOSITION:
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 01 R 29.00</th>
<th>DATE MODIFIED: 20 / Nov / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (30 Jun 06) – Incorporated into Rule 4</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: MWD Program Status Reports at Air Force Security Forces Center (AFSFC)
statistical reports on MWDs, handlers, and kennel support strength, program change notifications, and MWD requirements projections

**COLUMN C WHICH ARE:**

at AFSPA

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<table>
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<tr>
<th>TABLE &amp; RULE: T 31 - 01 R 29.01</th>
<th>DATE MODIFIED: 20 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: MWD Program Status Reports at MAJCOMs and Units</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

MWD program status reports

**COLUMN C WHICH ARE:**

at MAJCOMs and units

**COLUMN D DISPOSITION:**

Destroy after 1 year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 01 R 30.00</th>
<th>DATE MODIFIED: 20 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Inspection Reports at Performing Activity</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at activities performing inspection

COLUMN D DISPOSITION:
Destroy 2 years after all follow-up action is completed.

TABLE & RULE: T 31 - 01 R 31.00
TITLE: Inspection Reports at Inspected Activity
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
inspection reports

COLUMN C WHICH ARE:
at inspected activities

COLUMN D DISPOSITION:
Destroy after next inspection/test or upon correction of all deficiencies, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
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TABLE & RULE: T 31 - 01 R 32.00
TITLE: Firearm or War Trophy Confiscation
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
firearm or war trophy confiscation

COLUMN C WHICH ARE:
at security police

COLUMN D DISPOSITION:
Destroy 3 years after final disposition of property.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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**TABLE & RULE: T 31 - 01 R 33.00**

**TITLE:** Resource Protection Master Plan

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>procedures for normal and emergency protection of nonpriority resources</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>master plans</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 1 year after superseded by new plan</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 31 - 01 R 34.00**

**TITLE:** Resource Protection Plan Other Than Master

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>resource protection plan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>other than master plans</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when superseded.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 31 - 01 R 35.00**

**TITLE:** Resources Protection Records

**AUTHORITY:** N1-AFU-88-08

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>resources protection records</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>resource authorization letters, inspection reports, plans, prescribing directives, waivers, alarm check forms, work order requests, and other related records</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when superseded, obsolete, or no longer needed, whichever is sooner.</td>
</tr>
</tbody>
</table>
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 01 R 35.01
TITLE: DELETED - (30 Jun 2006) Incorporated into Table 30-2; later Table 36-2, Rule 3
AUTHORITY: N/A

| COLUMN B CONSISTING OF: | Restricted Area Badges |
| COLUMN C WHICH ARE: | |
| COLUMN D DISPOSITION: | |

DATE MODIFIED: 20 / Nov / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

TABLE & RULE: T 31 - 01 R 36.00
TITLE: DELETED - (5 July 06) -- Incorporated into Rule 16.01
AUTHORITY: N1-AFU-90-03

| COLUMN B CONSISTING OF: | PREVIOUSLY TITLED: Security Container Check Record at Central Depositories |
| COLUMN C WHICH ARE: | records used on containers/vaults for storing funds |
| COLUMN D DISPOSITION: | at central depositories |

DATE MODIFIED: 20 / Nov / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 01 R 36.01
TITLE: DELETED - (30 Jun 2006) Incorporated into Rule 31
AUTHORITY: N/A

DATE MODIFIED: 20 / Nov / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 01 R 37.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Security Container Check Record Outside Centeral Depository</td>
</tr>
<tr>
<td>DATE MODIFIED: 20 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

security container check record

**COLUMN C WHICH ARE:**

outside of central depositories

**COLUMN D DISPOSITION:**

Destroy after superseding records are prepared.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 01 R 38.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (5 July 06) -- Incorporated into Rule 16.01</td>
</tr>
<tr>
<td>DATE MODIFIED: 20 / Nov / 2006</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Firearm/Ammunition Inventory Records

forms/records

**COLUMN C WHICH ARE:**

used in conducting daily inventories

**COLUMN D DISPOSITION:**

Destroy after 3 months.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 31 - 01 R 39.00
TITLE: DELETED - (5 July 06) -- Incorporated into Rule 16.01
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
field interviews

COLUMN C WHICH ARE:
data gathered about the presence of persons or circumstances in law enforcement patrol areas

COLUMN D DISPOSITION:
Destroy after 3 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 01 R 39.01
TITLE: DELETED - (30 Jun 2006) Incorporated into Rule 35
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 31 - 01 R 40.00
TITLE: Alarm Systems Test Records
AUTHORITY: N1-AFU-90-38

COLUMN B CONSISTING OF:
for intrusion detection alarm systems

COLUMN C WHICH ARE:
at security police

COLUMN D DISPOSITION:
Destroy when a new form is prepared or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 31 - 01 R 41.00
**TITLE:** Log of Openings and Closings of Alarmed Facilities  
**AUTHORITY:** N1-AFU-90-38

**CURRENT:** Yes  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
logs

**COLUMN C WHICH ARE:**
of openings and closings of alarmed facilities

**COLUMN D DISPOSITION:**
Destroy after 3 months, or when no longer needed, whichever is later.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 01 R 42.00
**TITLE:** Narcotic Training Aids  
**AUTHORITY:** N1-AFU-88-08

**CURRENT:** Yes  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
narcotic training aids

**COLUMN C WHICH ARE:**
controlled substance order forms, accountability records, inventory and audit reports, records of destruction and verification of shipments

**COLUMN D DISPOSITION:**
Destroy 1 year after destruction of the controlled substance.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

39 Maintain a separate shipment file for each controlled substance shipment in active status.

### TABLE & RULE: T 31 - 01 R 43.00
**TITLE:** DELETED - (30 Jun 06) -- Incorporated into Rule 1  
**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes  
**DATE MODIFIED:** 20 / Nov / 2006  
**FROZEN RECORD:** No  
**DATE APPROVED:**

---

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 31 - 01 R 44.00 | DATE MODIFIED: | 20 / May / 2005 |
| TITLE: Pick Up/Restriction Orders Copies at Security Police | FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

| COLUMN B CONSISTING OF: | pick uo/restriction orders |
| COLUMN C WHICH ARE: | within issuing and at other installations |
| COLUMN D DISPOSITION: | Destroy after 1 year, or when member is picked up, or the order is cancelled, as appropriate. |

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 31 - 01 R 44.01 | DATE MODIFIED: | 20 / Nov / 2006 |
| TITLE: DELETED - (30 Jun 2006) Incorporated into Rule 40 | FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
COLUMB B CONSISTING OF:
plans, schedules, rules, correspondence and related records

COLUMB C WHICH ARE:
at host MAJCOMs

COLUMB D DISPOSITION:
Destroy after 2 years or when superseded, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMB B CONSISTING OF:
security police competitions

COLUMB C WHICH ARE:
at other MAJCOMs

COLUMB D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMB B CONSISTING OF:

COLUMB C WHICH ARE:

COLUMB D DISPOSITION:
T 31 - 02: SECURITY - CORRECTION RECORDS

**COLUMN B CONSISTING OF:**

- 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

**COLUMN C WHICH ARE:**

- Records for inmates released from local confinement

**COLUMN D DISPOSITION:**

- Destroy 4 years after release of prisoner from confinement.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 31 - 02 R 02.00

**TITLE:** Clemency and Parole Board Records  
**AUTHORITY:** N1-AFU-09-19

**CURRENT:** Yes  
**DATE MODIFIED:** 24 / Mar / 2005  
**FROZEN RECORD:** No  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
Records pertaining to clemency/parole actions, summary of facility records, third party letters, received by the Board, copies of decisions, and internal notes

**COLUMN C WHICH ARE:**
at the Board office

**COLUMN D DISPOSITION:**
Destroy 3 years after inmate's maximum release date.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 02 R 03.00

**TITLE:** Correction Officer's Records  
**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
correction officer's records

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy after disposition of claim, criminal action, or military disciplinary action, provided the retention period specified in Rule 4 has elapsed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 02 R 04.00

**TITLE:** Correction Officer’s Records-Other Copies  
**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 02 R 05.00**

**TITLE:** Disciplinary Records

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
records

**COLUMN C WHICH ARE:**
disciplinary records

**COLUMN D DISPOSITION:**
Destroy 4 years after date of last entry.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 02 R 06.00**

**TITLE:** Correction Facility Blotters and Visitor’s Registers

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
blotters and registers

**COLUMN C WHICH ARE:**
correction facility blotters and visitor’s registers

**COLUMN D DISPOSITION:**
Destroy 1 year after date of last entry.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 31 - 02 R 07.00

**TITLE:** Inmate Reports and Rosters, Daily Strength Records, Inmate Classification Records, Retrainees Achievement Test Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 21 / Jul / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**  
- 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 records which are answer sheets of achievement test administered to retrainees

**COLUMN C WHICH ARE:**  
- 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

**COLUMN D DISPOSITION:**  
- Destroy after 1 year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 02 R 08.00

**TITLE:** Originals Daily Strength Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**  
- records

**COLUMN C WHICH ARE:**  
- originals daily strength records

**COLUMN D DISPOSITION:**  
- Destroy 8 years after date of last entry.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 02 R 09.00

**TITLE:** Daily Strength Records-Copies  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 31 - 02 R 10.00

**TITLE:** Inmate Classification Records Copies in Research Collection No. 1  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>classification material on each individual inmate</td>
<td>paper or microfilm copies in research collection No. 1 at Air Force Security Forces Center (AFSFC)</td>
<td>Destroy after 20 years.</td>
</tr>
</tbody>
</table>

**NOTES**

11 If microfilmed, destroy paper records after microfilm has been inspected and found acceptable.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

65 HQ Air Force Historical Research Agency (HQ AFHRA) is the office of record for all narrative histories, monographs, studies, and reports, and their supporting records submitted by AF Activities according to AFI 84-101.

### TABLE & RULE: T 31 - 02 R 11.00

**TITLE:** DELETED - (5 Jul 06) -- Incorporated into Rule 7  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>inmate classification records</td>
<td>paper copies or microfilm service prints in reference collection No. 2</td>
<td>Destroy after 1 year.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
retrainees achievement test records

COLUMN C WHICH ARE:
answer sheets of achievement test administered to retrainees

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 02 R 13.00

<table>
<thead>
<tr>
<th>TITLE: Correctional Custody Case Files</th>
<th>DATE MODIFIED: 20 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
correctional custody case files

COLUMN C WHICH ARE:
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)

COLUMN D DISPOSITION:
Destroy 3 months after end of month in which correctional custody terminated.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### T 31 - 03: SECURITY - PRIVATE VEHICLE REGISTRATION AND SALE

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 03 R 01.00</th>
<th>DATE MODIFIED: 20 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Private Vehicle Registrations, Financial Responsibility and Ownership</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- private vehicle registrations, financial responsibility and ownership

**COLUMN C WHICH ARE:**

- certificates of compliance-private vehicle registration forms

**COLUMN D DISPOSITION:**

Destroy after departure of registrant on PCS or termination of individual vehicle registration or re-registration of vehicles.

### NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### T 31 - 03 R 02.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 03 R 02.00</th>
<th>DATE MODIFIED: 20 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Registration Identification Label</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- labels

**COLUMN C WHICH ARE:**

- registration identification labels

**COLUMN D DISPOSITION:**

Registrant will destroy on termination or expiration of registration or when replaced by current label.

### NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### T 31 - 03 R 03.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 03 R 03.00</th>
<th>DATE MODIFIED: 20 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Military Registration and Certificate of Title of Motor Vehicle</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
- military registration and certificate of title of motor vehicle

COLUMN C WHICH ARE:
- record copies of forms

COLUMN D DISPOSITION:
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

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 03 R 04.00
TITLE: Temporary Registration Records
AUTHORITY: N1-AFU-91-42

COLUMN B CONSISTING OF:
- records

COLUMN C WHICH ARE:
- temporary registration records

COLUMN D DISPOSITION:
Destroy 1 month after the expiration date.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 03 R 05.00
TITLE: Private Motor Vehicle Sales Transaction
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- applications from military and civilian personnel for purchase or sale of privately owned motor vehicles at overseas locations

COLUMN C WHICH ARE:
- at overseas locations

COLUMN D DISPOSITION:
Destroy 1 year after individual completes overseas tour.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
T 31 - 03: SECURITY - INFORMATION SECURITY PROGRAM

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

T 31 - 04: SECURITY - INFORMATION SECURITY PROGRAM

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

NOTES

68 Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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 identifying 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 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.

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy when superseded or no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 03.00
TITLE: Classi Authority for Master Listing, Classi Evaluation, Top Secr Inventories, Special Access Prog, Security, Sci/Tech Meetings
AUTHORITY: N1-AFU-88-37
DATE MODIFIED: 21 / Jul / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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.

COLUMN C WHICH ARE:
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.

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Original Classification Authority Listing by Incumbent's Name and Date Trained

officials designated to exercise original classification authority

COLUMN C WHICH ARE:
at Air Force Security Forces Center (AFSFC)

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES

68 Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 05.00
TITLE: DELETED - (5 Jul 06) -- Incorporated into Rule 2
AUTHORITY: N1-AFU-88-37

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Original Classification Authority Listing by Incumbent's Name and Date Trained at Other Levels

original classification authority listing by incumbent's name and date

COLUMN C WHICH ARE:
trained at other levels

COLUMN D DISPOSITION:
Destroy when superseded or no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Original Classification Authority Listing by Incumbent's Name and Date Trained at MAJCOM, FOA or DRU
listing by incumbent's name and date trained of officials designated to exercise original classification authority in the absence of the primary official

COLUMN C WHICH ARE:
at MAJCOM, FOA or DRU

COLUMN D DISPOSITION:
Destroy when superseded or no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 31 - 04 R 07.00
TITLE: DEFENDED - (6 Jul 06) -- Incorporated into Rule 3
AUTHORITY: N1-AFU-88-37

DATE MODIFIED: 20 / Nov / 2006
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Classification Evaluation
classification evaluation

COLUMN C WHICH ARE:
challenges to classification and requests for mandatory review

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 31 - 04 R 08.00
TITLE: Security Control Records
AUTHORITY: N1-AFU-88-37

DATE MODIFIED: 20 / May / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
security control records

COLUMN C WHICH ARE:
key issue logs

COLUMN D DISPOSITION:
Destroy 1 month after all entry spaces are used and replaced by a new log if no longer required.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 09.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED: 20 / Nov / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-88-37</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
</tbody>
</table>

COLUMN C WHICH ARE:

forms used for identifying persons responsible for storage facilities or containers

COLUMN B CONSISTING OF:

PREVIOUSLY TITLED: Forms Used for Identifying Persons Responsible for Storage Facilities or Containers

forms used for identifying persons responsible for storage facilities or containers

COLUMN D DISPOSITION:

Destroy when superseded or no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 10.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED: 20 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>GRS 18, ITEM 01</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
</tbody>
</table>

COLUMN C WHICH ARE:

authority to escort or hand-carry classified material

COLUMN B CONSISTING OF:

authority to escort or hand-carry classified material

COLUMN D DISPOSITION:

Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 11.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED: 20 / Nov / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-88-37</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
</tbody>
</table>

COLUMN C WHICH ARE:

authorizations for the opening, closing and checking of security type equipment, and results of room or area security inspection

COLUMN B CONSISTING OF:

authorizations for the opening, closing and checking of security type equipment, and results of room or area security inspection

COLUMN D DISPOSITION:

Destroy when superseded or no longer needed.
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Emergency Planning

emergency planning

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy when superseded or no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 12.00
TITLE: Security Incidents for NATO Security Incidents
AUTHORITY: N1-AFU-88-37

DATE MODIFIED: 20 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
security incidents for NATO security incidents

COLUMN C WHICH ARE:
findings by an official in determining if a compromise, possible compromise, inadvertent access or security deviation has occurred involving classified information

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES

68 Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 13.00
AUTHORITY: N1-AFU-88-37

DATE MODIFIED: 21 / Jul / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
security incidents for other security incidents; receipt for classified material or destruction certificates; at unit of assignment; 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; at unit of assignment for civilian personnel

COLUMN C WHICH ARE:
security incidents for other security incidents; receipt for classified material or destruction certificates; at unit of assignment; 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; at unit of assignment for civilian personnel

COLUMN D DISPOSITION:
NOTES

68 Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 14.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED:</th>
<th>CURRENT RECORD:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>20 / May / 2005</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th>DATE MODIFIED:</th>
<th>CURRENT RECORD:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>used to verify who has access to information, areas, or systems</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th>DATE MODIFIED:</th>
<th>CURRENT RECORD:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when superseded, obsolete, or no longer needed.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 15.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED:</th>
<th>CURRENT RECORD:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>not to disclose classified information</td>
<td>20 / May / 2005</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th>DATE MODIFIED:</th>
<th>CURRENT RECORD:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>access granting authority office</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th>DATE MODIFIED:</th>
<th>CURRENT RECORD:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retain pending disposition approval.</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 31 - 04 R 16.00

**TITLE:** TOP SECRET Control  
**AUTHORITY:** N1-AFU-88-37  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- TOP SECRET Control

**COLUMN C WHICH ARE:**
- TOP SECRET registers, its attached receipts and destruction certificates

**COLUMN D DISPOSITION:**
- Destroy 5 years after all register page entries have been made inactive.

**NOTES**

- **68** Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 31 - 04 R 17.00

**TITLE:** Access Records and Cover Sheet Persons having access to TS  
**AUTHORITY:** N1-AFU-88-37  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- Access records and cover sheet persons having access to TS

**COLUMN C WHICH ARE:**
- Persons who have access to a particular TOP SECRET (TS) document or to whom the information has been disclosed

**COLUMN D DISPOSITION:**
- Destroy 2 years after related TOP SECRET material is destroyed, transferred, downgraded, declassified, or retired.

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 31 - 04 R 18.00

**TITLE:** DELETED - (6 Jul 06) -- Incorporated into Rule 3  
**AUTHORITY:** N1-AFU-88-37  
**DATE MODIFIED:** 20 / Nov / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: TOP SECRET Inventories

inventories

COLUMN C WHICH ARE:
TOP SECRET inventories

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 19.00
TITLE: Record Suspense Receipt and Destruction Certificate File For SECRET Material On-Loan Suspenses
AUTHORITY: N1-AFU-88-37

DATE MODIFIED: 20 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
record suspense receipt and destruction certificate for SECRET material on-loan suspense

COLUMN C WHICH ARE:
suspense records for classified material requiring a receipt

COLUMN D DISPOSITION:
Destroy after 2 years or give to the borrower, whichever is applicable.

NOTES
68 Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 20.00
TITLE: Record Suspense Receipt and Destruction Certificate File for SECRET Material Normal Suspenses
AUTHORITY: N1-AFU-88-37

DATE MODIFIED: 20 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
record suspense receipt and destruction certificate file

COLUMN C WHICH ARE:
for SECRET material normal suspenses

COLUMN D DISPOSITION:
Destroy upon return of signed receipt.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 04 R 21.00

**TITLE:** DELETED - (6 Jul 06) -- Incorporated into Rule 13

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 20 / Nov / 2006

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Record Suspense Receipt and Destruction Certificate file for SECRET Material Inactive Records

record suspense receipt and destruction certificate file for SECRET material inactive records

**COLUMN C WHICH ARE:**

receipt for classified material or destruction certificates

**COLUMN D DISPOSITION:**

Destroy after 2 years.

### NOTES

68 Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 04 R 22.00

**TITLE:** Security Classification Guides

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

record copy of published editions and changes; forms reflecting approvals, revisions, re-issuances, reviews or cancellations; and other related records

**COLUMN C WHICH ARE:**

at the issuing activity or office of primary responsibility

**COLUMN D DISPOSITION:**

Destroy after 10 years.

### NOTES

12 Retire after the system, program, or project is terminated or phased out of the inventory.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 04 R 23.00

**TITLE:** DELETED - (5 Jul 06) -- Incorporated into Rule 2

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 20 / Nov / 2006

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>PREVIOUSLY TITLED: Security Classification Guides Information Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>copies</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>security classification guides information copies</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy when superseded, obsolete, or no longer needed.</td>
</tr>
</tbody>
</table>

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>PREVIOUSLY TITLED: Security Termination Statements at Unit of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>statements completed when terminating access to special program material</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>at unit of assignment</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy after 2 years.</td>
</tr>
</tbody>
</table>

**NOTES**

- **68** Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 04 R 24.00</th>
<th>DATE MODIFIED: 20 / Nov / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (6 Jul 06) -- Incorporated into Rule 13</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-88-37</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**NOTES**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>PREVIOUSLY TITLED: Security Termination Statements Persons Refusing to Acknowledge Debriefing</th>
</tr>
</thead>
<tbody>
<tr>
<td>security termination statements</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>at 497th Intelligence Group (497 IG/INS) because person refused to acknowledge debriefing</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy with individual’s adjudication file.</td>
</tr>
</tbody>
</table>

**NOTES**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table 31-5 covers the disposition of individual adjudication files.

---

**Notes**

- **COLUMN B CONSISTING OF:**
  - PREVIOUSLY TITLED: Security Termination Statements in the Unit Personnel Records Group (UPRG)
  - security termination statements in the Unit Personnel Records Group (UPRG)

- **COLUMN C 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

- **COLUMN D DISPOSITION:**
  - Destroy after 2 years.

**Notes**

- Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)

**Notes**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**Notes**

- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**Notes**

- Electronic systems that supplement temporary hard copy records: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 31 - 04 R 28.00  
**TITLE:** NATO or International Pact Organization (IPO) Control Records  
**AUTHORITY:** N1-AFU-88-37

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
</table>
| destruction certificates, receipts, registers, and disclosure records at the destroying subregistry  

| COLUMN C WHICH ARE:  
|-----------------|  
| for COSMIC (code name given to identify NATO TOP SECRET documents), COSMIC TOP SECRET ATOMAL or other IPO TOP SECRET material  

| COLUMN D DISPOSITION:  
|-----------------|  
| Destroy 10 years after the material has been destroyed or transferred to another registry or subregistry.  

| NOTES  
|---|  
| 68 Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)  
| 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
| 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
| 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.  

---

### TABLE & RULE: T 31 - 04 R 29.00  
**TITLE:** Control Records for NATO SECRET, NATO SECRET ATOMAL, NATO CONFIDENTIAL ATOMAL, or IPO SECRET or CONFIDENTIAL Material  
**AUTHORITY:** N1-AFU-88-37

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
</table>
| control records  

| COLUMN C WHICH ARE:  
|-----------------|  
| for NATO SECRET, NATO SECRET ATOMAL, NATO CONFIDENTIAL ATOMAL, IPO SECRET or CONFIDENTIAL material  

| COLUMN D DISPOSITION:  
|-----------------|  
| Destroy 2 years after the material has been destroyed or transferred to another registry or subregistry.  

| NOTES  
|---|  
| 68 Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)  
| 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
| 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
| 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.  

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### TABLE & RULE: T 31 - 04 R 30.00  
**TITLE:** Registers and Receipts at Control Points  
**AUTHORITY:** N1-AFU-88-37

| NOTES  
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Report generated: 01 / Oct / 2018 - 08:00:00</td>
</tr>
</tbody>
</table>
**COLUMN B CONSISTING OF:**
registers and receipts at control points

**COLUMN C WHICH ARE:**
for COSMIC, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, NATO CONFIDENTIAL ATOMAL

**COLUMN D DISPOSITION:**
Destroy 5 years after record has been destroyed or returned to the servicing subregistry.

**NOTES**

68 Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 04 R 31.00**

**TITLE:** Logs, Receipts, and Destruction Records for NATO SECRET Material

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
logs, receipts and destruction records for NATO SECRET material

**COLUMN C WHICH ARE:**
at control points or user agencies

**COLUMN D DISPOSITION:**
Destroy 2 years after the material has been destroyed or transferred out of the activity.

**NOTES**

68 Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 04 R 32.00**

**TITLE:** Central United States Registry (CUSR)

**AUTHORITY:** N1-AFU-88-37

**DATE MODIFIED:** 20 / May / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
Central United States Registry (CUSR)

**COLUMN C WHICH ARE:**
approval of establishment or disestablishment of Air Force subregistries and records of establishment or disestablishment of control points under a subregistry

**COLUMN D DISPOSITION:**
Destroy 1 year after disestablishment of subregistry or control point.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
<table>
<thead>
<tr>
<th>SQL</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
</tbody>
</table>

### TABLE & RULE: T 31 - 04 R 33.00

**Title:** Individual Record Receipts in the Active Accountability File

**Authority:** N1-AFU-88-37

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Individual record receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>In the active accountability file</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy when the records described on the receipt are being destroyed and have been listed on certificate of destruction.</td>
</tr>
</tbody>
</table>

### TABLE & RULE: T 31 - 04 R 34.00

**Title:** Forms Used to Formally Record Authorizations for Access to NATO or IPO Classified Material

**Authority:** N1-AFU-88-37

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Forms used to formally record authorizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>For access to NATO or IPO classified material</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy upon termination of access.</td>
</tr>
</tbody>
</table>

### TABLE & RULE: T 31 - 04 R 35.00

**Title:** Special Access Program, Program Plans and Security Instructions

**Authority:** N1-AFU-88-37

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Forms used to formally record authorizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>For access to NATO or IPO classified material</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy upon termination of access.</td>
</tr>
</tbody>
</table>
TABLE & RULE: T 31 - 04 R 36.00
TITLE: DELETED - (6 Jul 06) -- Incorporated into Rule 3
AUTHORITY: N1-AFU-88-37

CURRENT: No
FROZEN RECORD: Yes
DATE APPROVED: 20 / Nov / 2006
DATE MODIFIED: 20 / Nov / 2006

NOTES

68 Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 37.00
TITLE: DELETED - (6 Jul 06) -- Incorporated into Rule 35
AUTHORITY: N1-AFU-88-37

CURRENT: No
FROZEN RECORD: Yes
DATE APPROVED: 20 / Nov / 2006
DATE MODIFIED: 20 / Nov / 2006

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 38.00
TITLE: DEFERRED - (5 Jul 06) -- Incorporated into Rule 2
AUTHORITY: N1-AFU-88-37
DATE MODIFIED: 20 / Nov / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Program Plans and Security Instructions Copies at Other Offices

COLUMNS C WHICH ARE:
program plans and security instructions

COLUMNS D DISPOSITION:
Destroy when superseded, obsolete, or no longer needed.

TABLE & RULE: T 31 - 04 R 39.00
TITLE: Forms Used to Formally Record Authorization for Access to Special Program Material
AUTHORITY: N1-AFU-88-37
DATE MODIFIED: 20 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
forms used to formally record authorization

COLUMNS C WHICH ARE:
for access to special program material

COLUMNS D DISPOSITION:
Destroy upon termination of access

TABLE & RULE: T 31 - 04 R 40.00
TITLE: Waivers or Exceptions Approved
AUTHORITY: N1-AFU-88-37
DATE MODIFIED: 20 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 31 - 04 R 41.00
Title: Waivers or Exceptions Disapproved
Authority: N1-AFU-88-37

Table & Rule: T 31 - 04 R 42.00
Title: Surveys, Inspections, and Programs Reviews Approved
Authority: N1-AFU-88-37

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 31 - 04 R 43.00
TITLE: Surveys, Inspections, and Programs Reviews Disapproved
AUTHORITY: N1-AFU-88-37
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 20 / May / 2005

COLUMNS B CONSISTING OF:
surveys, inspections and program reviews

COLUMNS C WHICH ARE:
disapproved

COLUMNS D DISPOSITION:
Destroy upon return of requested action.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 44.00
TITLE: DELETED - (6 Jul 06) -- Incorporated into Rule 3
AUTHORITY: N1-AFU-88-37
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 13 / Aug / 2007

COLUMNS B CONSISTING OF:
PREVIOUSLY TITLED: Security Inspections

inspections

COLUMNS C WHICH ARE:
security inspections

COLUMNS D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 45.00
TITLE: Information Security Program Reviews
AUTHORITY: N1-AFU-88-37
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 20 / May / 2005

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
- reviews

COLUMN C WHICH ARE:
- information security program reviews

COLUMN D DISPOSITION:
Destroy after 1 year or upon completion of next comparable visit, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 46.00
TITLE: CUSR Inspections of Air Force Subregistries and Control Points
AUTHORITY: N1-AFU-88-37

COLUMN B CONSISTING OF:
- inspections

COLUMN C WHICH ARE:
- CUSR inspections of Air Force subregistries and control points

COLUMN D DISPOSITION:
Destroy after 1 year or upon completion of next comparable visit, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 47.00
TITLE: Information Security Reports
AUTHORITY: N1-AFU-88-37

COLUMN B CONSISTING OF:
- agency information security program data report

COLUMN C WHICH ARE:
- at Air Force Security Forces Center (AFSFC)

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Information Security Reports at other levels

information security reports

COLUMN C WHICH ARE:
at other levels

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

COLUMN B CONSISTING OF:
code words or nicknames

COLUMN C WHICH ARE:
forms used to account for the assignment or cancellation of code words and nicknames

COLUMN D DISPOSITION:
Destroy 2 years after code words or nicknames are cancelled.

NOTES

68 Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

COLUMN B CONSISTING OF:

FORMS USED TO ACCOUNT FOR THE ASSIGNMENT OR CANCELLATION OF CODE WORDS AND NICKNAMES

COLUMN C WHICH ARE:

CODE WORDS OR NICKNAMES

COLUMN D DISPOSITION:

Destroy 2 years after code words or nicknames are cancelled.

NOTES

68 Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
**NOTES**

no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 31 - 04 R 53.00**

<table>
<thead>
<tr>
<th>TITLE: Official File Copy of Requested Records</th>
<th>DATE MODIFIED: 20 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: GRS 14, ITEM 31B</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

official file copy of requested records

**COLUMN C WHICH ARE:**

official file copy of requested records or those under appeal

**COLUMN D DISPOSITION:**

Dispose of in accordance with approved disposition instructions for the related record or with the related MDR request, whichever is later.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 31 - 04 R 54.00**

<table>
<thead>
<tr>
<th>TITLE: Records Denied Not Appealed</th>
<th>DATE MODIFIED: 20 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: GRS 14, ITEM 31A(3)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

denials of access to all or parts of records requested

**COLUMN C WHICH ARE:**

not appealed

**COLUMN D DISPOSITION:**

Destroy 5 years after date of reply.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 31 - 04 R 55.00**

<table>
<thead>
<tr>
<th>TITLE: Records Denied and Appealed</th>
<th>DATE MODIFIED: 20 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: GRS 14, ITEM 32A</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
denials of access to all or parts of records requested

COLUMN C WHICH ARE:
appealed

COLUMN D DISPOSITION:
Destroy 4 years after final determination by the Secretary of the Air Force.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 56.00
TITLE: MDR Control Register
AUTHORITY: DAA-GRS-2013-0007-0004
DATE MODIFIED: 05 / Feb / 2016
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 05 / Feb / 2016

COLUMN B CONSISTING OF:
files maintained for control purposes, including registers and similar records listing date, nature or request, and name and address of requester

COLUMN C WHICH ARE:
at MDR managers offices

COLUMN D DISPOSITION:
Destroy 5 years after final action by the Air Force.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 04 R 57.00
TITLE: Receipts for Monies
AUTHORITY: DAA-GRS-2013-0003-0001
DATE MODIFIED: 13 / Sep / 2017
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
receipts for monies, cash collection sheets, and related accountable records

COLUMN C WHICH ARE:
at Freedom of Information (FOI) managers offices

COLUMN D DISPOSITION:
Destroy when 10 years old.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 04 R 58.00</th>
<th>DATE MODIFIED: 20 / Nov / 2006</th>
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<tbody>
<tr>
<td>TITLE: DELETED - Pre-Oct 1992 and Prior to Conversion From Table 205-1</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
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<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

<table>
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<tr>
<th>TABLE &amp; RULE: T 31 - 04 R 59.00</th>
<th>DATE MODIFIED: 20 / Nov / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - Pre-Oct 1992 and Prior to Conversion From Table 205-1</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 04 R 60.00</th>
<th>DATE MODIFIED: 20 / Nov / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - Pre-Oct 1992 and Prior to Conversion From Table 205-1</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
T 31 - 05: SECURITY - CENSORSHIP

TABLE & RULE: T 31 - 05 R 01.00
TITLE: Censorship Submission Sheet Secondary Censorship Station Copy
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
censorship submission sheet

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 6 months after Armed Forces censorship has been discontinued or after condemned communications are disposed of.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 05 R 02.00
TITLE: Censorship Submission Sheet Other Copies
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
censorship submission sheet

COLUMN C WHICH ARE:
other than Rule 1

COLUMN D DISPOSITION:
Destroy when no longer needed as intelligence source material or reports of censorship violations.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 05 R 03.00
TITLE: Censorship Action Slip- Slips without Extraction
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
censorship submission sheet

COLUMN C WHICH ARE:
other than Rule 1

COLUMN D DISPOSITION:
Destroy when no longer needed as intelligence source material or reports of censorship violations.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**
censorship action slips

**COLUMN C WHICH ARE:**
slips without extraction

**COLUMN D DISPOSITION:**
Destroy after 6 months.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 05 R 04.00**

<table>
<thead>
<tr>
<th>TITLE: Slips with Extraction</th>
<th>DATE MODIFIED: 20 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: Yes</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
slips

**COLUMN C WHICH ARE:**
with extraction

**COLUMN D DISPOSITION:**
Destroy 6 months after extractions have been disposed of.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 05 R 05.00**

<table>
<thead>
<tr>
<th>TITLE: Register of Censorship Stamp Holders</th>
<th>DATE MODIFIED: 20 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: Yes</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
register of censorship

**COLUMN C WHICH ARE:**
for stamp holders

**COLUMN D DISPOSITION:**
Destroy when superseded.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 31 - 05 R 06.00**

**TITLE:** Censorship Stamp Accountability Certificate  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
certificate

**COLUMN C WHICH ARE:**
censorship stamp accountability certificate

**COLUMN D DISPOSITION:**
Destroy 1 year after assumption of accountability by a new custodian.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 31 - 05 R 07.00**

**TITLE:** Travelers Censorship Certificate  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
certificate

**COLUMN C WHICH ARE:**
travelers censorship certificate

**COLUMN D DISPOSITION:**
Destroy when the article to which affixed has been opened.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 31 - 05 R 08.00**

**TITLE:** Travelers Censorship Extraction Record  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
records

**COLUMN C WHICH ARE:**
travelers censorship extraction record

**COLUMN D DISPOSITION:**
Destroy 1 year after items listed have been disposed of.

**NOTES**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 05 R 09.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Censorship Valuables Log</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
logs

**COLUMN C WHICH ARE:**
censorship valuables logs

**COLUMN D DISPOSITION:**
Destroy after 1 year.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 06 R 01.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Reports of Investigations</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
reports prepared outside Air Force

**COLUMN C WHICH ARE:**
furnished Air Force commanders

**COLUMN D DISPOSITION:**
Returned to the Air Force Office of Special Investigations (AFOSI) district or AFOSI activity from which received when no longer needed.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 31 - 06 R 02.00
**TITLE:** Personnel Security Investigations

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>personnel security investigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>nonderogatory reports of personnel security investigations conducted by Defense Security Service (DSS) (formerly Defense Investigative Service [DIS])</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy after review and completion of clearance or after recording the investigative data when clearance action is required.</td>
</tr>
</tbody>
</table>

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 06 R 02.01
**TITLE:** Personnel Security Investigations Contractors Who Require Only Unescorted Entry Into Restricted Areas

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>personnel security investigations</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>reports conducted for local service contractors who require only unescorted entry into restricted areas</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy 3 months after contract is complete or when the person for whom it was conducted terminates employment, whichever is sooner.</td>
</tr>
</tbody>
</table>

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 06 R 03.00
**TITLE:** Derogatory Reports of Personnel Security Investigations Conducted by DSS (formerly DIS), Counterintelligence Investigations

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>personnel security investigations</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>Destroy 3 months after contract is complete or when the person for whom it was conducted terminates employment, whichever is sooner.</td>
</tr>
</tbody>
</table>

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMNS B CONSISTING OF:
derogatory reports of personnel security investigations which are conducted by DSS (formerly DIS); or counterintelligence investigations

COLUMNS C WHICH ARE:
classified noninvestigative reports received from the Office of Personnel Management (OPM)

classified noninvestigative reports received from the Office of Personnel Management (OPM)

classified noninvestigative reports received from the Office of Personnel Management (OPM)

classified noninvestigative reports received from the Office of Personnel Management (OPM)

classified noninvestigative reports received from the Office of Personnel Management (OPM)

classified noninvestigative reports received from the Office of Personnel Management (OPM)

classified noninvestigative reports received from the Office of Personnel Management (OPM)

COLUMNS D DISPOSITION:
Dispose of as prescribed by AFI 31-501.

### TABLE & RULE: T 31 - 06 R 04.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE</th>
<th>T 31 - 06 R 04.00</th>
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<tbody>
<tr>
<td>TITLE</td>
<td>Nonderogatory Investigative Files Received from the Office of Personnel Management (OPM)</td>
</tr>
<tr>
<td>AUTHORITY</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED</td>
<td>20 / May / 2005</td>
</tr>
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<td>FROZEN RECORD</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT</td>
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</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### TABLE & RULE: T 31 - 06 R 05.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE</th>
<th>T 31 - 06 R 05.00</th>
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<tr>
<td>TITLE</td>
<td>Derogatory Reports Received from OPM</td>
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<tr>
<td>AUTHORITY</td>
<td>N1-AFU-90-03</td>
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<tr>
<td>DATE MODIFIED</td>
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<td>FROZEN RECORD</td>
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</tr>
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### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 06 R 06.00

<table>
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<tbody>
<tr>
<td>TITLE</td>
<td>Criminal Investigations</td>
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<tr>
<td>AUTHORITY</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED</td>
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</tr>
<tr>
<td>FROZEN RECORD</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT</td>
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</table>
**COLUMN B CONSISTING OF:**
criminal investigations

**COLUMN C WHICH ARE:**
reports furnished commanders other than those in Rule 7

**COLUMN D DISPOSITION:**
Dispose of as provided in AFI 31-501 or destroy on ultimate disposition of the case if action is not taken under these regulations.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 31 - 06 R 07.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Criminal Investigations Reports Furnished Commanders</td>
</tr>
<tr>
<td>AUTHORITY:</td>
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<tr>
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<td>20 / May / 2005</td>
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<td>CURRENT:</td>
<td>Yes</td>
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<tr>
<td>DATE APPROVED</td>
<td></td>
</tr>
</tbody>
</table>

| COLUMN B CONSISTING OF: |
criminal investigations reports furnished commanders

| COLUMN C WHICH ARE: |
consisting of documents incorporated in records of legal proceedings such as statements, affidavits, and similar matters

| COLUMN D DISPOSITION: |
Dispose of according to disposition instructions of the legal actions involved.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
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</tr>
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<tr>
<td>TITLE:</td>
<td>DELETED - (6 Jul 06) -- Incorporated into Rule 3</td>
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<tr>
<td>DATE MODIFIED</td>
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<tr>
<td>FROZEN RECORD</td>
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<tr>
<td>DATE RESCINDED</td>
<td>06 / Jul / 2006</td>
</tr>
<tr>
<td>DATE APPROVED</td>
<td></td>
</tr>
</tbody>
</table>

| COLUMN B CONSISTING OF: |
PREVIOUSLY TITLED: Counterintelligence Investigations investigations

| COLUMN C WHICH ARE: |
counterintelligence investigations

| COLUMN D DISPOSITION: |
Dispose of as provided in AFI 31-501 when action is taken under these regulations.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 31 - 06 R 09.00</th>
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<tr>
<td>TITLE:</td>
<td>Loss or Compromise of Classified Matter</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
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<tr>
<td>DATE MODIFIED</td>
<td>20 / May / 2005</td>
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<tr>
<td>FROZEN RECORD</td>
<td>No</td>
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<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED</td>
<td></td>
</tr>
</tbody>
</table>

| COLUMN B CONSISTING OF: |
loss or compromise of classified matter

| COLUMN C WHICH ARE: |
action copies of investigations incorporated with reports sent to commanders

| COLUMN D DISPOSITION: |
Destroy 2 years after date of last action taken by final reviewing authority.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
incidents or persons not under the control of the Air Force

COLUMN C WHICH ARE:
reports sent to commanders other than those in Rule 13

COLUMN D DISPOSITION:
Destroy on disposition of the case.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 06 R 13.00
TITLE: Incidents or Persons Not Under the Control of the Air Force Reports Sent to Commanders
AUTHORITY: N1-AFU-90-03

| DATE MODIFIED: | 20 / May / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

COLUMN B CONSISTING OF:
incidents or persons not under the control of the Air Force reports sent to Commanders

COLUMN C WHICH ARE:
retained in intelligence files

COLUMN D DISPOSITION:
Dispose of according to disposition instructions of the intelligence files.

TABLE & RULE: T 31 - 06 R 14.00
TITLE: Unknown Subjects Investigations
AUTHORITY: N1-AFU-90-03

| DATE MODIFIED: | 20 / May / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

COLUMN B CONSISTING OF:
reports of investigations, where names of subjects are unknown

COLUMN C WHICH ARE:
conducted by AFOSI and forwarded to commanders for review and action

COLUMN D DISPOSITION:
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.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 06 R 15.00
TITLE: Presidential Support Nominations forwarded with Recommendations
AUTHORITY: N1-AFU-90-03

| DATE MODIFIED: | 20 / May / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
TABLE & RULE: T 31 - 06 R 16.00
TITLE: Presidential Support Nominations Nonselected by a Nominating Element
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
presidential support nominations

COLUMN C WHICH ARE:
nonselected by a nominating element without forwarding the nomination to AFSCA

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 06 R 16.01
TITLE: DELETED
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
TABLE & RULE: T 31 - 06 R 17.00
TITLE: Presidential Support Nominations Nonselected by AFSCA or Higher Review Level
AUTHORITY: N/A

COLUMN B CONSISTING OF:
presidential support nominations

COLUMN C WHICH ARE:
nonselected by AFSCA or higher review level

COLUMN D DISPOSITION:

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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TABLE & RULE: T 31 - 06 R 18.00
TITLE: Presidential Support Assignment
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
letters of notification of selection for assignment to presidential support duties

COLUMN C WHICH ARE:
at MAJCOMs, base chiefs of security police, and units of assignment

COLUMN D DISPOSITION:
Destroy upon notification of termination of duties or assignment.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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TABLE & RULE: T 31 - 06 R 19.00
TITLE: Presidential Support Assignment at AFSCA
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
presidential support assignment

COLUMN C WHICH ARE:
at AFSCA

COLUMN D DISPOSITION:
Destroy after 5 years or upon reassignment, whichever is later.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 06 R 20.00**

**TITLE:** Quarterly Roster of Personnel Assigned to Presidential Support Duties  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMNS**

**COLUMN B CONSISTING OF:**
quarterly roster of personnel assigned to presidential support duties

**COLUMN C WHICH ARE:**
at AFSCA, MAJCOMs, base chiefs of security police, and units of assignment

**COLUMN D DISPOSITION:**
Destroy when superseded.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 06 R 21.00**

**TITLE:** DELETED  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 18 / Feb / 2004  
**DATE APPROVED:**

**COLUMNS**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

**TABLE & RULE: T 31 - 06 R 22.00**

**TITLE:** DELETED  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 18 / Feb / 2004  
**DATE APPROVED:**
**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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<tr>
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<td>18 / Feb / 2004</td>
</tr>
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<td>DATE APPROVED:</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

<table>
<thead>
<tr>
<th>T 31 - 07: SECURITY - INDUSTRIAL SECURITY PROGRAM</th>
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<tr>
<td>TABLE &amp; RULE:</td>
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<tr>
<td>TITLE: Facility (Security) Clearance (FCL), Security Agreements, Standard Practice Procedures (SPP)</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-88-38</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
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<td>FROZEN RECORD:</td>
</tr>
<tr>
<td>CURRENT:</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

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 agreements 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

**COLUMN C WHICH ARE:**

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; or classified information security procedures followed by the contractor at security police unit providing security oversight of contractor

**COLUMN D DISPOSITION:**

Destroy 2 years after termination of FCL.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 31 - 07 R 02.00
TITLE: DELETED - (6 Jul 06) -- Incorporated into Rule 1
AUTHORITY: N1-AFU-88-38
DATE MODIFIED: 06 / Jul / 2006
FROZEN RECORD: No
DATE RESCINDED: 06 / Jul / 2006
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Security Agreements

security agreements

COLUMN C WHICH ARE:
DD Form 441, Department of Defense Security Agreement; DD Form 441-1, Appendix 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

COLUMN D DISPOSITION:
Destroy 2 years after termination of FCL.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 07 R 03.00
TITLE: Inspection Reports
AUTHORITY: N1-AFU-88-38
DATE MODIFIED: 20 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
inspection reports

COLUMN C WHICH ARE:
DD Form 696, Industrial Security Inspection Report; letters of requirement; reports of contractor corrective actions; facility visit reports; and related records

COLUMN D DISPOSITION:
Destroy after 2 years, when unresolved deficiencies are corrected, or when adverse trend in contractor management attitude is corrected, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 07 R 04.00
TITLE: Security Violations Loss or Compromise of Classified Information did not Occur
AUTHORITY: N1-AFU-88-38
DATE MODIFIED: 20 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
COLUMN B CONSISTING OF:
reports of security violations, and reports wherein loss, compromise, or suspected compromise of classified information did not occur

COLUMN C WHICH ARE:
at security police unit providing security oversight of contractor and higher command levels

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 07 R 05.00
TITLE: Security Violations Loss or Compromise of Classified Information
AUTHORITY: N1-AFU-88-38

COLUMN B CONSISTING OF:
security violations loss or compromise of classified information

COLUMN C WHICH ARE:
reports wherein loss, compromise, or suspected compromise of classified information did occur

COLUMN D DISPOSITION:
Destroy after 7 years if contractor facility remains active, 2 years after FCL is terminated, or upon inactivation of facility.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 07 R 06.00
TITLE: Visit Requests
AUTHORITY: N1-AFU-88-38

COLUMN B CONSISTING OF:
copies of requests to visit contractor facility located on Air Force installation

COLUMN C WHICH ARE:
at security police unit providing security oversight of contractor

COLUMN D DISPOSITION:
Destroy after completion of visit.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 31 - 07 R 07.00**

**TITLE:** Special Access Files  
**AUTHORITY:** N1-AFU-88-38

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>special access files</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>special access files, carve-out contracts, special security requirements records, and copies of consultant agreements</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>Destroy 6 months after contract or agreement is terminated.</td>
</tr>
</tbody>
</table>

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

2. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 31 - 07 R 08.00**

**TITLE:** Special Visitor Agreements  
**AUTHORITY:** N1-AFU-88-38

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>special visitor agreements</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>long-term visitor agreements</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>Destroy 3 months after expiration of agreement or completion of visit.</td>
</tr>
</tbody>
</table>

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

2. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 31 - 07 R 09.00**

**TITLE:** Critical Nuclear Weapons Design Information (CNWDI)  
**AUTHORITY:** N1-AFU-88-38

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tbody>
<tr>
<td>Critical Nuclear Weapons Design Information (CNWDI)</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>authorizations for access and briefing records for access to CNWDI</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>Destroy 6 months after notification that access is no longer required or when superseded.</td>
</tr>
</tbody>
</table>

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

1. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

1. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 31 - 07 R 10.00

<table>
<thead>
<tr>
<th>TITLE: Classification Specification</th>
<th>DATE MODIFIED: 20 / May / 2005</th>
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<tr>
<td>AUTHORITY: N1-AFU-88-38</td>
<td>FROZEN RECORD: No</td>
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<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
DD Form 254, DOD Contract Security Classification Specification, and related records pertaining to classification, downgrading, declassification, and disposition

**COLUMN C WHICH ARE:**
at security police unit providing security oversight of contractor and higher command levels

**COLUMN D DISPOSITION:**
Destroy when contract is completed, superseded, or classified information in contractor's possession is returned or destroyed.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 07 R 11.00

<table>
<thead>
<tr>
<th>TITLE: DELETED - (6 Jul 06) -- Incorporated into Rule 1</th>
<th>DATE MODIFIED: 06 / Jul / 2006</th>
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<tr>
<td>AUTHORITY: N1-AFU-88-38</td>
<td>FROZEN RECORD: No</td>
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<td></td>
<td>DATE RESCINDED: 06 / Jul / 2006</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Standard Practice Procedures (SPP)
classified information security procedures followed by the contractor

**COLUMN C WHICH ARE:**
at security police unit providing security oversight of contractor

**COLUMN D DISPOSITION:**
Destroy 2 years after termination of FCL or when superseded.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 07 R 12.00

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T 31 - 08: SECURITY - PERSONNEL SECURITY PROGRAM

TABLE & RULE: T 31 - 08 R 01.00

<table>
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<td>FROZEN RECORD:</td>
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<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 31 - 08 R 02.00

<table>
<thead>
<tr>
<th>TITLE: Emergency or Special Access Certificates</th>
<th>DATE MODIFIED:</th>
<th>20 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD:</td>
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<tr>
<td>DATE APPROVED:</td>
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</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 31 - 08 R 03.00
TITLE: Emergency and or Special Access Certificates in a Special Security File
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
AF Forms 2586, Enescorted Entry Authorization Certificate, backup and other similar data

COLUMN C WHICH ARE:
used to reconcile accountability of badges upon issue and turn-in

COLUMN D DISPOSITION:
Destroy 2 years after the badge has been turned in and destroyed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 08 R 04.00
TITLE: Limited Access Authorizations at Units of Assignment or Base Security Police
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
related correspondence

COLUMN C WHICH ARE:
used to track accountability and access

COLUMN D DISPOSITION:
Return to issuing authority when access authorization is withdrawn or expires.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 08 R 05.00
TITLE: Limited Access Authorizations at Issuing Authorities
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
any backup information

COLUMN C WHICH ARE:
used to record access authorizations issued

COLUMN D DISPOSITION:
Destroy 2 years after limited access is terminated.

NOTES
**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 31 - 08 R 06.00</th>
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</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Personnel Security Investigation Requests</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>20 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
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<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

unit requests

**COLUMN C WHICH ARE:**

for investigation, clearance, or unescorted entry

**COLUMN D DISPOSITION:**

Destroy when investigatin is complete or when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
<th>TABLE &amp; RULE:</th>
<th>T 31 - 08 R 07.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Request to DSS for an Investigation</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>20 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

requests to DSS for an investigation

**COLUMN C WHICH ARE:**

verification of prior investigation, and tracers

**COLUMN D DISPOSITION:**

Destroy upon receipt of investigation report or response to query.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 31 - 08 R 08.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Duty and Travel Restriction</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>20 / May / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
**COLUMN B CONSISTING OF:**
records requesting, denying, approving and verifying duty and travel restrictions

**COLUMN C WHICH ARE:**
at base security police or Consolidated Civilian Personnel Office (CCPO) and issuing authorities

**COLUMN D DISPOSITION:**
Destroy upon termination of restriction.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 31 - 08 R 09.00**
**TITLE:** Duty and Travel Restriction in the UPRG
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 / May / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
duty and travel restriction

**COLUMN C WHICH ARE:**
in the UPRG

**COLUMN D DISPOSITION:**
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.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 31 - 08 R 10.00**
**TITLE:** Personnel Security Questionnaires
**AUTHORITY:** DAA-GRS-2017-0006-0025

<table>
<thead>
<tr>
<th>DATE MODIFIED</th>
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<tr>
<td>28 / Jul / 2017</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
personnel security questionnaires, contents of case files created under OPM procedures and regulations such as completed personal history statements, personnel security questionnaires, or comparable forms and case file documents

**COLUMN C WHICH ARE:**
maintained by the personnel security office or the organization

**COLUMN D DISPOSITION:**
Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**NOTES**

no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 31 - 08 R 11.00**

**TITLE:** Personnel Security Questionnaires at Security Police, MPF and CCPF  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>completed personal history statements, personnel security questionnaires, or comparable forms</td>
<td>at base security police, units of assignment, MPF, Consolidated Civilian Personnel Flight (CCPF)</td>
<td>Destroy when employment is terminated.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 31 - 08 R 12.00**

**TITLE:** Classified Information Nondisclosure Agreements (NdAs) in Civilian OPF  
**AUTHORITY:** GRS 18, ITEM 25B

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>completed personal history statements, personnel security questionnaires, or comparable forms</td>
<td>maintained in the Official Personnel Folder (OPF)</td>
<td>Destroy 65 years after separation from federal service.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 31 - 08 R 13.00**

**TITLE:** Classified Information Nondisclosure Agreements (NdAs) Not in Civilian OPF  
**AUTHORITY:** GRS 18, ITEM 25A

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<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<th>COLUMN D DISPOSITION:</th>
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<tr>
<td>completed personal history statements, personnel security questionnaires, or comparable forms</td>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
completed personal history statements, personnel security questionnaires, or comparable forms

COLUMN C WHICH ARE:
maintained separately from the individual's Official Personnel Folder (not in OPF)

COLUMN D DISPOSITION:
Destroy after 70 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

39 NdAs are maintained in a separate file if unable to include them in individual official personnel folders (OPFs).

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<td>DATE RESCINDED: 06 / Jul / 2006</td>
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<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tr>
<td>PREVIOUSLY TITLED: Clearance Certificates or Records of Completed Investigations</td>
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</tbody>
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<tr>
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<td>clearance certificates</td>
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<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
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</thead>
<tbody>
<tr>
<td>Destroy 2 years after individual has been separated from active duty or has terminated civilian employment.</td>
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<td>DATE MODIFIED: 20 / May / 2005</td>
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<table>
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<tr>
<th>COLUMN B CONSISTING OF:</th>
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<td>any records (civilian or military)</td>
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<table>
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<table>
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<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when the record is no longer needed or upon termination of employment.</td>
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</tbody>
</table>

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 31 - 08 R 15.01
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 18 / Feb / 2004
DATE APPROVED: 
COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:

TABLE & RULE: T 31 - 08 R 16.00
TITLE: Special Security Files (SSF)
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 
DATE MODIFIED: 20 / May / 2005
COLUMN B CONSISTING OF:
unfavorable personnel security information, investigative reports, correspondence, and related records
COLUMN C WHICH ARE:
at base security police until decision to close file favorably/unfavorably
COLUMN D DISPOSITION:
Destroy after favorable decision by local commander or send to AFSCA if not closed favorably.
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 08 R 17.00
TITLE: Special Security Files (SSF) - Unfavorable Security Information
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 
DATE MODIFIED: 20 / May / 2005
COLUMN B CONSISTING OF:
unfavorable personnel security information, investigative reports, correspondence, and related records
COLUMN C WHICH ARE:
at base security police until final decision is received from 497 IG/INS
COLUMN D DISPOSITION:
Destroy upon receipt of final decision from 497 IG/INS.
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 31 - 08 R 18.00

**TITLE:** Special Security Case Files  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at 497 IG/INS, if not closed favorably

**COLUMN D DISPOSITION:**
Destroy 20 years after final decision.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 08 R 19.00

**TITLE:** Special Security Case Files Closed Favorably  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
special security case files

**COLUMN C WHICH ARE:**
at 497 IG/INS, if closed favorably

**COLUMN D DISPOSITION:**
Destroy 1 year after final decision.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 08 R 20.00

**TITLE:** Special Security Case Duplicate Case Files  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
- special security case duplicate case files

COLUMN C WHICH ARE:
- at local bases until final decision is made

COLUMN D DISPOSITION:
- Destroy after final decision is received from 497 IG/INS.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 08 R 21.00
TITLE: Security Case History Records
AUTHORITY: N1-AFU-90-03
- COLUMN B CONSISTING OF:
- index card giving summary of security cases
- COLUMN C WHICH ARE:
- at 497 IG/INS
- COLUMN D DISPOSITION:
- Destroy 20 years after final decision or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 08 R 22.00
TITLE: Foreign Travel
AUTHORITY: N1-AFU-89-25
- COLUMN B CONSISTING OF:
- personal foreign travel reports from personnel with security clearances, and related records
- COLUMN C WHICH ARE:
- at security manager
- COLUMN D DISPOSITION:
- Destroy after 5 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
| TABLE & RULE: T 31 - 08 R 23.00 | FROZEN RECORD: No |
| TITLE: DELETED | DATE RESCINDED: 18 / Feb / 2004 |
| AUTHORITY: N/A | DATE APPROVED: |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

| TABLE & RULE: T 31 - 08 R 24.00 | FROZEN RECORD: No |
| TITLE: DELETED | DATE RESCINDED: 18 / Feb / 2004 |
| AUTHORITY: N/A | DATE APPROVED: |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

| TABLE & RULE: T 31 - 08 R 25.00 | FROZEN RECORD: No |
| TITLE: DELETED | DATE RESCINDED: 18 / Feb / 2004 |
| AUTHORITY: N/A | DATE APPROVED: |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

| TABLE & RULE: T 31 - 08 R 26.00 | FROZEN RECORD: No |
| TITLE: DELETED | DATE RESCINDED: 18 / Feb / 2004 |
| AUTHORITY: N/A | DATE APPROVED: |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
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### TABLE & RULE: T 31 - 08 R 29.00

**TITLE:** DELETED

**AUTHORITY:** N/A

- **FROZEN RECORD:** No
- **DATE RESCINDED:** 18 / Feb / 2004
- **DATE APPROVED:**

### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:

### T 31 - 09: SECURITY - DEFENSE COURIER SERVICE (DCS)

#### TABLE & RULE: T 31 - 09 R 01.00

**TITLE:** Receipt to Sender, Authorization Record, Transfer Form, WWMA Data Printouts

**AUTHORITY:** N1-AFU-91-03

- **DATE MODIFIED:** 21 / Jul / 2006
- **FROZEN RECORD:** No
- **CURRENT:** Yes
- **DATE APPROVED:**

### COLUMN B CONSISTING OF:

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

### COLUMN C WHICH ARE:

- at DCS stations and agencies; at DCS stations; Transfer Form; account or service identification at HQ DCS and DCS Stations

### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 31 - 09 R 02.00

**TITLE:** DELETED - (7 Jul 06) -- Incorporated into Rule 1

**AUTHORITY:** N1-AFU-91-03

- **DATE MODIFIED:** 07 / Jul / 2006
- **FROZEN RECORD:** No
- **DATE RESCINDED:** 07 / Jul / 2006
- **DATE APPROVED:**

### COLUMN B CONSISTING OF:

PREVIOUSLY TITLED: Authorization Record at DCS Stations

Authorization Record (DCS Form 10)

### COLUMN C WHICH ARE:

- at DCS stations

### COLUMN D DISPOSITION:

Destroy after 2 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 09 R 03.00

**TITLE:** Authorization Record at Agencies, DCS Routes  
**AUTHORITY:** N1-AFU-91-03  
**DATE MODIFIED:** 21 / Jul / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
authorization record at agencies; or scheduled itineraries for the transportation of material at DCS stations and agencies

**COLUMN C WHICH ARE:**
at agencies; at DCS stations and agencies

**COLUMN D DISPOSITION:**
Destroy when superseded.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 09 R 04.00

**TITLE:** DELETED - (7 Jul 06) -- Incorporated into Rule 1  
**AUTHORITY:** N1-AFU-91-03  
**DATE MODIFIED:** 07 / Jul / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 07 / Jul / 2006  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Transfer Form

DCS Transfer Form (DCS Form 32)

**COLUMN C WHICH ARE:**
at DCS stations and agencies

**COLUMN D DISPOSITION:**
Destroy after 2 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 09 R 05.00

**TITLE:** Credentials  
**AUTHORITY:** N1-AFU-91-03  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
COLUMN B CONSISTING OF:
Courier Credential (DCS Form 9)

COLUMN C WHICH ARE:
at HQ DCS and DCS stations

COLUMN D DISPOSITION:
Destroy at expiration or courier transfer from DCS.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 09 R 06.00
TITLE: Deleted - (7 Jul 06) -- Incorporated into Rule 3
AUTHORITY: N1-AFU-91-03

COLUMNS B CONSISTING OF:
PREVIOUSLY TITLED: DCS Routes
scheduled itineraries for the transportation of material

COLUMN C WHICH ARE:
at DCS stations and agencies

COLUMN D DISPOSITION:
Destroy when superseded.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 09 R 07.00
TITLE: Administrative and Operational Data in Computer
AUTHORITY: N1-AFU-91-03

COLUMN B CONSISTING OF:
data in computer in the Defense Courier Automated Management System (DCAMS)

COLUMN C WHICH ARE:
at HQ DCS and DCS stations

COLUMN D DISPOSITION:
Destroy/Delete when entry is no longer valid.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 31 - 09 R 08.00

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</table>

**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

At HQ DCS; at HQ DCS and DCS stations; at HQ DCS

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

---

### TABLE & RULE: T 31 - 09 R 09.00

<table>
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<th>DATE MODIFIED: 07 / Jul / 2006</th>
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<tr>
<td>AUTHORITY: N1-AFU-91-03</td>
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<td>DATE RESCINDED: 07 / Jul / 2006</td>
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</table>

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Administrative DCAMS Data Printouts

DCAMS data printouts (administrative records)

**COLUMN C WHICH ARE:**

At HQ DCS and DCS stations

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

---

### TABLE & RULE: T 31 - 09 R 10.00

<table>
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<td>DATE RESCINDED: 07 / Jul / 2006</td>
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Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
no longer needed for administrative, legal, audit, or other operational purposes.

**NOTES**

**TABLE & RULE: T 31 - 09 R 13.00**

**TITLE:** DELETED - (7 Jul 06) -- Incorporated into Rule 1

**AUTHORITY:** N1-AFU-91-03

**DATE MODIFIED:** 07 / Jul / 2006

**FROZEN RECORD:** No

**DATE RESCINDED:** 07 / Jul / 2006

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: WWMA Data Printouts (Account Identification)

WWMA data printouts

**COLUMN C WHICH ARE:**

at HQ DCS and DCS stations

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 09 R 14.00**

**TITLE:** DELETED - (7 Jul 06) -- Incorporated into Rule 1

**AUTHORITY:** N1-AFU-91-03

**DATE MODIFIED:** 07 / Jul / 2006

**FROZEN RECORD:** No

**DATE RESCINDED:** 07 / Jul / 2006

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: WWMA Data Printouts (Service Information)

WWMA data printouts

**COLUMN C WHICH ARE:**

at DCS stations

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 31 - 10 R 01.00

**TITLE:** Physical Security Operations Evaluations  
**AUTHORITY:** N1-AFU-90-03

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<td>physical security operations evaluations</td>
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<th>COLUMN C WHICH ARE:</th>
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<td>test, survey, and inspection reports</td>
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<th>COLUMN D DISPOSITION:</th>
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<tr>
<td>Destroy 1 year after action completed or after next inspection, whichever is later.</td>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 31 - 10 R 01.01

**TITLE:** Security Systems Intrusion Detection System  
**AUTHORITY:** N1-AFU-90-03

<table>
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<td>plans, proposals, and authorizations</td>
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<td>at security police and operating activities</td>
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<th>COLUMN D DISPOSITION:</th>
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<td>Destroy 1 year after system is removed from facility.</td>
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</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

39 Civil engineering, budget and procurement activities maintain records relating to intrusion detection equipment (IDE) systems in the appropriate series for their functional area.

---

### TABLE & RULE: T 31 - 10 R 01.02

**TITLE:** Security Systems Contracts, Work Orders, Drawings, Specifications  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>plans, proposals, and authorizations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at plans, proposals, and authorizations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 1 year after system is removed from facility.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

39 Civil engineering, budget and procurement activities maintain records relating to intrusion detection equipment (IDE) systems in the appropriate series for their functional area.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 31 - 10 R 04.00

**TITLE:** Records of Visitors  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:** records of visitors  
**COLUMN C WHICH ARE:** requests for visits to restricted areas  
**COLUMN D DISPOSITION:** Destroy 3 months after completion of the visit(s).

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 10 R 05.00

**TITLE:** Authorization for Contractors to Visit  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:** authorization for contractors to visit  
**COLUMN C WHICH ARE:** contractor's authorization to visit in connection with classified matters  
**COLUMN D DISPOSITION:** Destroy 1 month after termination of authorization.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 31 - 10 R 06.00

**TITLE:** Installation Security Master Plan  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:** master plan  
**COLUMN C WHICH ARE:** installation security master plan  
**COLUMN D DISPOSITION:** Destroy 1 year after being superseded.

**NOTES**
### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 31 - 10 R 07.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 31 - 10 R 07.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong></td>
<td>Installation Security Other Plans</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong></td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong></td>
<td>20 / May / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
installation security plans

**COLUMN C WHICH ARE:**
other than master plan

**COLUMN D DISPOSITION:**
Destroy when superseded.

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 31 - 10 R 08.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 31 - 10 R 08.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong></td>
<td>Application for Aerial Photographic License</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong></td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong></td>
<td>20 / May / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
application for aerial photographic license

**COLUMN C WHICH ARE:**
records regarding granting licenses to foreign nationals to take aerial photographs, resulting in favorable information

**COLUMN D DISPOSITION:**
Destroy after 3 months.

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 31 - 10 R 09.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 31 - 10 R 09.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong></td>
<td>Application for Aerial Photographic License - Unfavorable Information</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong></td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong></td>
<td>20 / May / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
<td></td>
</tr>
</tbody>
</table>
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 10 R 10.00
TITLE: Security Deviations Approved
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 20 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

NOTES
21 Approved deviations from criteria contained in AFI 31-series directives and related records

COLUMN B CONSISTING OF:
security deviations
COLUMN C WHICH ARE:
approved deviations from criteria contained in AFI 31-series directives and related records
COLUMN D DISPOSITION:
Destroy 1 month after expiration date, when reason for deviation no longer exists, or on cancellation of deviation, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 31 - 10 R 11.00
TITLE: Security Deviations Disapproved
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 20 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

NOTES
21 Disapproved security deviations

COLUMN B CONSISTING OF:
security deviations
COLUMN C WHICH ARE:
disapproved
COLUMN D DISPOSITION:
Destroy 1 month after final action of approving authority.
**TABLE & RULE: T 31 - 10 R 12.00**

**TITLE:** Identification Codes

**AUTHORITY:** N1-AFU-90-03

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**DATE MODIFIED:** 20 / May / 2005

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records:
   - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 10 R 13.00**

**TITLE:** DELETED - (7 Jul 06) -- Incorporated into Rule 3

**AUTHORITY:** N1-AFU-90-03

**FROZEN RECORD:** No

**DATE RESCINDED:** 07 / Jul / 2006

**DATE APPROVED:**

**DATE MODIFIED:** 07 / Jul / 2006

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records:
   - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 10 R 14.00**

**TITLE:** DELETED

**AUTHORITY:** N/A

**FROZEN RECORD:** No

**DATE RESCINDED:** 18 / Feb / 2004

**DATE APPROVED:**

**PREVIOUSLY TITLED:** Nuclear Weapons Movement Off Base

**COLUMN B CONSISTING OF:**

- nuclear weapons movement off base

**COLUMN C WHICH ARE:**

- listings of nuclear weapons convoy movements and related records

**COLUMN D DISPOSITION:**

- Destroy after 1 year.

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records:
   - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 10 R 15.00</th>
<th>DATE RESCINDED: 18 / Feb / 2004</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N/A</td>
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<td></td>
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<tr>
<td></td>
<td>DATE RESCINDED: 01 / Jan / 1900</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td></td>
<td>FROZEN RECORD: No</td>
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<tr>
<td></td>
<td>AUTHORITY: N/A</td>
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<td>DATE RESCINDED: 01 / Jan / 1900</td>
<td>DATE APPROVED:</td>
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<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N/A</td>
<td></td>
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<tr>
<td></td>
<td>DATE RESCINDED: 01 / Jan / 1900</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
### T 31 - 10: SECURITY - MISSILE SECURITY RECORDS

**TABLE & RULE:** T 31 - 10 R 44.18  
**TITLE:** DELETED  
**AUTHORITY:** N/A  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 01 / Jan / 1900  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### T 31 - 11: SECURITY - MISSILE SECURITY RECORDS

**TABLE & RULE:** T 31 - 11 R 01.00  
**TITLE:** Security Dispatch  
**AUTHORITY:** MISSILE SECURITY RECORDS.  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

security dispatch  

**COLUMN C WHICH ARE:**

predispatch notification used to notify key and code control center of requirement for a dispatch  

**COLUMN D DISPOSITION:**

Destroy after 3 months or when no longer needed, whichever is sooner.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

### T 31 - 11: SECURITY - MISSILE SECURITY RECORDS

**TABLE & RULE:** T 31 - 11 R 02.00  
**TITLE:** Approved Dispatch Notification  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

approved dispatch notification  

**COLUMN C WHICH ARE:**

records used to notify flight security control and missile combat crews of an approved dispatch  

**COLUMN D DISPOSITION:**

Destroy after 1 month.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 11 R 03.00**

<table>
<thead>
<tr>
<th align="left">TITLE: Dispatch of Security Escorts and Camper Alert Team Members</th>
<th>DATE MODIFIED: 20 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td align="left">AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td align="left">CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- dispatch records

**COLUMN C WHICH ARE:**
- dispatch records used to manage dispatch of security escorts and camper alert team members

**COLUMN D DISPOSITION:**
- Destroy after 1 year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 11 R 04.00**

<table>
<thead>
<tr>
<th align="left">TITLE: Security Message Log</th>
<th>DATE MODIFIED: 20 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td align="left">AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td align="left">CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- security message log

**COLUMN C WHICH ARE:**
- alarm situations used to record security alert messages

**COLUMN D DISPOSITION:**
- Destroy after 3 months.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 11 R 05.00**

<table>
<thead>
<tr>
<th align="left">TITLE: Helping Hand and Covered Wagon Reports</th>
<th>DATE MODIFIED: 20 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td align="left">AUTHORITY: UNSCHEDULED</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td align="left">CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 11 R 06.00**

**TITLE:** Security Response  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
security response

**COLUMN C WHICH ARE:**
flight time-distance response matrix which are specific response criteria for alarms

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 11 R 07.00**

**TITLE:** Key and Code Control  
**AUTHORITY:** UNSCHEDULED

**COLUMN B CONSISTING OF:**
registers, and material handling records

**COLUMN C WHICH ARE:**
used to issue, transfer, and destroy National Security Agency one-time code tables

**COLUMN D DISPOSITION:**
Disposition pending...

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 31 - 11 R 08.00**

**TITLE:** Physical Examinations  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
Disposition pending...

**NOTES**
COLUMN B CONSISTING OF:
- minuteman camper inspections

COLUMN C WHICH ARE:
- used to record discrepancies of self-contained units

COLUMN D DISPOSITION:
- Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 31 - 12: SECURITY - ANTITERRORISM RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 12 R 01.00</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Antiterrorism Briefings/Training/Services at HQ USAF/SPO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
- 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

COLUMN C WHICH ARE:
- at HQ USAF/SPO

COLUMN D DISPOSITION:
- Destroy after 2 years or when no longer needed, whichever is later.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 12 R 02.00</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Antiterrorism Services at Other HQ USAF Offices and Commands</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
- reports and correspondence related to development of antiterrorism programs for US Government agencies, DOD/USAf commanders

COLUMN C WHICH ARE:
- at other HQ USAF offices and commands

COLUMN D DISPOSITION:
- Destroy after 1 year or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Antiterrorism Briefings/Training at HQ USAF/SPO

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

**COLUMN C WHICH ARE:**

at HQ USAF/SPO

**COLUMN D DISPOSITION:**

Destroy after 2 years or when no longer needed, whichever is later.

---

**COLUMN B CONSISTING OF:**

Antiterrorism Briefings/Training at Other HQ USAF Offices and Commands 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

**COLUMN C WHICH ARE:**

at other HQ USAF offices and commands

**COLUMN D DISPOSITION:**

Destroy after 3 months or when no longer needed, whichever is later.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 13 R 01.00</th>
<th>DATE CREATED: 11 / Apr / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Offenses Reportable Under Brady, Lautenberg, or Involving Sex Offender Registration</td>
<td></td>
</tr>
<tr>
<td>DATE MODIFIED: 20 / May / 2005</td>
<td></td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-22</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
offenses reportable under Brady, Lautenberg or involving sex offender registration

COLUMN C WHICH ARE:
maintained in Security Forces Management Information Systems (SFMIS)

COLUMN D DISPOSITION:
Destroy 99 years from entry into SFMIS database.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 13 R 02.00</th>
<th>DATE CREATED: 11 / Apr / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Class A Offenses</td>
<td></td>
</tr>
<tr>
<td>DATE MODIFIED: 20 / May / 2005</td>
<td></td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-22</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
records other than those disposed of by Article 15/administrative sanction, not reportable by the Department of Defense (DOD) under Brady, Lautenberg, or involving sex offender registration

COLUMN C WHICH ARE:
maintained in Security Forces Management Information Systems (SFMIS)

COLUMN D DISPOSITION:
Destroy 5 years after entry into database or term of confinement, whichever is later

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 13 R 03.00</th>
<th>DATE CREATED: 11 / Apr / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Military Offenses - Confinement of More Than 1 Year or Death is Adjudged by Court-Martial</td>
<td></td>
</tr>
<tr>
<td>DATE MODIFIED: 20 / May / 2005</td>
<td></td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-22</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
maintained in Security Forces Management Information Systems (SFMIS)

COLUMN D DISPOSITION:
Destroy 5 years after entry into the database or term of confinement, whichever is later.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 13 R 04.00</th>
<th>DATE CREATED: 11 / Apr / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Class B Offenses</td>
<td></td>
</tr>
<tr>
<td>DATE MODIFIED: 20 / May / 2005</td>
<td></td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-22</td>
<td></td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00

703
COLUMN B CONSISTING OF:
records other than those disposed of by Article 15/administrative sanction, nor reportable by DOD under Brady or involving sex offender registration

COLUMN C WHICH ARE:
maintained in Security Forces Management Information System (SFMIS)

COLUMN D DISPOSITION:
Destroy 3 years after entry into database or term of confinement, whichever is later.

---

TABLE & RULE: T 31 - 13 R 05.00
TITLE: Military Offenses - Other Than Those Disposed of by Article 15/Administrative Sanction
AUTHORITY: N1-AFU-03-22

COLUMN B CONSISTING OF:
records for which there is no NIBRS equivalent, nor reportable by DOD under Brady

COLUMN C WHICH ARE:
maintained in Security Forces Management Information System (SFMIS)

COLUMN D DISPOSITION:
Destroy 3 years after entry into database.

---

TABLE & RULE: T 31 - 13 R 06.00
TITLE: Offenses Disposed of by Article 15
AUTHORITY: N1-AFU-03-22

COLUMN B CONSISTING OF:
offenses disposed of by Article 15 or by administrative sanction and not reportable by DOP under Brady, Lautenberg, or involving sex offender registration

COLUMN C WHICH ARE:
maintained in Security Forces Management Information System (SFMIS)

COLUMN D DISPOSITION:
Destroy 6 months after entry into database.

---

TABLE & RULE: T 31 - 13 R 07.00
TITLE: Acquittals
AUTHORITY: N1-AFU-03-22

COLUMN B CONSISTING OF:
set aside actions and unfounded allegations

COLUMN C WHICH ARE:
maintained in Security Forces Management Information System (SFMIS)

COLUMN D DISPOSITION:
destroy immediately after action is completed.
**T 31 - 21: SECURITY - DELETED**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 31 - 21 R 00.00</th>
<th>TITLE: DELETED</th>
<th>FROZEN RECORD: No</th>
<th>DATE RESCINDED: 01 / Jan / 1900</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N/A</td>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

---

**T 32 - 01: CIVIL ENGINEERING - ENVIRONMENTAL PLANNING**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 01 R 01.00</th>
<th>TITLE: Pollution Incident Report, Including UST Spill and Release Report at HQ USAF/MAJCOMs</th>
<th>DATE MODIFIED: 31 / May / 2005</th>
<th>FROZEN RECORD: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

telegraphic details of the incident

**COLUMN C WHICH ARE:**

at HQ USAF/MAJCOMs

**COLUMN D DISPOSITION:**

Destroy after 1 year or when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

40 Comply with rule disposition or the Local/State/Federal requirements, whichever is later.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 01 R 02.00</th>
<th>TITLE: Pollution Incident Report, Including UST Spill and Release Report at Installations</th>
<th>DATE MODIFIED: 31 / May / 2005</th>
<th>FROZEN RECORD: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

telegraphic details of the incident

**COLUMN C WHICH ARE:**

at installations

**COLUMN D DISPOSITION:**

Destroy after 5 years.

**NOTES**

---

Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 32 - 01 R 02.01

**TITLE:** Emergency Notices of Pollution Incidents or Environmental Violations  
**AUTHORITY:** N1-AFU-87-18  

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>emergency notices of pollution incidents or environmental violations</td>
<td>records on incidents/violations which result in wide public interest, Congressional inquiry or investigation, or possible change in relations with a foreign nation</td>
<td>Retire as permanent.</td>
</tr>
</tbody>
</table>

**NOTES**

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

### TABLE & RULE: T 32 - 01 R 03.00

**TITLE:** Environmental Assessments (EA), Environmental Impact Statement (EIS) or Overseas Environmental Studies  
**AUTHORITY:** CERCLA  

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>project description, discussion of environmental impact of the project, and related papers and background information at any location, MAJCOM or base; or detailed project description and discussion of environmental impact of the project and related papers. The Administrative Record must include all final documents, manuals, studies, data, evaluations, science and impact related data, expert opinions, communications with the public and other agencies, reports, relevant decision memoranda, summaries and notes (conflicting and contradictory materials) and all planning documents: CATEX, EA, EIS, CATEX Memo, FONSI, ROD, etc.</td>
<td>at any location, installation,</td>
<td>Destroy when no longer needed.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

39 Not authorized for staging area and/or retirement to federal records centers.
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Draft or Final Environmental Statement or Overseas Environmental Studies at HQ USAF

detailed project description and discussion of environmental impact of the project and related papers
COLUMNS WHICH ARE:
at HQ USAF
COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
39 Not authorized for staging area and/or retirement to federal records centers.

TABLE & RULE: T 32 - 01 R 05.00
TITLE: DELETED - (12 Jul 06) -- Incorporated into Rule 3
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 06 / Jun / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Draft or Final Environmental Statement or Overseas Environmental Studies at MAJCOMs and Bases

detailed project description and discussion of environmental impact of the project and related papers
COLUMNS WHICH ARE:
at MAJCOMs and bases
COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
39 Not authorized for staging area and/or retirement to federal records centers.

TABLE & RULE: T 32 - 01 R 05.01
TITLE: Environmental Protection Committee Meeting Minutes, Pollutant Analysis Reports at Occupational Environmental Health Lab
AUTHORITY: N1-AFU-90-53
DATE MODIFIED: 07 / Apr / 2011
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
### Notes

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE:** T 32 - 01 R 05.02

**TITLE:** Environmental Pollutant Control Report, Environmental Management-by-Objectives, or Trash and Waste Recycling Proceeds Report

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 06 / Jun / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

---

**COLUMN B CONSISTING OF:**

- data submissions

**COLUMN C WHICH ARE:**


**COLUMN D DISPOSITION:**

- Destroy after 2 years.

---

**TABLE & RULE:** T 32 - 01 R 06.00

**TITLE:** National Pollutant Discharge Elimination System (NPDES) Applications/Permits at Bases/Stations

**AUTHORITY:** N1-AFU-92-07

**DATE MODIFIED:** 06 / Jun / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

---

**COLUMN B CONSISTING OF:**

- wastewater discharge applications and permits, letters of clarification and other support documents from any regulatory agency to include EPA, state, local, etc.

**COLUMN C WHICH ARE:**

- at bases/stations

**COLUMN D DISPOSITION:**

- Retain locally for 7 years after the expiration date of the permit.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

When AF is relieved of accountability or when the AF installation no longer discharges pollutants, retain the last NPDES application/permit for 10 years, then destroy. If a longer retention period is required, submit a request for extension to SAF/AAIQ.

Comply with rule disposition or the Local/State/Federal requirements, whichever is later.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Comply with rule disposition or the Local/State/Federal requirements, whichever is later.

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:

Destroy after 3 years.

Comply with rule disposition or the Local/State/Federal requirements, whichever is later.
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Pollutant Analysis Reports at Occupational Environmental Health Laboratory (OEHL)

Pollutant Analysis Reports

COLUMN C WHICH ARE:
at USAF Occupational Environmental Health Laboratory

COLUMN D DISPOSITION:
Destroy after 10 years.

NOTES
98 See Table 48-5 for drinking water analyses.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 01 R 10.01
TITLE: Notices of Violation and Compliance Agreements
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
reports on violations/compliance agreements and actions taken, prepared, and submitted electronically by bases

COLUMN C WHICH ARE:
at HQ USAF, MAJCOMs regional compliance offices and bases

COLUMN D DISPOSITION:
Destroy 3 years after the last action taken to correct the violation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
40 Comply with rule disposition or the Local/State/Federal requirements, whichever is later.
COLUMN B CONSISTING OF:
official notices received from regulatory agencies and any other related correspondence

COLUMN C WHICH ARE:
MAJCOMs and regional compliance offices and bases

COLUMN D DISPOSITION:
Destroy 2 years after compliance has been achieved.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

40 Comply with rule disposition or the Local/State/Federal requirements, whichever is later.

TABLE & RULE: T 32 - 01 R 11.00
TITLE: Sampling Point Master Record
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Sampling Point Master Record

COLUMN C WHICH ARE:
at installation bioenvironmental engineering activities

COLUMN D DISPOSITION:
Destroy when installation closes or Air Force is relieved of accountability.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 01 R 12.00
TITLE: Emission Inventory
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Emission Inventory

COLUMN C WHICH ARE:
inventory report, tables, monitoring reports, prevention of significant deterioration (PSD) survey results, and related correspondence and reports

COLUMN D DISPOSITION:
Destroy when updated inventory is prepared.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Comply with rule disposition or the Local/State/Federal requirements, whichever is later.

---

**TABLE & RULE: T 32 - 01 R 13.00**

**TITLE:** Accumulation and Disposition of Recoverable and Waste Petroleum Products

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 31 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
statistical summaries of quantities and methods of disposition

**COLUMN C WHICH ARE:**
at MAJCOMs, SA-ALC, and installations

**COLUMN D DISPOSITION:**
Destroy 3 years after date of summary.

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Comply with rule disposition or the Local/State/Federal requirements, whichever is later.

---

**TABLE & RULE: T 32 - 01 R 14.00**

**TITLE:** Environmental Management and Contingency Plans

**AUTHORITY:** N1-AFU-87-18

**DATE MODIFIED:** 31 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
Environmental Management and Contingency plans

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy when obsolete, superseded, or no longer needed.

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Comply with rule disposition or the Local/State/Federal requirements, whichever is later.

---

**TABLE & RULE: T 32 - 01 R 15.00**

**TITLE:** Operations and Maintenance of Solid Waste Disposal Facilities (Landfill Operations) and Recycling Programs

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 29 / Mar / 2011  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
COLUMNB CONSISTING OF:
detailed facility description, correspondence, permits, and related records. Qualified Recycling Program (QRP) information, permits and related records

COLUMN C WHICH ARE:
- at base, station or installation

COLUMN D DISPOSITION:
Destroy after 50 years.

NOTES

52 Destroy 50 years from the date of the establishment of the documentation or 50 years after the enactment of Public Law (P.L) 96-510, 11 December 1980, whichever is later (Section 103, P.L. 96-510). If the Administrator of the Environmental Protection Agency (EPA), the EPA regional administrator, the state or local environmental official, or the installation commander requires a longer retention period for the protection of the public health or welfare, submit a request to AF/SCTIR for approval of the revised retention period.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

39 Not authorized for staging area and/or retirement to federal records centers.

40 Comply with rule disposition or the Local/State/Federal requirements, whichever is later.

65 Landfill operations (Solid Waste Disposal Facilities) must be identified on master plans, real property facility record, etc.

TABLE & RULE: T 32 - 01 R 16.00

<table>
<thead>
<tr>
<th>TITLE: Installation Restoration Program</th>
<th>DATE MODIFIED:</th>
<th>31 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-87-18</td>
<td>FROZEN RECORD:</td>
<td>No</td>
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<tr>
<td></td>
<td>DATE APPROVED:</td>
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</tr>
</tbody>
</table>

COLUMNB CONSISTING OF:
reports, studies, and related correspondence

COLUMN C WHICH ARE:
at HQ USAF, MAJCOMs, and bases

COLUMN D DISPOSITION:
Destroy 50 years after restoration.

NOTES

52 Destroy 50 years from the date of the establishment of the documentation or 50 years after the enactment of Public Law (P.L) 96-510, 11 December 1980, whichever is later (Section 103, P.L. 96-510). If the Administrator of the Environmental Protection Agency (EPA), the EPA regional administrator, the state or local environmental official, or the installation commander requires a longer retention period for the protection of the public health or welfare, submit a request to AF/SCTIR for approval of the revised retention period.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 01 R 17.00

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>AUTHORITY: PL 99-49 (42 U.S. CODE (USC) 6991-6991)</td>
<td>FROZEN RECORD:</td>
<td>No</td>
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<td></td>
<td>DATE APPROVED:</td>
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</table>

Report generated: 01 / Oct / 2018 - 08:00:00
reports, documents, studies, hazardous waste/Poly Chlorinated Biphenyls (PCB) manifesting and disposal records (including contracts), and related documents. Records and documents reflecting compliance with the Resource Conservation and Recovery Act (RCRA), Subtitles I and C. Subtitle I, Public Law (PL) 99-49 (42 U.S. Code (USC) 6991-6991i), standards and procedures for underground storage tanks(UST, U.S. Environmental Protection Agency (USEPA) standards on leak detection, release reporting, corrective actions, tank upgrading, and replacement (42 USC 6991b(a)(c)). Subtitle C, PL 98-616 (42 USC 6921-6939b) and any other local, state and federal requirements or standards and procedures for the handling, storage (hazardous and non-hazardous), treatment, and waste disposal.

at any installation and used to comply or ensure safe working condition, preserve human resources, effect enforcement, or provide reporting procedures with respect to occupational safety.

**COLUMN D DISPOSITION:**
Destroy 50 years from the date of the record.

**NOTES**

52 Destroy 50 years from the date of the establishment of the documentation or 50 years after the enactment of Public Law (P.L) 96-510. 11 December 1980, whichever is later (Section 103, P.L. 96-510). If the Administrator of the Environmental Protection Agency (EPA), the EPA regional administrator, the state or local environmental official, or the installation commander requires a longer retention period for the protection of the public health or welfare, submit a request to AF/SCTIR for approval of the revised retention period.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
environmental and natural resources data training to include asbestos and hazardous materials

COLUMN C WHICH ARE:
records related to the training of personnel in hazardous waste management procedures (including contingency plan implementation) relevant to the employees position

COLUMN D DISPOSITION:
Destroy 3 years after employee last worked at the facility, or after facility closure.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 01 R 20.00
TITLE: Hazardous Material (HAZMAT) Authorization
AUTHORITY: N1AFU-99-09

DATE MODIFIED: 31 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
AF Form 3952, Chemical Hazardous Material Request Authorization

COLUMN C WHICH ARE:
at using centers

COLUMN D DISPOSITION:
Destroy after material is removed from authorization and any waste has been disposed of.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 01 R 21.00
TITLE: Hazardous Material (HAZMAT) Authorization at HAZMAT Pharmacies
AUTHORITY: N1-AFU-99-09

DATE MODIFIED: 31 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
Hazardous Material (HAZMAT) Authorization

COLUMN C WHICH ARE:
at HAZMAT pharmacies

COLUMN D DISPOSITION:
Destroy when HAZMAT has been deleted from authorization list.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.


**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 32 - 02: CIVIL ENGINEERING - LAND, FACILITY AND ENVIRONMENTAL PLANS, PROGRAMS, PROJECTS**

**NOTES**

40 Upon retirement to the National Archives, the records covered by rule 1 will be screened by the National Archives Center for Cartographic and Architectural Archives, and only selected map enclosures will be retained permanently while the remainder of the records will be destroyed by the National Archives.

**NOTES**

Destroy when superseded or when Air Force is relieved of accountability for the installation.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 32 - 02 R 03.00

<table>
<thead>
<tr>
<th>TITLE: AICUZ Maps and Overlays</th>
<th>DATE MODIFIED: 31 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
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<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

vicinity/flight track/accident potential zone [APZ]/no noise zone, compatible use district [CUD]

COLUMN C WHICH ARE:

AICUZ maps and overlays

COLUMN D DISPOSITION:

Destroy when Air Force is relieved of accountability for the installation.

---

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 32 - 02 R 04.00

<table>
<thead>
<tr>
<th>TITLE: DELETED - (12 Jul 06) -- Incorporated into Rule 1</th>
<th>DATE MODIFIED: 12 / Jul / 2006</th>
</tr>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-92-09</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>DATE RESCINDED: 12 / Jul / 2006</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

PREVIOUSLY TITLED: AICUZ Operational and Maintenance Data

forms, letters, and related records concerning flight tracks, types of aircraft, number of operations, altitudes, aircraft ground maintenance operations, etc.

COLUMN C WHICH ARE:

at installation level

COLUMN D DISPOSITION:

Destroy when Air Force is relieved of accountability for the installation

---

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 32 - 02 R 04.01
**TITLE:** DELETED - (18 May 06) - Previously (RESERVED)  
**DATE CREATED:** 31 / May / 2005  
**DATE MODIFIED:** 18 / May / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 11 / Apr / 2006  
**DATE APPROVED:**

**AUTHORITY:** N/A

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**  
(RESERVED)

### TABLE & RULE: T 32 - 02 R 04.02
**TITLE:** DELETED - (12 Jul 06) -- Incorporated into Rule 1  
**DATE MODIFIED:** 12 / Jul / 2006  
**DATE APPROVED:**

**AUTHORITY:** N1-AFU-92-09

**COLUMN B CONSISTING OF:**  
PREVIOUSLY TITLED: AICUZ Computer Listing

- operational and maintenance data

**COLUMN C WHICH ARE:**  
AICUZ computer listing

**COLUMN D DISPOSITION:**  
Destroy when Air Force is relieved of accountability for the installation.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 02 R 05.00
**TITLE:** AICUZ Handbook, Implementation and Maintenance Plan  
**DATE MODIFIED:** 21 / Jul / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
AICUZ Handbook at any organizational level; or AICUZ implementation and maintenance plan

**COLUMN C WHICH ARE:**  
at any organizational level; supporting data

**COLUMN D DISPOSITION:**  
Destroy when obsolete, superseded or no longer needed.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 02 R 06.00

**TITLE:** Deleted - (12 Jul 06) -- Incorporated into Rule 5  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: AICUZ Implementation and Maintenance Plan

AICUZ implementation and maintenance plan

**COLUMN C WHICH ARE:**

supporting data

**COLUMN D DISPOSITION:**

Destroy when obsolete, superseded or no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 02 R 07.00

**TITLE:** Coastal Zone Management, Floodplain Management and Wetlands Protection Actions  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

letters, messages, consistency determinations, state plans, environmental impact statements (EIS), etc.

**COLUMN C WHICH ARE:**

coastal zone management, floodplain management and wetlands protection actions

**COLUMN D DISPOSITION:**

Destroy when superseded, or retire or destroy with the project, program, or plan which they support.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 02 R 08.00

**TITLE:** Controversial Issues  
**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 31 / May / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 32 - 02 R 09.00**

**TITLE:** MOUs

**AUTHORITY:** N1-AFU-90-03

---

**COLUMN B CONSISTING OF:**

MOUs

**COLUMN C WHICH ARE:**

letters, messages, comments on MOUs

**COLUMN D DISPOSITION:**

Destroy when superseded.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 32 - 02 R 10.00**

**TITLE:** Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, Submissions

**AUTHORITY:** N1-AFU-90-03

---

**COLUMN B CONSISTING OF:**

letters, messages, comments

**COLUMN C WHICH ARE:**

Executive Order 12372, Intergovernmental Review of Federal programs, submissions

**COLUMN D DISPOSITION:**

Dispose of with related project, program, plan which they support.
T 32 - 03: CIVIL ENGINEERING - HISTORIC PRESERVATION PROGRAM

**TABLE & RULE: T 32 - 03 R 01.00**

<table>
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<tbody>
<tr>
<td>AUTHORITY: 36 CFR 79, CHAPTER I, PART 79</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
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</table>

**COLUMNS B CONSISTING OF:**

All records, cultural resources, including historic buildings and structures, archaeological sites, and artifact collections such as Indian traditional and religious items, pertaining to the historic preservation program(s) and findings on Federal property.

**COLUMNS C WHICH ARE:**

Of historical value to the Air Force or the public, require the Air Force to conduct an inventory of the cultural resources under its control, consider potential impacts to them while developing new projects, consult with federal, state, and tribal or local governments, and protect them from inadvertent damage or destruction. Artifacts may be collected if they are in jeopardy of illicit collection, or if their collection will serve a specific research purpose. Any collected artifacts must be curated in accordance with procedures outlined in 36 CFR 79, Chapter I, Part 79, Curation of Fedrally-Owned and Administered Archeological Collections.

**COLUMNS D DISPOSITION:**

Permanent. Preserve according to 36 CFR 79, Chapter I, Part 79, Curation of Fedrally-Owned and Administered Archeological Collections.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**TABLE & RULE: T 32 - 03 R 06.00**

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**COLUMNS B CONSISTING OF:**

**COLUMNS C WHICH ARE:**

**COLUMNS D DISPOSITION:**
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<th>TABLE &amp; RULE: T 32 - 04 R 01.00</th>
<th>DATE MODIFIED: 31 / May / 2005</th>
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<tr>
<td>TITLE: Data Reports</td>
<td>FROZEN RECORD: No</td>
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<td>COLUMN C WHICH ARE:</td>
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<td>daily labor, material audit, monthly labor analysis, monthly cumulative summary, and comparable reports</td>
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<td>COLUMN D DISPOSITION:</td>
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<td>Destroy after 1 month.</td>
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<th>DATE MODIFIED: 31 / May / 2005</th>
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<tbody>
<tr>
<td>TITLE: Daily Labor Analysis and Work Status Reports</td>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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<tr>
<td>COLUMN B CONSISTING OF:</td>
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<td>reports</td>
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<td>COLUMN C WHICH ARE:</td>
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<td>daily labor analysis and work status reports</td>
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<td>COLUMN D DISPOSITION:</td>
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<tr>
<td>Destroy after receipt of weekly report.</td>
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<table>
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<tr>
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<th>DATE MODIFIED: 31 / May / 2005</th>
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<tbody>
<tr>
<td>TITLE: Weekly Labor Analysis Report</td>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
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<td>reports</td>
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<tr>
<td>COLUMN C WHICH ARE:</td>
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<tr>
<td>weekly labor analysis reports</td>
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<tr>
<td>COLUMN D DISPOSITION:</td>
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<tr>
<td>Destroy after receipt of monthly labor analysis report.</td>
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<table>
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<tr>
<th>TABLE &amp; RULE: T 32 - 04 R 04.00</th>
<th>DATE MODIFIED: 31 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Monthly Cumulative Work Order Cost and Analysis</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
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</tbody>
</table>
**COLUMN B CONSISTING OF:**
current month's cost ledger, monthly cumulative cost, and monthly family housing cost ledger reports

**COLUMN C WHICH ARE:**
for completed work orders

**COLUMN D DISPOSITION:**
Destroy after 4 years, provided requirements of Table 65-3 are accomplished.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 04 R 05.00</th>
<th>DATE MODIFIED:</th>
<th>31 / May / 2005</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Monthly Cumulative Work Order Cost and Analysis for Incomplete Work Orders</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
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<td>DATE APPROVED:</td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**
monthly cumulative work order cost and analysis

**COLUMN C WHICH ARE:**
for incomplete work order

**COLUMN D DISPOSITION:**
Destroy on receipt of succeeding months report.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 04 R 06.00</th>
<th>DATE MODIFIED:</th>
<th>31 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Base Resource Analysis Support System (BRASS) AFMC Summary</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
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</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
BRASS AFMC Summary

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy after 3 months.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 04 R 07.00</th>
<th>DATE MODIFIED:</th>
<th>31 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Facility Historical Report Showing Costs by Facility and by FY</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
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</tr>
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</table>

**COLUMN B CONSISTING OF:**
reports

**COLUMN C WHICH ARE:**
showing costs by facility and FY

**COLUMN D DISPOSITION:**
Destroy when superseded.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 04 R 08.00</th>
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<td>TITLE: DELETED</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

T 32 - 06: CIVIL ENGINEERING - CIVIL ENGINEERING RESOURCES AND WORK FORCE MANAGEMENT

<table>
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<tr>
<th>TABLE &amp; RULE: T 32 - 06 R 00.00</th>
<th>FROZEN RECORD: No</th>
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<tr>
<td>TITLE: DELETED</td>
<td>DATE RESCINDED: 04 / Sep / 2003</td>
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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

| TABLE & RULE: T 32 - 06 R 01.00 | DATE CREATED: 04 / Sep / 2003 |
|----------------------------------| DATE MODIFIED: 31 / May / 2005 |
| TITLE: BCE Brochures             | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03          | CURRENT: Yes |

COLUMN B CONSISTING OF: BCE brochures

COLUMN C WHICH ARE: 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


| TABLE & RULE: T 32 - 06 R 02.00 | DATE CREATED: 02 / Jun / 2003 |
|----------------------------------| DATE MODIFIED: 21 / Jul / 2006 |
| TITLE: Maintenance, Inspection and Progress Reports | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03          | CURRENT: Yes |

| DATE APPROVED:                  |

Report generated: 01 / Oct / 2018 - 08:00:00 726
COLUMB B CONSISTING OF:
reports of maintenance and repair activity on buildings, pavements, grounds, and utility systems, with related papers

COLUMB C WHICH ARE:
at HQ USAF/MAJCOMS/FOAS subordinate commands

COLUMB D DISPOSITION:
Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 32 - 06 R 03.00
TITLE: DELETED - (12 Jul 06) -- Incorporated into Rule 2

AUTHORITY: N1-AFU-90-03

DATE CREATED: 02 / Jun / 2003
DATE MODIFIED: 12 / Jul / 2006
FROZEN RECORD: No
DATE RESCINDED: 12 / Jul / 2006
DATE APPROVED:

COLUMB B CONSISTING OF:
PREVIOUSLY TITLED: Maintenance, Inspection and Progress Reports at Bases/Stations

COLUMB C WHICH ARE:
reports of maintenance and repair activity on buildings, pavements, grounds, and utility systems, with related papers

COLUMB D DISPOSITION:
Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 32 - 06 R 04.00
TITLE: Reports of Deficiencies Noted

AUTHORITY: N1-AFU-90-03

DATE CREATED: 02 / Jun / 2003
DATE MODIFIED: 31 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMB B CONSISTING OF:
reports of deficiencies

COLUMB C WHICH ARE:
noted

COLUMB D DISPOSITION:
Destroy when deficiencies are corrected.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
NOTES

no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
work control at bases/stations

COLUMN C WHICH ARE:
construction permits, work orders, work requests, material cost transfers, materials and equipment lists

COLUMN D DISPOSITION:
Destroy 2 years after work completion.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy after 60 days or when no longer needed, whichever is later (See Note 477).

Not authorized for retirement to a federal records center.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
# COLUMNS B CONSISTING OF:

The columns consist of:

- 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.

# COLUMN C WHICH ARE:

These are:

- 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.

# COLUMN D DISPOSITION:

- Destroy when no longer needed.

## NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 07 R 02.00</th>
<th>DATE MODIFIED: 21 / Jul / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: MILCON, P-341 Maj/Min Construction Progs, Troubleshooting/Maintenance Instructions, Project Info/Control Files, Program Rpts</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

| COLUMN B CONSISTING OF: |
| 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 |

| COLUMN C WHICH ARE: |
| 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 |

| COLUMN D DISPOSITION: |
| Destroy when no longer needed. |

## NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<th>TABLE &amp; RULE: T 32 - 07 R 02.01</th>
<th>DATE MODIFIED: 31 / May / 2005</th>
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<tr>
<td>TITLE: MILCON, P-341 Major and Minor Construction Programs Reference Copy Records</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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</tbody>
</table>

| COLUMN B CONSISTING OF: |
| MILCON, P-341 major and minor construction programs |

| COLUMN C WHICH ARE: |
| one copy of each document |

| COLUMN D DISPOSITION: |
| Destroy 5 years after program year involved, or when no longer needed. |

## NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<th>DATE MODIFIED: 31 / May / 2005</th>
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<tr>
<td>TITLE: Construction Project Justifications/ Correspondence</td>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
site plans, maps, definitive drawings, photographs, machine tabulations, listings, EAM cards tapes, narrative reports, studies

COLUMN C WHICH ARE:
related to Rule 1

COLUMN D DISPOSITION:
Destroy 4 years after year program was enacted into law, or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

40 Explosive site planning generated by AFMAN 91-201 will be disposed of in accordance with Table 91-4, Rule 5.

---

TABLE & RULE: T 32 - 07 R 04.00
TITLE: Line Item Projects (that are approved)

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
program submissions, correspondence, reports, and other related papers

COLUMN C WHICH ARE:
at MAJCOMs and below

COLUMN D DISPOSITION:
Destroy 3 years after fiscal completion.

---

TABLE & RULE: T 32 - 07 R 05.00
TITLE: Line Item Projects (not accepted for current construction program)

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
line item projects

COLUMN C WHICH ARE:
not accepted for current construction program

COLUMN D DISPOSITION:
Hold for resubmission purposes; if not approved after 5 years destroy.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 32 - 07 R 06.00
**TITLE:** Budget Authorization at HQ USAF/IL  
**AUTHORITY:** N1-AFU-85-21

| COLUMN B CONSISTING OF: | Current: No  
|-------------------------|-------------|
| USAF construction program document (the construction funding authorization) | Frozen Record: No  
| DATE MODIFIED: 31 / May / 2005 | DATE APPROVED: Yes |

| COLUMN C WHICH ARE: | Current: Yes  
|---------------------|-------------|
| at HQ USAF | Frozen Record: No  
| DATE MODIFIED: 31 / May / 2005 | DATE APPROVED: Yes |

| COLUMN D DISPOSITION: |  
|----------------------|-------------|
| Retire the final issuance as permanent. | |

### NOTES
15 Transfer to the National Archives in 10-year blocks when latest documents are 30 years old.

### TABLE & RULE: T 32 - 07 R 07.00
**TITLE:** Budget Authorization Funding Authorizations  
**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: | Current: Yes  
|-------------------------|-------------|
| budget authorization funding authorizations | Frozen Record: No  
| DATE MODIFIED: 31 / May / 2005 | DATE APPROVED: Yes |

| COLUMN C WHICH ARE: |  
|---------------------|-------------|
| superseded changes and/or revisions | |

| COLUMN D DISPOSITION: |  
|----------------------|-------------|
| Destroy 6 years after superseded. | |

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 07 R 08.00
**TITLE:** Budget Authorization at MAJCOMs and Below  
**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: | Current: Yes  
|-------------------------|-------------|
| budget authorization | Frozen Record: No  
| DATE MODIFIED: 31 / May / 2005 | DATE APPROVED: Yes |

| COLUMN C WHICH ARE: |  
|---------------------|-------------|
| at MAJCOMs and below | |

| COLUMN D DISPOSITION: |  
|----------------------|-------------|
| Destroy 2 years after superseded. | |

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
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**TABLE & RULE: T 32 - 07 R 09.00**

<table>
<thead>
<tr>
<th>TITLE: Budget Authorization Summaries, Tabulations, Worksheets, Correspondence</th>
<th>DATE MODIFIED: 31 / May / 2005</th>
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</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**

budget authorization summaries, tabulations, worksheets, correspondence

**COLUMN C WHICH ARE:**

statistical summaries, tabulations, worksheets, correspondence, and other data relating to apportionment request, fund allocations, reallocations, withdrawals, and the transfer of funds

**COLUMN D DISPOSITION:**

Destroy after 2 years or when no longer needed, whichever is sooner.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**TABLE & RULE: T 32 - 07 R 09.01**

<table>
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<tr>
<th>TITLE: Base Civil Engineer Cost Accounting</th>
<th>DATE MODIFIED: 31 / May / 2005</th>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**

budget authorization summaries, tabulations, worksheets, correspondence

**COLUMN C WHICH ARE:**

statistical summaries, tabulations, worksheets, correspondence, and other data relating to apportionment request, fund allocations, reallocations, withdrawals, and the transfer of funds

**COLUMN D DISPOSITION:**

Destroy after 2 years or when no longer needed, whichever is sooner.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 32 - 07 R 10.00**

<table>
<thead>
<tr>
<th>TITLE: Project Case Files - Approved</th>
<th>DATE MODIFIED: 31 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
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</table>

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
approved project case files

COLUMN C WHICH ARE:
estimates, project approval and funding information, work orders, engineer drawings, diagrams, specifications, materials approval, and other related data

COLUMN D DISPOSITION:
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).

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 07 R 10.01
TITLE: Asbestos/Lead Project Case File - Approved
DATE MODIFIED: 21 / Sep / 2006
FROZEN RECORD: Yes
CURRENT: Yes
AUTHORITY: N1-AFU-00-08
DATE APPROVED:

COLUMN B CONSISTING OF:
approved asbestos/lead project case files

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 30 years after completion of project. Frozen due to Asbestos/lead project case file litigation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 07 R 11.00
TITLE: Project Case File - Disapproved
DATE MODIFIED: 31 / May / 2005
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N1-AFU-90-03
DATE APPROVED:

COLUMN B CONSISTING OF:
project case files

COLUMN C WHICH ARE:
disapproved

COLUMN D DISPOSITION:
Destroy on determination that their accomplishment is no longer required.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 07 R 12.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DELETED - (12 Jul 06) -- Incorporated into Rule 2</th>
<th>DATE MODIFIED:</th>
<th>25 / Jun / 2007</th>
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<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Manufacturer's Catalogs Troubleshooting Instructions, Maintenance Instructions

manufacturer's catalogs troubleshooting instructions, maintenance instructions

**COLUMN C WHICH ARE:**

parts lists, and related papers which do not duplicate other records on file

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

### NOTES

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 07 R 13.00

<table>
<thead>
<tr>
<th>TITLE:</th>
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<tbody>
<tr>
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<td>N1-AFU-90-03</td>
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<tr>
<td></td>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
<td></td>
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</table>

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Project Informational and Control Files

project data, correspondence reports, and other related papers

**COLUMN C WHICH ARE:**

pertain to projects approved at lower echelons

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 07 R 14.00

<table>
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<tr>
<th>TITLE:</th>
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<th>DATE MODIFIED:</th>
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<tbody>
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<td>N1-AFU-90-03</td>
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<tr>
<td></td>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**

parts lists, and related papers which do not duplicate other records on file

**COLUMN C WHICH ARE:**

Destroy when no longer needed.
<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREVIOUSLY TITLED: Program Reports</td>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>program reports</td>
<td>21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE: monthly reports of repair, minor construction, modification, and O&amp;M projects proposed or in progress</td>
<td>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION: Destroy when no longer needed.</td>
<td></td>
</tr>
</tbody>
</table>

**TABLE & RULE: T 32 - 07 R 14.01**

<table>
<thead>
<tr>
<th>TITLE: Program 30 September Report</th>
<th>DATE MODIFIED: 31 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td>DATE APPROVED:</td>
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<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tbody>
<tr>
<td>report</td>
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<tr>
<td>COLUMN C WHICH ARE: Program 30 September Report</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION: Destroy after 5 years or when no longer needed, whichever is later.</td>
<td></td>
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</table>

**TABLE & RULE: T 32 - 07 R 15.00**

<table>
<thead>
<tr>
<th>TITLE: Performance Evaluation Program</th>
<th>DATE MODIFIED: 31 / May / 2005</th>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td>DATE APPROVED:</td>
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<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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</thead>
<tbody>
<tr>
<td>performance evaluaion program</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE: reports, related forms, and working papers</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION: Destroy after 1 year.</td>
<td></td>
</tr>
</tbody>
</table>

**TABLE & RULE: T 32 - 07 R 15.00**

<table>
<thead>
<tr>
<th>TITLE: Performance Evaluation Program</th>
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<tbody>
<tr>
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<td>FROZEN RECORD: No</td>
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<tr>
<td>performance evaluaion program</td>
<td></td>
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<tr>
<td>COLUMN C WHICH ARE: reports, related forms, and working papers</td>
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<tr>
<td>COLUMN D DISPOSITION: Destroy after 1 year.</td>
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**TABLE & RULE: T 32 - 07 R 15.00**

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<tr>
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<td>FROZEN RECORD: No</td>
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<td>DATE APPROVED:</td>
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<tr>
<td>performance evaluaion program</td>
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<td>COLUMN C WHICH ARE: reports, related forms, and working papers</td>
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<tr>
<td>COLUMN D DISPOSITION: Destroy after 1 year.</td>
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**TABLE & RULE: T 32 - 07 R 15.00**

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<tr>
<th>TITLE: Performance Evaluation Program</th>
<th>DATE MODIFIED: 31 / May / 2005</th>
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<tr>
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<td>FROZEN RECORD: No</td>
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<td>DATE APPROVED:</td>
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<table>
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<tr>
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<th>NOTES</th>
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<tbody>
<tr>
<td>performance evaluaion program</td>
<td></td>
</tr>
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<td>COLUMN C WHICH ARE: reports, related forms, and working papers</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION: Destroy after 1 year.</td>
<td></td>
</tr>
</tbody>
</table>

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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Report generated: 01 / Oct / 2018 - 08:00:00
no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td>TITLE: Minutes of Meetings at HQ USAF on Environmental Issues</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-94-06</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
- at HQ USAF

**COLUMN D DISPOSITION:**
- Retire as permanent.

**NOTES**
- Transfer to the National Archives in 10-year blocks when latest documents are 30 years old.
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 07 R 17.00</th>
<th>DATE MODIFIED: 31 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Minutes of Meetings at MAJCOMS, Major Subordinate Commands/Bases/ Stations</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-94-06</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
minutes of meeting

**COLUMN C WHICH ARE:**
- at MAJCOMS, major subordinate commands/bases/stations

**COLUMN D DISPOSITION:**
- Destroy after 6 years.

**NOTES**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 07 R 18.00</th>
<th>DATE MODIFIED: 31 / May / 2005</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Environmental Quality RD&amp;A Strategic Plans</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-94-06</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
approved RD&A air base systems and environmental quality strategic plans outlining goals and strategies for civil engineer RD&A investment

COLUMN C WHICH ARE:
at HQ USAF

COLUMN D DISPOSITION:
Retire as permanent.

NOTES

15 Transfer to the National Archives in 10-year blocks when latest documents are 30 years old.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 32 - 08: CIVIL ENGINEERING - FACILITIES BOARD

TABLE & RULE: T 32 - 08 R 01.00
TITLE: Minutes of Meetings at MAJCOMs/Major Subordinate Commands/Bases/Stations
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
approved facilities board (FB) minutes serving as final approval for funding O&M projects

COLUMN C WHICH ARE:
at MAJCOMS, major subordinate commands/bases/stations

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 08 R 02.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)
### TABLE & RULE: T 32 - 08 R 03.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>minutes of meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLUMN C WHICH ARE:</strong></td>
<td>in members files</td>
</tr>
<tr>
<td><strong>COLUMN D DISPOSITION:</strong></td>
<td>Destroy when no longer needed or after 1 year, whichever is sooner.</td>
</tr>
</tbody>
</table>

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 08 R 04.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>minutes of meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLUMN C WHICH ARE:</strong></td>
<td>at activities other than Rules 1 and 3</td>
</tr>
<tr>
<td><strong>COLUMN D DISPOSITION:</strong></td>
<td>Destroy after 1 year.</td>
</tr>
</tbody>
</table>

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**T 32 - 09: CIVIL ENGINEERING - NATO INFRASTRUCTURE PROGRAM**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 09 R 01.00</th>
<th>DATE MODIFIED: 31 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Project Case Files (U.S. Records in Support of the NATO Infrastructure Program)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>facilities projects, site plans, maps, drawings, studies, correspondence and a copy of the infrastructure disbursing vouchers for prefinanced projects</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>at HQ USAFE/RSICA, NATO Infrastructure Division</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Destroy after Joint Formal Acceptance Inspection (JFAI) and audit by the NATO board of auditors.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

40 A copy of the vouchers will be kept with the prefinanced project files. The original vouchers will be sent by the AFO to HQ DFAS-DE per Table 177-5, Rule 4.1 with the original accounts described in Table 177-5, Rule 1.

**T 32 - 10: CIVIL ENGINEERING - REAL PROPERTY MANAGEMENT**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 10 R 01.00</th>
<th>DATE MODIFIED: 01 / Jun / 2005</th>
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<tbody>
<tr>
<td>TITLE: Real Property Case Files</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: NC1-AFU-77-38</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>real property case files</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Retire as permanent upon inactivation of the installation.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

18 Transfer to the National Archives 30 years after the unconditional sale or release by the government of all conditions, restrictions, mortgages or other liens.

40 On derequisitioning or return of real property to a local (CONUS) or foreign (overseas) government, major subordinate commands and base/station activities, forward their records to the next higher level of command, where they are held until it is determined that no claim will be filed against the United States. All machine listings other than those shown in Rule 1, column B are to be disposed of when superseded.

40 Maintain records as current records until inactivation of installation, at which time they will be retired as permanent.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 10 R 02.00</th>
<th>DATE MODIFIED: 01 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Separate Collection of REPRs</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
separate collection of REPRs

COLUMN C WHICH ARE:
at MAJCOMS

COLUMN D DISPOSITION:
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.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 32 - 10 R 03.00**

<table>
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<tr>
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</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

 COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at the Air Force Real Estate Agency (AFREA/MI). (Incorporate with Rule 1); incorporated with Rule 1

COLUMN D DISPOSITION:
Retire as permanent upon inactivation of the installation.

**TABLE & RULE: T 32 - 10 R 04.00**

<table>
<thead>
<tr>
<th>TITLE: Survey and Special Studies at MAJCOMs and major subordinate commands</th>
<th>DATE MODIFIED: 01 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

 COLUMN B CONSISTING OF:
survey and special studies

COLUMN C WHICH ARE:
at MAJCOMs and major subordinate commands

COLUMN D DISPOSITION:
Destroy when superseded by later study or survey or after 2 years, whichever is later

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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| TABLE & RULE: T 32 - 10 R 05.00                                                                 | DATE MODIFIED: | 01 / Jun / 2005 |
| TITLE: Survey and Special Studies at bases/stations                                         | FROZEN RECORD: | No |
| AUTHORITY: N1-AFU-90-03                                                                      | CURRENT:       | Yes |
| DATE APPROVED:                                                                              |                | |

**NOTES**

- **COLUMN B CONSISTING OF:**
  - survey and special studies

- **COLUMN C WHICH ARE:**
  - at bases/stations

- **COLUMN D DISPOSITION:**
  - Destroy when superseded.

**TABLE & RULE: T 32 - 10 R 05.01**

| DATE RESCINDED: | 01 / Jan / 1900 |
| AUTHORITY: N/A  |                |
| DATE APPROVED:  |                |

**NOTES**

- **COLUMN B CONSISTING OF:**

- **COLUMN C WHICH ARE:**

- **COLUMN D DISPOSITION:**

**TABLE & RULE: T 32 - 10 R 06.00**

| DATE RESCINDED: | 14 / Jul / 2006 |
| AUTHORITY: N1-AFU-90-03                                      |                |
| DATE APPROVED:  |                |

**NOTES**

- **COLUMN B CONSISTING OF:**
  - correspondence, reports, studies, decisions, legal opinions, and related data

- **PREVIOUSLY TITLED:** Federal Legislative Jurisdictional Matters

- **COLUMN C WHICH ARE:**
  - incorporated with Rule 1

- **COLUMN D DISPOSITION:**
  - Retire as permanent upon inactivation of the installation.
**TABLE & RULE: T 32 - 10 R 07.00**

**TITLE:** Federal Legislative Jurisdictional Matters Work Papers and Background Supporting Data

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>papers and data</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Legislative Jurisdictional Matters Work Papers and background supporting data</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when no longer needed or after 1 year, whichever is sooner.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 32 - 10 R 08.00**

**TITLE:** Annual Summary of Real Property Transfer Actions

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>annual summary of real property transfer actions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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))</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 3 years.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 32 - 10 R 09.00**

**TITLE:** Nonindustrial Facility Mobilization Approved for Acquisition

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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 the event of an all-out mobilization</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>incorporated with Rule 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Retire as permanent upon inactivation of the installation.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
TABLE & RULE: T 32 - 10 R 10.00
TITLE: Nonindustrial Facility Mobilization Not Approved for Acquisition
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
nonindustrial facility mobilization

COLUMN C WHICH ARE:
not approved for acquisition

COLUMN D DISPOSITION:
Destroy on determination that facility no longer meets Air Force requirements.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 10 R 11.00
TITLE: Waivers and Clearances
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
waivers and clearances

COLUMN C WHICH ARE:
correspondence, maps, drawings, and related data concerning requests for waivers of flight and navigation obstruction and lateral air field clearances

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 10 R 12.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A

DATE MODIFIED: 01 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 01 / Jun / 2005

DATE RESCINDED: 11 / Apr / 2006
DATE APPROVED: 18 / May / 2006
<table>
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<tr>
<th>TABLE &amp; RULE: T 32 - 10 R 13.00</th>
<th>DATE MODIFIED: 18 / May / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: (DELETED - (18 May 06) - Previously RESERVED)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>Authority: N/A</td>
<td>DATE RESCINDED: 18 / May / 2006</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 10 R 14.00</th>
<th>DATE MODIFIED: 18 / May / 2006</th>
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<tr>
<td>TITLE: (DELETED - (18 May 06) - Previously RESERVED)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>Authority: N/A</td>
<td>DATE RESCINDED: 18 / May / 2006</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 10 R 15.00</th>
<th>DATE MODIFIED: 02 / Aug / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Changes in Utilization of Real Property Facilities</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>Authority: GRS 11, ITEM 02A BUILDING PLANING FILES</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**Columns B Consisting of:**

**Columns C Which Are:**

**Columns D Disposition:**

(RESERVED)

---

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 32 - 10 R 16.00**

**TITLE:** Changes in Utilization of Real Property Facilities  
**AUTHORITY:** GRS 11, ITEM 02B(2)  
**DATE MODIFIED:** 02 / Aug / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
requests approved by DOD, HQ USAF, MAJCOMs and bases at AFREA/MI, 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

**COLUMN C WHICH ARE:**
at AFREA/MI, MAJCOMs, and bases that keep information copies only; disapproved by DOD, AFREA/MI, MAJCOMs, and bases

**COLUMN D DISPOSITION:**
Destroy when 1 year old or when no longer needed.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 11 R 01.00</th>
<th>DATE MODIFIED: 01 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Air Force Inventory of Real Property</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: NC1-AFU-83-36</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

| COLUMN B CONSISTING OF: | published inventory documents |
| COLUMN C WHICH ARE: | at AFREA/MI |
| COLUMN D DISPOSITION: | Retire as permanent a master copy of each document published. |

**NOTES**

40 Those records created before 1983 will be transferred to the National Archives when 50 years old. Those records created after 1982 will be transferred to the National Archives in 5-year blocks when the most recent records in the block are 25 years old.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 11 R 02.00</th>
<th>DATE MODIFIED: 01 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Inventory of Real Property-Correspondence and Reports</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

| COLUMN B CONSISTING OF: | inventory of real property-correspondence and reports |
| COLUMN C WHICH ARE: | correspondence and form 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 |
| COLUMN D DISPOSITION: | Destroy when superseded, obsolete, or after 2 years, whichever is sooner. |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 11 R 02.01</th>
<th>DATE MODIFIED: 01 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Inventory of Real Property Magnetic Tape at AFREA/MI</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

| COLUMN B CONSISTING OF: | magnetic tape of the Air Force inventory of real property |
| COLUMN C WHICH ARE: | at AFREA/MI |
| COLUMN D DISPOSITION: | Erase after 5 years. |

**NOTES**
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 11 R 03.00
TITLE: Feeder Reports, Retained USAF Characteristics Report
AUTHORITY: N1-AFU-90-03
COLUMN B CONSISTING OF:
background and/or source data at MAJCOMs and major subordinate commands; or retained USAF characteristic reports to include off-base installations and SAF-MI(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
COLUMN C WHICH ARE:
at MAJCOMs and major subordinate commands; at MAJCOMs; at bases/stations
COLUMN D DISPOSITION:
Destroy when superseded, obsolete or after 1 year, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 11 R 04.00
TITLE: Retained USAF Characteristics Report at Bases/Station
AUTHORITY: NC1-AFU-83-36
COLUMN B CONSISTING OF:
retained USAF characteristics report
COLUMN C WHICH ARE:
at bases/stations
COLUMN D DISPOSITION:
Retire as permanent when Air Force is relieved of accountability for installation.

NOTES
47 Transfer to National Archives 30 years after base inactivation.

TABLE & RULE: T 32 - 11 R 04.01
TITLE: DELETED - (14 Jun 06) -- Incorporated into Rule 3
AUTHORITY: N1-AFU-90-03

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Retained USAF Characteristics Report at MAJCOMs

retained USAF characteristic reports to include off-base installations and SAF-MII(A) 9305, Annual Real Property Utilization Review

COLUMN C WHICH ARE:
at MAJCOMs

COLUMN D DISPOSITION:
Destroy when superseded, obsolete, or after 1 year, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

at MAJCOMs
Destroy when superseded, obsolete, or after 1 year, whichever is sooner.

TABLE & RULE: T 32 - 11 R 05.00
TITLE: DELETED - (14 Jul 06) -- Incorporated into Rule 3
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 14 / Jul / 2006
FROZEN RECORD: No
DATE RESCINDED: 14 / Jul / 2006
DATE APPROVED: 14 / Jul / 2006

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Other Retained USAF Characteristics Report at Bases/Stations

retained inventory reports other than reports in Rule 4 and related supporting data

COLUMN C WHICH ARE:
at bases/stations

COLUMN D DISPOSITION:
Destroy when superseded, obsolete, or after 1 year, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
leased real property (excluding real property set up as a separate installation)

COLUMN C WHICH ARE:
case files pending claims

COLUMN D DISPOSITION:
Destroy 1 year after settlement of the claim.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 12 R 02.00
TITLE: Leased Real Property (Excluding Leased Real Property Set Up as a Separate Installation)
AUTHORITY: NC1-AFU-83-82

COLUMN B CONSISTING OF:
copies of ougrant 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/IIEIR; or case files at CONUS bases/stations; at SAF-II(A)9304, Real Property Outgrant Report and SAF-II(A)/9306, Annual Installation Boundary Encroachment Report case files at SAF-II(A)/9304 and 9306, MAJCOMs, major subordinate commands, and overseas bases

COLUMN C WHICH ARE:
at SAF/IIEIR; at CONUS bases/stations; at SAF-II(A)/9304 and 9306, MAJCOMs, major subordinate commands, and overseas bases

COLUMN D DISPOSITION:
Destroy 2 years after the GSA or the Corps of Engineers advises that the property to which the records pertain has been disposed of.

NOTES
99 See Table 32-3, Historic Preservation Program, for disposition of documentation relating to AF real property listed, eligible for nomination, or nominated but not approved for the National Register of Historic Places.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 12 R 03.00
TITLE: DELETED - (14 Jul 06) -- Incorporated into Rule 2
AUTHORITY: NC1-AFU-83-82

DATE MODIFIED: 14 / Jul / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE RESCINDED: 14 / Jul / 2006
DATE APPROVED: 14 / Jul / 2006
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Leased Real Property (Excluding Leased Real Property Set Up as a Separate Installation)

SAF-MII(A)9304, Real Property Outgrant Report and SAF-MII(A)9306, Annual Installation Boundary Encroachment Report

COLUMN C WHICH ARE:
case files at SAF-MII(A)9304 and 9306, MAJCOMs, major subordinate commands, and overseas bases

COLUMN D DISPOSITION:
Destroy 2 years after the GSA or the Corps of Engineers advises that the property to which the records pertain has been disposed of.

NOTES
99 See Table 32-3, Historic Preservation Program, for disposition of documentation relating to AF real property listed, eligible for nomination, or nominated but not approved for the National Register of Historic Places.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

case files at CONUS bases/stations

PREVIOUSLY TITLED: Leased Real Property (Excluding Leased Real Property Set Up as a Separate Installation)

CURRENT:
FROZEN RECORD: No
DATE APPROVED: 21 / Jul / 2006

TABLE & RULE: T 32 - 12 R 04.00
TITLE: Deleted - (14 Jul 06) -- Incorporated into rule 2
AUTHORITY: NC1-AFU-83-82
DATE MODIFIED: 14 / Jul / 2006
DATE RESCINDED: 14 / Jul / 2006
DATE APPROVED: 21 / Jul / 2006

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Leased Real Property (Excluding Leased Real Property Set Up as a Separate Installation)

column files

COLUMN C WHICH ARE:
case files at CONUS bases/stations

COLUMN D DISPOSITION:
Destroy 2 years after the GSA or the Corps of Engineers advises that the property to which the records pertain has been disposed of.

NOTES
99 See Table 32-3, Historic Preservation Program, for disposition of documentation relating to AF real property listed, eligible for nomination, or nominated but not approved for the National Register of Historic Places.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 12 R 05.00
TITLE: Leased Real Property (Excluding Leased Real Property Set Up as a Separate Installation)
AUTHORITY: NC1-AFU-83-82
DATE MODIFIED: 21 / Jul / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 21 / Jul / 2006

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing:
Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

PREVIOUSLY TITLED: Leased Real Property (Excluding Leased Real Property Set Up as a Separate Installation)

Electronic copies created using electronic mail and word processing:
Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

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Report generated: 01 / Oct / 2018 - 08:00:00  753
COLUMN B CONSISTING OF:
Air Force Real Property Excess Declaration

COLUMN C WHICH ARE:
informal excess declarations, notices of availability, requests for disposal of real property, and related correspondence

COLUMN D DISPOSITION:
Disposition Pending...

COLUMN B CONSISTING OF:
other agency notices of availability

COLUMN C WHICH ARE:
related to property Air Force has a need for

COLUMN D DISPOSITION:
On acquisition of the property, incorporate with records in Table 32-10.

COLUMN B CONSISTING OF:
other agency notices of availability

COLUMN C WHICH ARE:
related to property Air Force has no need for

COLUMN D DISPOSITION:
Destroy 6 months after determining that Air Force has no requirement for the property involved.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
## TABLE & RULE: T 32 - 14 R 01.00

**Title:** Overseas BCE Real Property  
**Author:** N1-AFU-87-17  
**Topic:**  
**Date Modified:** 01 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**  

**Column B Consisting Of:**
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 number.

**Column C Which Are:**
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 be filed against the U.S.

**Column D Disposition:**
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.

**Notes:**
1. Destroy 50 years from the date of the establishment of the documentation or 50 years after the enactment of Public Law (P.L) 96-510, 11 December 1980, whichever is later (Section 103, P.L. 96-510). If the Administrator of the Environmental Protection Agency (EPA), the EPA regional administrator, the state or local environmental official, or the installation commander requires a longer retention period for the protection of the public health or welfare, submit a request to AF/SCTIR for approval of the revised retention period.

2. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

3. Electronic systems that replace temporary hard copy records:
   - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
   - Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## TABLE & RULE: T 32 - 14 R 01.01

**Title:** Maps and Record Drawings  
**Author:** N1-AFU-90-03  
**Date Modified:** 01 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**  

**Column B Consisting Of:**
Maps and drawings

**Column C Which Are:**
At the accountable installation or MAJCOM

**Column D Disposition:**
The accountable installation or MAJCOM will transfer to the appropriate recipient or to the major recipient of the properties involved.

**Notes:**
1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records:
   - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## TABLE & RULE: T 32 - 14 R 01.02

**Title:** DELETED - (18 May 06) - Previously (RESERVED)  
**Author:** N/A  
**Date Modified:** 18 / May / 2006  
**Frozen Record:** No  
**Date Rescinded:** 11 / Apr / 2006  

Report generated: 01 / Oct / 2018 - 08:00:00
TABLE & RULE: T 32 - 14 R 02.00
TITLE: U.S. and Territories Administered by U.S. (BCE) Real Property
AUTHORITY: N1-AFU-89-32
DATE MODIFIED: 01 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 32 - 14 R 03.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A
DATE MODIFIED: 18 / May / 2006
FROZEN RECORD: No
DATE RESCINDED: 11 / Apr / 2006
DATE APPROVED:

COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 32 - 14 R 04.00
TITLE: U.S. and Territories Administered by U.S. (BCE) Real Property
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 01 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
COLUMN B CONSISTING OF:
property cards, ledgers, vouchers and voucher registers with supporting records, maps, record drawings, including printout of report RCS: SAF-MII(A)7115

COLUMN C WHICH ARE:
relating to an installation that is to be transferred between commands or to another federal agency

COLUMN D DISPOSITION:
The accountable installation or MAJCOM will transfer to the receiving MAJCOM or agency.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after record-keeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 14 R 05.00
TITLE: U.S. and Territories Administered by U.S. (BCE) Real Property Related to an Active Installation
AUTHORITY: N1-AFU-87-17

COLUMN B CONSISTING OF:
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 another federal agency

COLUMN C WHICH ARE:
will be retained at the designated recordkeeping installation

COLUMN D DISPOSITION:
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.

NOTES
52 Destroy 50 years from the date of the establishment of the documentation or 50 years after the enactment of Public Law (P.L.) 96-510, 11 December 1980, whichever is later (Section 103, P.L. 96-510). If the Administrator of the Environmental Protection Agency (EPA), the EPA regional administrator, the state or local environmental official, or the installation commander requires a longer retention period for the protection of the public health or welfare, submit a request to AF/SCTIR for approval of the revised retention period.

21 Electronic copies created using electronic mail and word processing: Destroy paper after record-keeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 14 R 05.01
TITLE: U.S. and Territories Administered by U.S. (BCE) Real Property Map and Record Drawing
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
maps and records

COLUMN C WHICH ARE:
at the accountable installation or MAJCOM

COLUMN D DISPOSITION:
The accountable installation or MAJCOM will transfer to appropriate recipient or the major recipient of the property.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

T 32 - 15: CIVIL ENGINEERING - ENGINEER QUALIFICATION RECORDS AND PROJECT CONTROL FILES

| TABLE & RULE: T 32 - 15 R 01.00 | DATE MODIFIED: 01 / Jun / 2005 |
| TITLE: Qualification Files | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |
| DATE APPROVED: | |

COLUMN B CONSISTING OF:
qualification files

COLUMN C WHICH ARE:
brochures, pamphlets, assembled plans, drawings, work samples, correspondence, and other data reflecting on work required

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 32 - 15 R 02.00 | DATE MODIFIED: 01 / Jun / 2005 |
| TITLE: Form Reports | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |
| DATE APPROVED: | |

COLUMN B CONSISTING OF:
form reports

COLUMN C WHICH ARE:
Air Force experience questionnaires, performance reports, and related records

COLUMN D DISPOSITION:
Destroy on dissolution of the firm or when Air Force is relieved of accountability for the installation, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.
**NOTES**

**21** Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**NOTES**

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy after 3 years.

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
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<tbody>
<tr>
<td>21</td>
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</tbody>
</table>

**T 32 - 16: CIVIL ENGINEERING - CIVIL ENGINEER DESIGN DATA**

**TABLE & RULE: T 32 - 16 R 01.00**

| DATE MODIFIED: 01 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |

**AUTHORITY:** UNSCHEDULED

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at HQ USAF

**COLUMN D DISPOSITION:**
Disposition Pending...

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
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</table>

**TABLE & RULE: T 32 - 16 R 02.00**

| DATE MODIFIED: 12 / Feb / 2007 |
| FROZEN RECORD: No |
| CURRENT: Yes |

**AUTHORITY: N1-AFU-90-03**

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at MAJCOMs and below

**COLUMN D DISPOSITION:**
Destroy after 2 years or when no longer needed, whichever is sooner.

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 32 - 16 R 03.00

**TITLE:** Design and Construction Deficiency Reports  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>reports, related correspondence, and other pertinent data</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at HQ USAF/ MAJCOMs/major subordinate commands</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when deficiency is corrected and existing criteria, definitive drawings, and outline specifications are revised.</td>
</tr>
</tbody>
</table>

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 16 R 04.00

**TITLE:** Design and Construction Deficiency Reports  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>reports, related correspondence, and other pertinent data</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at bases/stations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
</tr>
</tbody>
</table>

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 16 R 05.00

**TITLE:** Maps, Plans, Drawings, and Photographs, Drawings on 105mm Film, Design Calculations,  
Service Contract Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 21 / Jul / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>maps, plans, drawings and photographs; drawings on 105mm film; mechanical, electrical, structural, civil calculations; service contract records</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when superseded, obsolete, or no longer needed.</td>
</tr>
</tbody>
</table>
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 32 - 16 R 06.00

<table>
<thead>
<tr>
<th>TITLE: Maps, plans, drawings, and photographs</th>
<th>DATE MODIFIED:</th>
<th>20 / Aug / 2009</th>
</tr>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-04-1</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>---</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

Layout maps, plans, drawings, and photographs having historical value, depicting an installation and it installed property (other than records included in comprehensive plans in Table 32-17). (See Note 681.)

COLUMN C WHICH ARE:

At bases/stations

COLUMN D DISPOSITION:

When Air Force is relieved of accountability for a base, installation, or portion thereof, transfer relevant records to the National Archives as permanent. (See Notes 407, 681, and 683)

NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

40 When real property is returned to a local (CONUS) or foreign (overseas) government, retain records at next higher level of command until it is determined that no claim will be filed against the United States. Duplicate copies of maps, plans, etc., may be furnished to the individual or agency accepting accountability for the property, or to the government agency charged with disposing of the government property. When duplicate copies are not available, records may be made available for reproduction purposes.

68 Records having historical value include significant layout maps (also called site plans) of a base, installation, or portion thereof, and architectural and engineering drawings (including final working drawings and as-built drawings) and related records depicting important structures or property, such as mission-related structures, long-lasting and important structures, buildings reflecting a distinctive architectural style, or a standard design used for multiple Air Force buildings.

68 When records are maintained electronically, every effort will be made to transfer the records to the National Archives in an electronic format consistent with NARA transfer guidance in 36 CFR 1228.270 and other appropriate NARA standards.

---

TABLE & RULE: T 32 - 16 R 07.00

<table>
<thead>
<tr>
<th>TITLE: Maps, Plans, Drawings, and Photographs When Recapture Rights Are Retained by Air Force</th>
<th>DATE MODIFIED:</th>
<th>04 / Aug / 2016</th>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-04-1</td>
<td>FROZEN RECORD:</td>
<td>No</td>
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<tr>
<td>DATE APPROVED:</td>
<td>03 / Aug / 2016</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

Layout maps, plans, drawings, and photographs lacking historical value, depicting an installation and its installed property (other than records included in comprehensive plans in Table 32-17.) (See Note 682.)

COLUMN C WHICH ARE:

At bases/stations

COLUMN D DISPOSITION:

When Air Force is relieved of accountability for a base, installation, or portion thereof, and retains recapture rights, destroy relevant records 75 years after Air Force is relieved of accountability. (See Note 682.)

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Records lacking in historical value include architectural and engineering drawings and related records depicting temporary or routine structures such as telephone and electric lines, parking lots, minor administration buildings, storage sheds, fences, lavatories, and electrical, plumbing, heating, or air conditioning systems.

**TABLE & RULE: T 32 - 16 R 07.01**
**TITLE:** Maps, Plans, Drawings, and Photographs When Recapture Rights Are Not Retained by Air Force
**AUTHORITY:** N1-AFU-04-1

<table>
<thead>
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**COLUMN B CONSISTING OF:**
Layout maps, plans, drawings, and photographs lacking in historical value, depicting an installation and its installed property (other than records included in comprehensive plans in Table 32-17). (See Note 682.)

**COLUMN C WHICH ARE:**
At bases/stations

**COLUMN D DISPOSITION:**
When Air Force is relieved of accountability for a base, installation, or portion thereof, and does not retain recapture rights, retire relevant records to the entity accepting responsibility for the property. Destroy records if the entity refuses them. (See Notes 682 and 684.)

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

68 Records lacking in historical value include architectural and engineering drawings and related records depicting temporary or routine structures such as telephone and electric lines, parking lots, minor administration buildings, storage sheds, fences, lavatories, and electrical, plumbing, heating, or air conditioning systems.

68 If real property is returned to a local (CONUS) or foreign (overseas) government, retain records at the next higher level of command until it is determined that no claim will be filed against the United States.

**TABLE & RULE: T 32 - 16 R 08.00**
**TITLE:** Civil Engineer Specifications
**AUTHORITY:** DAA-GRS-2017-0008-0001

<table>
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<tr>
<th>DATE MODIFIED:</th>
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<td>CURRENT:</td>
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<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
Copies of specifications used in master planning, construction, maintenance, repairs, and for inspections of work.

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
Destroy 1 year after final acceptance of the construction, inactiviation of installation or facility, or when no longer needed, whichever is later.

**TABLE & RULE: T 32 - 16 R 09.00**
**TITLE:** DELETED - (21 Jul 06) -- Incorporated into Rule 5
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>DATE MODIFIED:</th>
<th>21 / Jul / 2006</th>
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<tbody>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
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<tr>
<td>DATE RESCINDED:</td>
<td>21 / Jul / 2006</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
drawings on 105mm film
negatives of definitive designs and of air base master plans

COLUMN D DISPOSITION:
Destroy when superseded, obsolete, or when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 16 R 10.00
TITLE: Exceptions to Criteria for Morale, Welfare, and Recreation (MWR) Facilities
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 01 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
waivers to standards of accommodations for MWR facilities
COLUMN C WHICH ARE:
at HQ USAF/ MAJCOMs/major subordinate commands
COLUMN D DISPOSITION:
Destroy after 5 years or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 16 R 11.00
TITLE: Exceptions to Criteria for MWR
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 01 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
exceptions to criteria to MWR
COLUMN C WHICH ARE:
at bases/stations
COLUMN D DISPOSITION:
Destroy on inactivation of the installation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**
plans of present or planned installations, attendant charts, drawings, and photographs

**COLUMN C WHICH ARE:**
at HQ USAF/ MAJCOMs/major subordinate commands

**COLUMN D DISPOSITION:**
Destroy plan when revised in its entirety and/or when AF is relieved of accountability for installation.

### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- **40** On return of real property to local (CONUS) or foreign (overseas) government, transfer copies of plans to the individual or agency accepting accountability; retire a copy of all records involved in the transfer action after it is determined that no claim will be filed against the United States.

---

**TABLE & RULE: T 32 - 17 R 02.00**

<table>
<thead>
<tr>
<th>TITLE: Comprehensive Plans and Supporting Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED: 03 / Aug / 2016</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED: 03 / Aug / 2016</td>
</tr>
</tbody>
</table>

**AUTHORITY: N1-AFU-04-1**

**COLUMN B CONSISTING OF:**
Comprehensive plans (as described in AFI 32-7062) of a base or installation, including attendant charts, drawings, and photographs.

**COLUMN C WHICH ARE:**
At bases/stations

**COLUMN D DISPOSITION:**
Transfer as permanent to the National Archives when no longer needed by Air Force. (See Notes 407 and 683)

### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- **40** When real property is returned to a local (CONUS) or foreign (overseas) government, retain records at next higher level of command until it is determined that no claim will be filed against the United States. Duplicate copies of maps, plans, etc., may be furnished to the individual or agency accepting accountability for the property, or to the government agency charged with disposing of the government property. When duplicate copies are not available, records may be made available for reproduction purposes.
- **68** When records are maintained electronically, every effort will be made to transfer the records to the National Archives in an electronic format consistent with NARA transfer guidance in 36 CFR 1228.270 and other appropriate NARA standards.
### COLUMN B CONSISTING OF:
changes to and revisions of plans; comprehensive plans and supporting data

### COLUMN C WHICH ARE:
are disapproved; correspondence, studies, reports, and related supporting data that reflect on the characteristics of an installation

### COLUMN D DISPOSITION:
Destroy after 2 years.

#### NOTES

<table>
<thead>
<tr>
<th>Rule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>On return of real property to local (CONUS) or foreign (overseas) government, transfer copies of plans to the individual or agency accepting accountability; retire a copy of all records involved in the transfer action after it is determined that no claim will be filed against the United States.</td>
</tr>
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</tr>
</tbody>
</table>

### TABLE & RULE: T 32 - 17 R 04.00

**TITLE**: DELETED - (21 Jul 06) -- Incorporated into Rule 3

**AUTHORITY**: N1-AFU-90-03

**DATE MODIFIED**: 21 / Jul / 2006

**FROZEN RECORD**: No

**DATE RESCINDED**: 21 / Jul / 2006

**DATE APPROVED**: 

#### COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Comprehensive Plans and Supporting Data

comprehensive plans and supporting data

#### COLUMN C WHICH ARE:
correspondence, studies, reports, and related supporting data that reflect on the characteristics of an installation

#### COLUMN D DISPOSITION:
Destroy after 2 years.

#### NOTES

<table>
<thead>
<tr>
<th>Rule</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>21</td>
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</tr>
</tbody>
</table>
**T 32 - 18: CIVIL ENGINEERING - USAF MILITARY CONSTRUCTION PROGRAM STATUS REPORTS AND CONSTRUCTION PROJECT FILES**

**TABLE & RULE: T 32 - 18 R 01.00**

**TITLE:** Status Reports  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
status reports

**COLUMN C WHICH ARE:**
form reports on progress of design and construction projects

**COLUMN D DISPOSITION:**
Destroy when superseded by updated report.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 32 - 18 R 02.00**

**TITLE:** Status Reports  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
form reports on completion of he projects in Rule 1

**COLUMN C WHICH ARE:**
at MAJCOMs and below

**COLUMN D DISPOSITION:**
Place in facility folder; see table 32-6 for disposition.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 32 - 18 R 02.01**

**TITLE:** Status Reports at HQ USAF  
**AUTHORITY:** N1-AFU-04-1  
**DATE MODIFIED:** 20 / Aug / 2009  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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Electronic systems that replace temporary hard copy records:
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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 32 - 18 R 05.00
**TITLE:** Construction Project Control Files Completed  
**AUTHORITY:** N1-AFU-04-1  
**DATE MODIFIED:** 20 / Aug / 2009  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
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.

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
Retain for 5 years after financial completion of project or settlement of claims, whichever is later; then retire to Federal Records Center and destroy after 50 years. (See Note 409)

**NOTES**

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

40 When Air Force is construction agent on new construction (except for family housing which is covered in Table 32-20), forward to the civil engineer responsible for the utilization, maintenance, and operation of the completed construction all "as built" drawings, specifications, and other essential data, together with a Transfer and Acceptance of Military Real Property (DD Form 1354). This data will be made part of the base accountability records (see Table 32-14).

### TABLE & RULE: T 32 - 18 R 06.00
**TITLE:** Line Item Project Files for Construction Surveillance  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
line item project files for construction surveillance

**COLUMN C WHICH ARE:**
maintained by Air Force regional and base civil engineer and other offices

**COLUMN D DISPOSITION:**
Destroy 3 years after fiscal completion.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 18 R 07.00
**TITLE:** Feeder Reports  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Manufacturers' catalogs, trouble-shooting instructions, maintenance instructions, parts lists, and other related papers

Destroy when no longer needed.

Manufacturers' Catalogs, Instructions and Parts Lists

DATE MODIFIED: 01 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

Wherry Act Housing

DATE MODIFIED: 01 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Obtain AF/CEH and AF/JA clearance prior to authorizing destruction (See also Table 177-5, Rule 5).

---

**TABLE & RULE: T 32 - 19 R 02.00**

**TITLE:** Capehart Act Housing

**AUTHORITY:** N1-AFU-91-38

**DATE MODIFIED:** 01 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

FHA commitment, housing contract, lease, mortgage, mortgage note, title insurance policy, related legal documents and papers

**COLUMN C WHICH ARE:**

initial, interim, and final closing files

**COLUMN D DISPOSITION:**

Destroy 20 years after Air Force is relieved of accountability of the housing units.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Obtain AF/CEH and AF/JA clearance prior to authorizing destruction (See also Table 177-5, Rule 5).

---

**TABLE & RULE: T 32 - 19 R 03.00**

**TITLE:** Status Records

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 01 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

surveys and reports of existing family housing reports of inadequate housing, photographs, drawings, and correspondence

**COLUMN C WHICH ARE:**

at HQ USAF/MAJCOMs/major subordinate commands and at bases/stations

**COLUMN D DISPOSITION:**

Destroy after 5 years, upon completion of comparable survey, or when no longer needed, whichever is sooner.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 32 - 19 R 04.00**

**TITLE:** DELETED - (18 May 06) - Previously (RESERVED)

**AUTHORITY:** N/A

**DATE MODIFIED:** 18 / May / 2006

**FROZEN RECORD:** No

**DATE RESCINDED:** 11 / Apr / 2006

**DATE APPROVED:**

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Report generated: 01 / Oct / 2018 - 08:00:00  772
COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 19 R 05.00</th>
<th>DATE MODIFIED: 01 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Air Force Inventory and Utilization of Military Family Housing Units</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

Air Force inventory and utilization of military family housing units

COLUMN C WHICH ARE:

Form reports of inventory and occupancy of military-owned and -controlled family housing units, statements of facilities and assignments, and related papers

COLUMN D DISPOSITION:

Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 19 R 06.00</th>
<th>DATE MODIFIED: 01 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Family Housing Survey and Programming</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

Family housing survey and programming

COLUMN C WHICH ARE:

Questionnaires on family housing, tabulation of family housing survey, determination of bachelor and family housing requirements, project composition and military construction line item data

COLUMN D DISPOSITION:

Destroy after 3 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 32 - 19 R 07.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 32 - 19 R 08.00
TITLE: Rental Records
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
aplications for quarters, contracts, leases, and supporting records

COLUMN C WHICH ARE:
relating to rental of living quarters in rental housing

COLUMN D DISPOSITION:
Destroy 1 year after termination of Air Force occupancy, provided no claims actions are pending.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 19 R 08.01
TITLE: Rental Records at Site of Leased Property
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
rental records

COLUMN C WHICH ARE:
at site of leased property

COLUMN D DISPOSITION:
Destroy 6 months after termination of AF occupancy, provided no claims actions are pending.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 32 - 19 R 09.00

**TITLE:** Essential Civilian Family Housing Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
essential civilian family housing records

**COLUMN C WHICH ARE:**  
approved applications for and certificate of employee eligibility forms and related correspondence

**COLUMN D DISPOSITION:**  
Destroy after 1 year or when no longer needed, whichever is sooner.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 19 R 10.00

**TITLE:** Forms or Certificate of Need  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
related certificate registers

**COLUMN C WHICH ARE:**  
retained in certifying office until program is discontinued

**COLUMN D DISPOSITION:**  
Destroy after 1 year.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 19 R 11.00

**TITLE:** Unaccompanied Personnel Housing (UPH)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
Unaccompanied Personnel Housing (UPH)

**COLUMN C WHICH ARE:**  
questionnaires on UPH determination of bachelor housing requirements

**COLUMN D DISPOSITION:**  
Destroy after 3 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00  
775
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 32 - 20: CIVIL ENGINEERING - FAMILY HOUSING CONSTRUCTION RECORDS

### TABLE & RULE: T 32 - 20 R 01.00
**TITLE:** Air Force Housing Construction and Funding Records and Final Reports  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 21 / Jul / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
Air Force housing construction and funding records; executed on completion of construction

**COLUMN C WHICH ARE:**
invitations to bid, FHA-appraised statements, A-E contracts, contract specifications, change orders, reports of inspection, and related data which document the construction of housing projects administered by Air Force; at HQ USAF and bases/stations

**COLUMN D DISPOSITION:**
Destroy 20 years after Air Force is relieved of accountability of the housing units.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 20 R 02.00
**TITLE:** Air Force Housing Construction Sketches and Preliminary Plans  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
plans

**COLUMN C WHICH ARE:**
Air Force housing construction sketches and preliminary plans

**COLUMN D DISPOSITION:**
Destroy on Air Force acceptance of the completed construction.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 32 - 20 R 03.00
TITLE: Air Force Housing Construction, Manufacturers' Catalogs, Trouble Shooting/Maintenance Instructions
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Air Force housing construction original tracings, blueprints and final plans ("as built" and "as now" plans and drawings); parts lists and related papers

COLUMN C WHICH ARE:
at HQ USAF/MAJCOM/major subordinate commands; not duplicates of other records on file

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

47 Not authorized for retirement to a federal records center.

TABLE & RULE: T 32 - 20 R 04.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A
FROZEN RECORD: No  DATE RESCINDED: 18 / May / 2006
DATE APPROVED: 11 / Apr / 2006

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 32 - 20 R 05.00
TITLE: Air Force Housing Construction Original Tracings, Blueprints, and Final Plans at Bases/Stations
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No  CURRENT: Yes  DATE MODIFIED: 01 / Jun / 2005

COLUMN B CONSISTING OF:
original tracings, blueprints, and final plans ("as built" and "as now" plans and drawings)

COLUMN C WHICH ARE:
at bases/stations

COLUMN D DISPOSITION:
Transfer to new owner when accountability changes or destroy when building is demolished.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 32 - 20 R 06.00**

**TITLE:** DELETED - 21 Jul 06) -- Incorporated into rule 1  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 21 / Jul / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 21 / Jul / 2006  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
PREVIOUSLY TITLED: Air Force Housing Construction Final Reports  
executed on completion of construction  
**COLUMN C WHICH ARE:**  
at HQ USAF and bases/stations  
**COLUMN D DISPOSITION:**  
Destroy 20 years after Air Force is relieved of accountability of the housing units.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 32 - 20 R 07.00**

**TITLE:** Air Force Housing Construction Monthly Reports in Progress  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
Air Force Housing Construction Monthly Reports  
**COLUMN C WHICH ARE:**  
in progress  
**COLUMN D DISPOSITION:**  
Destroy when superseded.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 32 - 20 R 08.00**

**TITLE:** Air Force Housing Construction Monthly Progress Report at MAJCOMs and Major Subordinate Commands  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
Air Force Housing Construction Monthly Progress Reports

COLUMN C WHICH ARE:
at MAJCOMs and major subordinate commands

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 32 - 20 R 09.00 | DATE MODIFIED: 21 / Jul / 2006 |
| TITLE: DELETED - (21 Jul 06) -- Incorporated into Rule 3 | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | DATE RESCINDED: 21 / Jul / 2006 |
| | DATE APPROVED: |

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Manufacturers' Catalogs, Trouble Shooting/Maintenance Instructions
parts lists and related papers

COLUMN C WHICH ARE:
not duplicates of other records on file

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 32 - 20 R 20.01 | DATE RESCINDED: 01 / Jan / 1900 |
| TITLE: DELETED | FROZEN RECORD: No |
| AUTHORITY: N/A | DATE APPROVED: |

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
T 32 - 21: CIVIL ENGINEERING - ON/OFF-BASE HOUSING RECORDS

<table>
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<tr>
<td><strong>TITLE:</strong> Off-Base Housing Referral Service</td>
<td><strong>FROZEN RECORD:</strong> No</td>
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<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- family housing information, detailed sale/rental listing, off-base housing applications, notification of housing selection, landlord/tenant complaint, and related correspondence

**COLUMN C WHICH ARE:**
- at housing referral offices

**COLUMN D DISPOSITION:**
Destroy 1 year after applicant has been placed, landlord ceases to list with base referral office, or when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<th>TABLE &amp; RULE: T 32 - 21 R 02.00</th>
<th>DATE MODIFIED: 01 / Jun / 2005</th>
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<tr>
<td><strong>TITLE:</strong> Off-Base Housing Referral Reports at Other Than HQ USAF</td>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- off-base housing referral reports

**COLUMN C WHICH ARE:**
- at other than HQ USAF

**COLUMN D DISPOSITION:**
Destroy after 2 years or when no longer needed, whichever is later.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
<td><strong>TITLE:</strong> Off-Base Housing Referral Reports</td>
<td><strong>FROZEN RECORD:</strong> No</td>
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<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
</tbody>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:
- Off-base housing referral reports

### COLUMN C WHICH ARE:
- At HQ USAF; at HQ USAF Other Than HQ USAF/JACL

### COLUMN D DISPOSITION:
Patients were destroyed when 10 years old.

### NOTES

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 32 - 21 R 04.00

| TITLE: Equal Opportunity in Off-Base Housing Unsubstantiated and Retained at Other Than HQ USAF |
| AUTHORITY: N1-AFU-90-03 |
| DATE MODIFIED: 01 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |

### COLUMN B CONSISTING OF:
- Housing discrimination complaints, case files, reports of investigation, and related correspondence

### COLUMN C WHICH ARE:
- At other than HQ USAF

### COLUMN D DISPOSITION:
Destroy 2 years after restrictive sanctions are removed or other related actions are closed.

### NOTES

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 32 - 21 R 05.00

| TITLE: Off-base Housing Referral Reports Substantiated and Retained at Other Than HQ USAF |
| AUTHORITY: N1-AFU-90-03 |
| DATE MODIFIED: 01 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |

### COLUMN B CONSISTING OF:
- Off-base housing referral reports, substantiated and retained

### COLUMN C WHICH ARE:
- At other that HQ USAF

### COLUMN D DISPOSITION:
Destroy 2 years after restrictive sanctions are removed or other related actions are closed.

### NOTES

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 32 - 21 R 06.00
TITLE: DELETED - (21 Jul 06) -- Incorporated into rule 3
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 21 / Jul / 2006
FROZEN RECORD: No
DATE RESCINDED: 21 / Jul / 2006
DATE APPROVED: 21 / Jul / 2006

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Off-Base Housing Referral Reports at HQ USAF Other Than HQ USAF/JACL

off-base housing referral reports

COLUMN C WHICH ARE:
at HQ USAF, other than HQ USAF/JACL

COLUMN D DISPOSITION:
Destroy when 10 years old.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 21 R 07.00
TITLE: Off-Base Housing Referral Reports at HQ USAF/JACL
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 01 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
off-base housing referral reports

COLUMN C WHICH ARE:
at HQ USAF/JACL

COLUMN D DISPOSITION:
Disposition per Table 51-1, Rules 15 through 18, as applicable.

TABLE & RULE: T 32 - 21 R 08.00
TITLE: Base Housing Management
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 01 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
base housing management

COLUMN C WHICH ARE:
housing requests, quarters condition inspection reports, assignment orders, and related records

COLUMN D DISPOSITION:
Destroy 1 year after termination of quarters occupancy and final inspection of quarters.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 21 R 09.00
TITLE: Base Housing Management Advance Applications
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
advance applications for assignment to military family housing

COLUMN C WHICH ARE:
held by losing activity as proof of mailing

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 21 R 10.00
TITLE: Base Housing Management Excess Family Housing List
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
housing list

COLUMN C WHICH ARE:
base housing management excess family housing list

COLUMN D DISPOSITION:
Destroy when obsolete or superseded.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 21 R 11.00
TITLE: UPH at Other Than HQ USAF
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 01 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Destroy when 12 years old.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMNS B CONSISTING OF:
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.

COLUMNS C WHICH ARE:
at bases

COLUMNS D DISPOSITION:
Destroy when superseded or upon PCS from base.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 21 R 14.00
TITLE: Family/Bachelor/Transient Housing, Housing Referral or Equal Opportunity in Off-Base Housing
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 01 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMNS B CONSISTING OF:
basic policies, procedures, policy waivers, etc.

COLUMNS C WHICH ARE:
at HQ USAF and MAJCOMs

COLUMNS D DISPOSITION:
Destroy when 20 years old.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 21 R 15.00
TITLE: Temporary Lodging Allowance (TLA) Entitlements
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 01 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMNS B CONSISTING OF:
request for TLA and supporting documents such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval

COLUMNS C WHICH ARE:
at base-level housing and/or billeting offices

COLUMNS D DISPOSITION:
Destroy 1 year after termination of special allowance.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 32 - 21 R 16.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tbody>
<tr>
<td>request for TLA and supporting documents such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval</td>
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</tbody>
</table>

<table>
<thead>
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<th>COLUMN C WHICH ARE:</th>
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</thead>
<tbody>
<tr>
<td>at base-level housing and/or billeting offices</td>
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</tbody>
</table>

<table>
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<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 6 months after discrepancies are cleared.</td>
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### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### TABLE & RULE: T 32 - 21 R 17.00

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<th>COLUMN C WHICH ARE:</th>
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<td>DATE RESCINDED: 01 / Jan / 1900</td>
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| COLUMN B CONSISTING OF:          |
| COLUMN C WHICH ARE:              |
| COLUMN D DISPOSITION:            |

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| COLUMN B CONSISTING OF:          |
| COLUMN C WHICH ARE:              |
| COLUMN D DISPOSITION:            |

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| COLUMN B CONSISTING OF:          |
| COLUMN C WHICH ARE:              |
| COLUMN D DISPOSITION:            |
### TABLE & RULE: T 32 - 24 R 01.00

**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 21 / Jul / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**

correspondence, reports, surveys, poster designs, informational media, and related data; plans to connect facilities to the system; electrical utility distribution systems operations

**COLUMN C WHICH ARE:**
at bases/stations and MAJCOMs; used in programming initial installation, changes and expansions; reports, studies, related electrical utility systems operations records and drawings

**COLUMN D DISPOSITION:**

Destroy when obsolete or no longer needed.

### TABLE & RULE: T 32 - 24 R 02.00

**TITLE:** Utilities Systems Operation, Meter Readings and Invoices. Swimming Pool Operation  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 21 / Jul / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**

-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

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**

Destroy after 2 years.

### TABLE & RULE: T 32 - 24 R 03.00

**TITLE:** Heating Plants Daily Operating Log  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
heating plants daily operating log

COLUMN C WHICH ARE:
at bases/stations

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 24 R 04.00
TITLE: Heating Plant Monthly Operations Logs
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 01 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
operations logs

COLUMN C WHICH ARE:
heating plant monthly operations logs

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 24 R 05.00
TITLE: Corrosion Control
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 01 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
corrosion control

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy when superseded, equipment is removed from accountability, or when useful life of facility has terminated.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 24 R 06.00</th>
<th>DATE MODIFIED: 21 / Jul / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (21 Jul 06) -- Incorporated into rule 1</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE RESCINDED: 21 / Jul / 2006</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED: 21 / Jul / 2006</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**  
PREVIOUSLY TITLED: Energy Management and Control Systems (EMCS)

- plans to connect facilities to the system to
- used in programming initial installation, changes and expansions

**COLUMN D DISPOSITION:**  
Destroy when obsolete or no longer needed.

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
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<table>
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<tr>
<th>TABLE &amp; RULE: T 32 - 24 R 07.00</th>
<th>DATE MODIFIED: 21 / Jul / 2006</th>
</tr>
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<tbody>
<tr>
<td>TITLE: DELETED - (21 Jul 06) -- Incorporated into rule 1</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE RESCINDED: 21 / Jul / 2006</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED: 21 / Jul / 2006</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**  
PREVIOUSLY TITLED: Electrical Utility Distribution Systems Operations

- electrical utility distribution systems operations
- reports, studies, related electrical utility systems operations records and drawings

**COLUMN D DISPOSITION:**  
Destroy when obsolete or no longer needed.

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
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<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 24 R 08.00</th>
<th>DATE MODIFIED: 01 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Purchased Utility Services</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED: 4 / Jun / 2005</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
purchased utility services

COLUMN C WHICH ARE:
data maintained in the purchased utility management brochures

COLUMN D DISPOSITION:
Destroy 2 years after you no longer purchase utility services from the supplier or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 24 R 09.00
TITLE: DELETED - (21 Jul 06) -- Incorporated into Rule 2
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 21 / Jul / 2006
FROZEN RECORD: No
DATE RESCINDED: 21 / Jul / 2006
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Purchased Utility Services Meter Readings and Invoices
readings and invoices
COLUMN C WHICH ARE:
purchased utility services meter readings and invoices
COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 24 R 10.00
TITLE: Sale of Utility Services
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 01 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
sale of utility services
COLUMN C WHICH ARE:
sales contract, agreement and rates exhibits
COLUMN D DISPOSITION:
Destroy 2 years after you no longer sale utility services to the customer.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
### TABLE & RULE: T 32 - 24 R 11.00

**TITLE:** DELETED - (21 Jul 06) -- Incorporated into rule 2  
**DATE MODIFIED:** 21 / Jul / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 21 / Jul / 2006  
**DATE APPROVED:**  
**AUTHORITY:** N1-AFU-90-03  

**NOTES**

No longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Sale of Utility Services Meter Readings and Invoices

- sale of readings and invoices

**COLUMN C WHICH ARE:**

- sale of utility services meter readings and invoices

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 24 R 12.00

**TITLE:** DELETED - (21 Jul 06) -- Incorporated into rule 2  
**DATE MODIFIED:** 21 / Jul / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 21 / Jul / 2006  
**DATE APPROVED:**  
**AUTHORITY:** N1-AFU-90-03  

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 24 R 13.00

**TITLE:** Facility Ground or Lightning Protection Systems  
**DATE MODIFIED:** 31 / Jan / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  
**AUTHORITY:** N1-AFU-00-06  

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
documentation of periodic building inspection and tests

COLUMN C WHICH ARE:
retained at the base civil engineer office for each applicable building

COLUMN D DISPOSITION:
Destroy when no longer needed, but no sooner than six inspection or test cycles for facilities still in use.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 32 - 25: CIVIL ENGINEERING - ELECTRICAL POWER GENERATING PLANTS (PRIME AND EMERGENCY)

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 25 R 01.00</th>
<th>DATE MODIFIED: 01 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Original Operating Logs</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
forms, such as emergency generator operating log (inspection testing), daily power plant operating log (diesel-electrical), other special logs, and related data

COLUMN C WHICH ARE:
original logs covering the first year of operation

COLUMN D DISPOSITION:
Destroy when power plant is removed from Air Force inventory.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 25 R 02.00</th>
<th>DATE MODIFIED: 21 / Jul / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Copies of Operating Logs, Logs Covering All Subsequent Years Operation</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
operating logs; logs

COLUMN C WHICH ARE:
copies of logs in Rule 1; covering all subsequent years operation

COLUMN D DISPOSITION:
Destroy after 2 years or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Not authorized for retirement to a federal records center.

Logs covering all subsequent years operation
forms, such as historical record - diesel-electric generator and system, with power plant log books and graphs (performance curves), etc.
logs
a chronologies of power plant maintenance and servicing operations

Keep with the engine-generator set; destroy when the unit is declared unserviceable and salvaged.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 32 - 26: CIVIL ENGINEERING - SANITATION AND CUSTODIAL SERVICES

#### TABLE & RULE: T 32 - 26 R 01.00

<table>
<thead>
<tr>
<th>TITLE: Janitorial and Custodial Services, Contract Service or Consultant Records</th>
<th>DATE MODIFIED: 21 / Jul / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: Yes</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

#### COLUMN B CONSISTING OF:

janitorial and custodial services; contract service or consultant records

#### COLUMN C WHICH ARE:

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

#### COLUMN D DISPOSITION:

Destroy after 1 year or when no longer needed, whichever is later.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 32 - 26 R 02.00

<table>
<thead>
<tr>
<th>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</th>
<th>DATE MODIFIED: 18 / May / 2006</th>
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<tbody>
<tr>
<td>AUTHORITY: N/A</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE RESCINDED: 11 / Apr / 2006</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:

(RESERVED)

### NOTES

48 The records in this table are not authorized to be retired to federal records centers.
COLUMN B CONSISTING OF:
garbage recycling and refuse collection services

COLUMN C WHICH ARE:
oreports 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

COLUMN D DISPOSITION:
Destroy after 2 years or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

COLUMN B CONSISTING OF:
garbage recycling and refuse collection services records relating to services performed by base personnel

COLUMN C WHICH ARE:
at MAJCOMs and below

COLUMN D DISPOSITION:
Destroy after 2 years or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
48 The records in this table are not authorized to be retired to federal records centers.

---

COLUMN B CONSISTING OF:
garbage recycling and refuse collection services records relating to contractual services performed

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Destroy after 2 years or when no longer needed, whichever is later.
The records in this table are not authorized to be retired to federal records centers.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Contract service or consultant records

at HQ Air Force Civil Engineer Support Agency (AFCESA) and below

Destroy after 1 year or when no longer needed, whichever is later.
TABLE & RULE: T 32 - 27 R 03.00
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED: 

T 32 - 28: CIVIL ENGINEERING - USAF FOREST MANAGEMENT PROGRAM RECORDS

TABLE & RULE: T 32 - 28 R 01.00
TITLE: Program Planning, Individual Record Unit Folder
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 21 / Jul / 2006
FROZEN RECORD: No
CURRENT: Yes

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 28 R 02.00
TITLE: DELETED - (21 Jul 06) -- Incorporated into rule 1
AUTHORITY: UNSCHEDULED
DATE MODIFIED: 21 / Jul / 2006
FROZEN RECORD: No
DATE RESCINDED: 21 / Jul / 2006
DATE APPROVED: 

Report generated: 01 / Oct / 2018 - 08:00:00
plans, policies, and related papers

COLUMN D DISPOSITION:
Disposition Pending...

---

**TABLE & RULE:** T 32 - 28 R 03.00
**DATE MODIFIED:** 21 / Jul / 2006
**FROZEN RECORD:** No
**DATE APPROVED:**

**TITLE:** REPORTING REQUIREMENTS AT HQ USAF
**AUTHORITY:** N1-AFU-90-03

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE:** T 32 - 28 R 04.00
**DATE MODIFIED:** 21 / Jul / 2006
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

**TITLE:** REPORTING REQUIREMENTS
**AUTHORITY:** N1-AFU-90-03

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:

**PREVIOUSLY TITLED:** Reporting Requirements Prescription Reports at HQ USAF/MAJCOMs

Forest management record-unit prescription reports used to schedule work programs

### COLUMN C WHICH ARE:

at HQ USAF/MAJCOMs

### COLUMN D DISPOSITION:

Destroy when superseded or no longer needed.

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### COLUMN B CONSISTING OF:

**PREVIOUSLY TITLED:** Reporting Requirements Prescription Reports at Base Level

Reporting requirements prescription reports

### COLUMN C WHICH ARE:

at base level

### COLUMN D DISPOSITION:

Disposition Pending...

---

### COLUMN B CONSISTING OF:

- **COLUMN C WHICH ARE:**
- **COLUMN D DISPOSITION:** (RESERVED)

---

Report generated: 01 / Oct / 2018 - 08:00:00

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<table>
<thead>
<tr>
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<td>DATE APPROVED:</td>
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### T 32 - 28: RECORD UNIT FOLDER

**COLUMN B CONSISTING OF:**
- PREVIOUSLY TITLED: Individual Record Unit Folder
- Work photos, tally sheets, maps, special notes or instructions, prescription reports and certified copies, record unit and submit, summary sheets, and other related papers

**COLUMN C WHICH ARE:**
- At base level

**COLUMN D DISPOSITION:**
- Disposition Pending...

---

### T 32 - 29: CIVIL ENGINEERING - AIRFIELD AND ROAD PAVEMENT MARKING RECORDS

**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
- At MAJCOMs

**COLUMN D DISPOSITION:**
- Destroy after 3 years.

#### NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### T 32 - 29: CIVIL ENGINEERING - AIRFIELD AND ROAD PAVEMENT MARKING RECORDS

**COLUMN B CONSISTING OF:**
- Pavement marking on the airfield at MAJCOMs

**COLUMN C WHICH ARE:**
- Pavement marking on the airfield

**COLUMN D DISPOSITION:**
- Destroy after 2 years. Subsequent marking contract is executed and accepted by the contracting officer.

#### NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
NOTES

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 32 - 29 R 28.00

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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

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TABLE & RULE: T 32 - 29 R 29.00

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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

---

T 32 - 30: CIVIL ENGINEERING - AIRFIELD AND BASE SNOW REMOVAL AND ICE CONTROL

TABLE & RULE: T 32 - 30 R 01.00

<table>
<thead>
<tr>
<th>TITLE: Program Data</th>
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<td>DATE MODIFIED: 01 / Jun / 2005</td>
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<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
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</tbody>
</table>

COLUMN B CONSISTING OF:
annual snow removal plan, charts, and maps

COLUMN C WHICH ARE:
at MAJCOMs and below

COLUMN D DISPOSITION:
Destroy when superseded or updated.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 30 R 02.00</th>
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<tbody>
<tr>
<td>TITLE: Operations Control Data</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
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<tr>
<td>CURRENT: Yes</td>
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</table>

**COLUMN B CONSISTING OF:**
weather reports, status and maintenance of equipment, log of operations, and other related data

**COLUMN C WHICH ARE:**
at bases

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<thead>
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<th>TABLE &amp; RULE: T 32 - 30 R 03.00</th>
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<tr>
<td>TITLE: Personnel Data</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
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<td>CURRENT: Yes</td>
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**COLUMN B CONSISTING OF:**
personnel data

**COLUMN C WHICH ARE:**
orders, instructions, training schedules, on-the-job qualifications, and related data

**COLUMN D DISPOSITION:**
Destroy when superseded or obsolete.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 32 - 31 R 01.00

| DATE APPROVED: | FROZEN RECORD: No |
| CURRENT: Yes |

**NOTES**

- **COLUMN B CONSISTING OF:**
  - plans, authorizations, procurement of supplies, services, labor construction maintenance, and related correspondence concerning environmental protection policies
- **COLUMN C WHICH ARE:**
  - at HQ USAF/MAJCOMs
- **COLUMN D DISPOSITION:**
  - Destroy when superseded or no longer needed.

#### 21
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 31 R 02.00

| DATE APPROVED: | FROZEN RECORD: No |
| CURRENT: Yes |

**NOTES**

- **COLUMN B CONSISTING OF:**
  - policies pertaining to Rule 1
- **COLUMN C WHICH ARE:**
  - at HQ USAF/MAJCOMs and base level
- **COLUMN D DISPOSITION:**
  - Retire as permanent.

#### 6
- Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

### TABLE & RULE: T 32 - 31 R 03.00

| TITLE: DELETED - (18 May 06) - Previously(RESERVED) | DATE MODIFIED: 18 / May / 2006 |
| DATE APPROVED: | FROZEN RECORD: No |
| DATE RESCINDED: 11 / Apr / 2006 |

**NOTES**

- **COLUMN B CONSISTING OF:**
- **COLUMN C WHICH ARE:**
- **COLUMN D DISPOSITION:**
  - (RESERVED)
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<th>TABLE &amp; RULE:</th>
<th>T 32 - 32 R 01.00</th>
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<td>TITLE:</td>
<td>Built-Up Roof Management</td>
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<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>01 / Jun / 2005</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
built-up roof list and roof inspection priority list

**COLUMN C WHICH ARE:**
for facilities with built-up roofs and order of inspection

**COLUMN D DISPOSITION:**
Destroy when superseded by updated list.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<th>TABLE &amp; RULE:</th>
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<tbody>
<tr>
<td>TITLE:</td>
<td>Built-Up Roof Construction Summary Forms and Drawings</td>
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<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>01 / Jun / 2005</td>
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</table>

**COLUMN B CONSISTING OF:**
roof summary form and unmarked roof plan drawing

**COLUMN C WHICH ARE:**
summaries of roof construction on a facility

**COLUMN D DISPOSITION:**
Destroy when superseded by updated form and roof plan, or destroy when facility is demolished and dropped from real property account.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<th>TABLE &amp; RULE:</th>
<th>T 32 - 32 R 03.00</th>
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<tr>
<td>TITLE:</td>
<td>Roof Inspection Rating Sheet Forms</td>
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<td>AUTHORITY:</td>
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<td>DATE APPROVED:</td>
<td>01 / Jun / 2005</td>
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Report generated: 01 / Oct / 2018 - 08:00:00
Notes

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 32 - 33: CIVIL ENGINEERING - PEST MANAGEMENT SERVICES

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<tr>
<th>TABLE &amp; RULE: T 32 - 33 R 01.00</th>
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<tr>
<td><strong>TITLE:</strong> Pest Management Services/Personnel Qualification List</td>
</tr>
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<td><strong>AUTHORITY:</strong> N1-AFU-88-24</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 24 / Jul / 2006</td>
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<td><strong>FROZEN RECORD:</strong> No</td>
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<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
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</table>

### COLUMN B CONSISTING OF:

- Pest management services; pest management personnel qualification list

### COLUMN C WHICH ARE:

- 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

### COLUMN D DISPOSITION:

Destroy when superseded or on inactivation of the installation, whichever is sooner.

Notes

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 32 - 33 R 02.00

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<tr>
<td><strong>DATE APPROVED:</strong></td>
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### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:

(RESERVED)
TABLE & RULE: T 32 - 33 R 03.00
TITLE: Records of Pest Management Maintenance
AUTHORITY: N1-AFU-90-03
CURRENT: Yes
DATE APPROVED: 01 / Jun / 2005
FROZEN RECORD: No
DATE MODIFIED: 01 / Jun / 2005

COLUMN B CONSISTING OF:
records of pest management maintenance, historical treatment, and termite and wood decay inspections

COLUMN C WHICH ARE:
at bases/stations

COLUMN D DISPOSITION:
Destroy 2 years after building is disposed of or base is inactivated and dropped from real property accounts.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 33 R 04.00
TITLE: Pest Management Contracts/Statements of Work/Letters/Service Records
AUTHORITY: N1-AFU-90-03
CURRENT: Yes
DATE APPROVED: 01 / Jun / 2005
FROZEN RECORD: No
DATE MODIFIED: 01 / Jun / 2005

COLUMN B CONSISTING OF:
contracts, contract statements of work, MAJCOM approval letters, contract service records, and contract-related records

COLUMN C WHICH ARE:
at MAJCOMs and below

COLUMN D DISPOSITION:
Destroy 1 year after termination of contract or expiration of warranty, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 33 R 05.00
TITLE: DELETED - (24 Jul 06) -- Incorporated into Rule 1
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No
DATE RESCINDED: 24 / Jul / 2006
DATE RESCINDED: 24 / Jul / 2006
DATE MODIFIED: 24 / Jul / 2006
DATE APPROVED: 24 / Jul / 2006

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Pest Management Personnel Qualification List
pest management personnel qualification list

COLUMN C WHICH ARE:
listings of personnel qualified and certified to perform pest management operations and correspondence

COLUMN D DISPOSITION:
Destroy when superseded or on inactivation of the installation, whichever is sooner.
### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 33 R 06.00

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<th>TITLE: Individual's Technician Certificate of Competency</th>
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**COLUMN B CONSISTING OF:**
- certificates

**COLUMN C WHICH ARE:**
- individual's technician certificate of competency

**COLUMN D DISPOSITION:**
- Destroy old certificate upon recertification or when individual is no longer certified or leaves the Air Force.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 33 R 07.00

<table>
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<tr>
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<th>DATE MODIFIED: 01 / Jun / 2005</th>
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<tbody>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**
- monthly/quarterly pest control summary report detail/error listing

**COLUMN C WHICH ARE:**
- at bases/stations

**COLUMN D DISPOSITION:**
- Destroy after 30 days or when no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 33 R 08.00

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<th>DATE MODIFIED: 01 / Jun / 2005</th>
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<td>AUTHORITY: N1-AFU-90-03</td>
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Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Detail Cards and Correction Cards

Detail Cards and Correction Cards

Transcripts for pest reports

Pest Control Summary Report (cumulative listing) at MAJCOMs and Below

Pest Control Summary Report (cumulative listing) at MAJCOMs and Below

Pest control summary report (cumulative listing) at MAJCOMs and below

NOTES

21

NOTES

21

NOTES

21

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
TABLE & RULE: T 32 - 33 R 11.00
TITLE: Pest Control Summary Report (cumulative listing) at AFCESA
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
pest control summary report (cumulative listing)

COLUMN C WHICH ARE:
at AFCESA

COLUMN D DISPOSITION:
Destroy after 50 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 33 R 12.00
TITLE: Approval Letters for Nonstandard Pesticides and Equipment
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
approval letters for nonstandard pesticides and equipment

COLUMN C WHICH ARE:
at MAJCOMs and below

COLUMN D DISPOSITION:
Destroy when the pesticides and equipment are no longer used or are not in possession of the installation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 32 - 34 R 01.00

<table>
<thead>
<tr>
<th>TITLE: Ozone-Depleting Substances (ODS), System Balance and Test Data and Equipment Inventories</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED: 04 / Feb / 2009</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- System performance data used to promote efficient operation: equipment, condition, status, amount, and type of refrigerant or ODS substances such as Chlorofluorocarbon (CFC), Hydrochlorofluorocarbons (HCFCs), halons, methyl bromide, carbon tetrachloride, and methyl chloroform.

**COLUMN C WHICH ARE:**

- Substances formerly used and sometimes still used in coolants, foaming agents, fire extinguishers, solvents, pesticides, and aerosol propellants.

**COLUMN D DISPOSITION:**

- Destroy when superseded or when systems/substances are deleted from real property account or use on installation(s).

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 34 R 02.00

<table>
<thead>
<tr>
<th>TITLE: Operation Logs</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED: 01 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- Forms of operating data on air-conditioning equipment used to predict system maintenance requirements.

**COLUMN C WHICH ARE:**

- At bases/stations.

**COLUMN D DISPOSITION:**

- Destroy after 2 years or when no longer needed, whichever is later.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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### TABLE & RULE: T 32 - 34 R 03.00

<table>
<thead>
<tr>
<th>TITLE: Air-Conditioning Equipment Trouble Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED: 01 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
forms of data used to determine cause of malfunctioning equipment

COLUMN C WHICH ARE:
at bases/stations

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 32 - 35: CIVIL ENGINEERING - FIRE PROTECTION

TABLE & RULE: T 32 - 35 R 01.00
TITLE: Fire Department Training
AUTHORITY: N1-AFU-96-12

COLUMN B CONSISTING OF:
individual certification performance test records

COLUMN C WHICH ARE:
at fire department

COLUMN D DISPOSITION:
Destroy when individual is certified at next higher level.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 35 R 02.00

**TITLE:** Pre-Fire plans  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
pre-fire plans

**COLUMN C WHICH ARE:**  
AF Form 1028, facility pre-fire plan

**COLUMN D DISPOSITION:**  
Destroy when superseded or obsolete.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 35 R 03.00

**TITLE:** Fire Pump Service Test  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-96-12

**COLUMN B CONSISTING OF:**  
fire pump service test

**COLUMN C WHICH ARE:**  
AF Form 1078, fire truck and equipment test and inspection record

**COLUMN D DISPOSITION:**  
Destroy after 5 years.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 35 R 03.01

**TITLE:** DELETED - (18 May 06) - Previously (RESERVED)  
**DATE MODIFIED:** 18 / May / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 11 / Apr / 2006  
**AUTHORITY:** N/A
### Column B Consisting Of:

### Column C Which Are:

### Column D Disposition:

(Reserved)

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 35 R 04.00</th>
<th>DATE MODIFIED: 01 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Fire Protection Equipment</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**Notes**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 35 R 05.00</th>
<th>DATE MODIFIED: 01 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Fire Protection Inspections and Tests</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**Notes**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 35 R 06.00</th>
<th>DATE MODIFIED: 01 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Fire Incidents</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 32 - 35 R 09.00
**TITLE:** Source or Feeder-Type Reports
**AUTHORITY:** N/A

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>reports</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>source or feeder-type reports</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 1 year or when purpose is served, whichever is sooner.</td>
</tr>
</tbody>
</table>

### NOTES

- **66** Retain data on Reliability Improvement Warranty (RIW) items for a minimum of 4 months.

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 35 R 10.00
**TITLE:** Voice Recorder Tapes
**AUTHORITY:** NAT FIRE PROTECT ASSOC STD 1221, PARA 6.6 & 11.7.2

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>voice recorder tapes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at fire departments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 2 years or as required by local laws or the authority having jurisdiction. (Retention based on National Fire Protection Association Standard 1221, paragraphs 6.6 and 11.7.2)</td>
</tr>
</tbody>
</table>

### NOTES

- **66** Retain data on Reliability Improvement Warranty (RIW) items for a minimum of 4 months.

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 35 R 10.01
**TITLE:** Voice Recorder Tapes Involved in Incident Reports
**AUTHORITY:** N1-AFU-96-12

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>voice recorder tapes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at fire departments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 2 years or as required by local laws or the authority having jurisdiction. (Retention based on National Fire Protection Association Standard 1221, paragraphs 6.6 and 11.7.2)</td>
</tr>
</tbody>
</table>

### NOTES

- **66** Retain data on Reliability Improvement Warranty (RIW) items for a minimum of 4 months.

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
voice recorder tapes involved in incident reports

COLUMN C WHICH ARE:
part of investigation, or legal action

COLUMN D DISPOSITION:
Erase when legal action is settled.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 35 R 11.00
TITLE: Fire Protection Statistical Summary at AFCESA
AUTHORITY: NC1-AFU-84-14

COLUMN B CONSISTING OF:
records of statistical recapitulations of the total annual fire loss experience

COLUMN C WHICH ARE:
at AFCESA

COLUMN D DISPOSITION:
Retire a master copy of the annual statistical summary as permanent.

NOTES
13 Transfer to the National Archives in 10-year blocks when latest record is 20 years old.

TABLE & RULE: T 32 - 35 R 12.00
TITLE: DELETED - (24 Jul 06) -- Incorporated into rule 8
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Fire Protection Statistical Summary at MAJCOMs and Below
records of statistical recapitulations of the total annual fire loss experience

COLUMN C WHICH ARE:
at MAJCOMs and below

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### TABLE & RULE: T 32 - 35 R 13.00

**TITLE:** Fire Protection Statistical Summary Feeder Reports  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
fire protection statistical summary feeder reports

**COLUMN C WHICH ARE:**
the annual statistical summary

**COLUMN D DISPOSITION:**
Destroy after 1 year or when no longer needed, whichever is sooner.

### NOTES

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
</tbody>
</table>
| 21 | Electronic systems that replace temporary hard copy records:  
  Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

### TABLE & RULE: T 32 - 35 R 13.01

**TITLE:** Fire Protection Statistical Summary Activity Report  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
activity report

**COLUMN C WHICH ARE:**
fire protection statistical summary activity report

**COLUMN D DISPOSITION:**
Destroy 2 years after reporting year.

### NOTES

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
</tbody>
</table>
| 21 | Electronic systems that replace temporary hard copy records:  
  Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

### TABLE & RULE: T 32 - 35 R 14.00

**TITLE:** Fire Incident and Rescue Reports  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
individual and consolidated reports and related data

**COLUMN C WHICH ARE:**
hard copy records

**COLUMN D DISPOSITION:**
Destroy 2 fiscal years after reporting year.

### NOTES

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
Retain data on Reliability Improvement Warranty (RIW) items for a minimum of 4 months.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Should a fire result from the operation, make the AF Form 592 a part of the investigation report.
TABLE & RULE: T 32 - 35 R 17.00
TITLE: Water Flow Test Records
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
AF Form 1027, Water Flow Test Record, and related records

COLUMN C WHICH ARE:
technical services or fire inspection section, base fire departments

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 32 - 36: CIVIL ENGINEERING - PRIME BEEF (PB-PRIME BASE ENGINEER FORCE) RECORDS

TABLE & RULE: T 32 - 36 R 01.00
TITLE: Posturing (Planning), Manpower
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
manning requirements (MAJCOM and base) with related correspondence; recommended, approved or disapproved conversions, and upgrade/downgrade actions

COLUMN C WHICH ARE:
at AFCESA and below; at MAJCOM and below

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 36 R 02.00
TITLE: DELETED - (24 Jul 06) -- Incorporated into rule 1
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 01 / Jun / 2005
CURRENT: Yes
FROZEN RECORD: No
DATE APPROVED: 24 / Jul / 2006
DATE RESCINDED: 24 / Jul / 2006
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Manpower

recommended, approved or disapproved conversions, and upgrade/downgrade actions

COLUMN C WHICH ARE:
at MAJCOM and below

COLUMN D DISPOSITION:
Destroy after 3 years.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 32 - 36 R 03.00

| TITLE: DELETED - (18 May 06) - Previously (RESERVED) | DATE MODIFIED: | 18 / May / 2006 |
| DATE RESCINDED: | 11 / Apr / 2006 |
| FROZEN RECORD: | No |

| AUTHORITY: | N/A |

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

---

TABLE & RULE: T 32 - 36 R 04.00

| TITLE: Deployment | DATE MODIFIED: | 01 / Jun / 2005 |
| DATE RESCINDED: | 11 / Apr / 2006 |
| FROZEN RECORD: | No |

| CURRENT: | Yes |
| AUTHORITY: | N1-AFU-90-03 |

COLUMN B CONSISTING OF:

volunteer requests, requests for assistance, deployment instructions and reports for both MAJCOM- and USAF-directed deployments

COLUMN C WHICH ARE:
at AFCESA and below

COLUMN D DISPOSITION:
Destroy after 2 years.

---

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:
contingency/OPLANs

### COLUMN C WHICH ARE:
plans with related background material

### COLUMN D DISPOSITION:
Destroy when superseded.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:
(RESERVED)

---

### COLUMN B CONSISTING OF:
individual team member certificates and records

### COLUMN C WHICH ARE:
at MAJCOMs and below

### COLUMN D DISPOSITION:
Destroy upon transfer of member.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
## Table & Rule: T 32 - 36 R 08.00

**Title:** Reports, Inspection Reports and Results

**Authority:** N1-AFU-90-03

| Date Modified: | 24 / Jul / 2006 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

**Column B Consisting Of:**

- Training reports, plans, objectives, results, and recommendations; reports

**Column C Which Are:**

- At AFCESA and below; inspection reports and results

**Column D Disposition:**

- Destroy after 2 years or when no longer needed.

### Notes

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

## Table & Rule: T 32 - 36 R 09.00

**Title:** DELETED - (24 Jul 06) -- Incorporated into rule 8

**Authority:** N1-AFU-90-03

| Date Modified: | 24 / Jul / 2006 |
| FROZEN RECORD: | No |
| DATE RESCINDED: | 24 / Jul / 2006 |

**Column B Consisting Of:**

- Previously titled: Inspection Reports and Results

**Column C Which Are:**

- Reports

**Column D Disposition:**

- Destroy after 2 years or when no longer needed.

### Notes

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

## Table & Rule: T 32 - 36 R 10.00

**Title:** DELETED - (18 May 06) - Previously (RESERVED)

**Authority:** N/A

| Date Modified: | 18 / May / 2006 |
| FROZEN RECORD: | No |
| DATE RESCINDED: | 11 / Apr / 2006 |

Report generated: 01 / Oct / 2018 - 08:00:00
### Column B Consisting Of:

- Reports Covering Major Catastrophes and Wartime Mission Supports

### Column C Which Are:
- at AFCESA and below

### Column D Disposition:
- Retire as permanent.

#### Notes

6. Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

### Table & Rule: T 32 - 36 R 11.00

<table>
<thead>
<tr>
<th>Title</th>
<th>Date Modified</th>
<th>Frozen Record</th>
<th>Current</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports Covering Major Catastrophes and Wartime Mission Supports</td>
<td>01 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Authority:** N1-AFU-90-03

### Notes

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 32 - 36 R 12.00

<table>
<thead>
<tr>
<th>Title</th>
<th>Date Modified</th>
<th>Frozen Record</th>
<th>Current</th>
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</thead>
<tbody>
<tr>
<td>SORTS</td>
<td>24 / Jul / 2006</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Authority:** N1-AFU-90-03

### Notes

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### Table & Rule: T 32 - 36 R 13.00

<table>
<thead>
<tr>
<th>Title</th>
<th>Date Modified</th>
<th>Frozen Record</th>
<th>Date Rescinded</th>
<th>Date Approved</th>
</tr>
</thead>
</table>

**Authority:** N1-AFU-90-03
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: SORTS at MAJCOMs and below

SORTS

COLUMN C WHICH ARE:
at MAJCOMS and below

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 32 - 37: CIVIL ENGINEERING - CIVIL ENGINEERING RED HORSE PROGRAM RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 37 R 01.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Programming Records</td>
</tr>
<tr>
<td>DATE MODIFIED: 01 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
records that reflect the development, formulation, and issuance of policies, procedures, and the exercises of managerial control of RED HORSE programs

COLUMN C WHICH ARE:
at HQ USAF

COLUMN D DISPOSITION:
Retire as permanent.

NOTES

11 Transfer to the National Archives when 10 years old.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 37 R 02.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Plans</td>
</tr>
<tr>
<td>DATE MODIFIED: 01 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
contingency/operations and AMC affiliation plans with related background material

COLUMN C WHICH ARE:
at bases

COLUMN D DISPOSITION:
Destroy when superseded.

NOTES

10 See Table 10-4 for wartime plans.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at MAJCOMs

COLUMN D DISPOSITION:
Destroy 3 years after completion of project.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at bases

COLUMN D DISPOSITION:
Disposition Pending...

COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
disapproved

COLUMN D DISPOSITION:
Destroy after 2 years.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 37 R 06.00

<table>
<thead>
<tr>
<th>TITLE: Deployment and Project Files at RED HORSE Squadrons</th>
<th>DATE MODIFIED: 01 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
- 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)

COLUMN C WHICH ARE:
- RED HORSE Squadrons

COLUMN D DISPOSITION:
- Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

41 Within 30 days after acceptance, send DD Form 1354, Transfer and Acceptance of Military Real Property, to the host BCE and one set of reproducible as built drawings, all brochures of warranties on installed equipment and any maintenance data that might aid the BCE personnel.

TABLE & RULE: T 32 - 37 R 07.00

<table>
<thead>
<tr>
<th>TITLE: Reports SORTS</th>
<th>DATE MODIFIED: 19 / Oct / 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
- at AFCESA and below

COLUMN C WHICH ARE:
- at AFCESA and below

COLUMN D DISPOSITION:
- Destroy after 2 years or when no longer needed, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 32 - 37 R 08.00

**TITLE:** Reports at RED HORSE Squadrons  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>squadron activity reports</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>destroy after 2 years or when no longer needed, whichever is sooner.</td>
</tr>
</tbody>
</table>

### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 37 R 09.00

**TITLE:** Reports at Bases  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>vehicle status reports with information on vehicle location, losses and gains; personnel and TDY manning reports</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at bases</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 2 years or when no longer needed, whichever is sooner.</td>
</tr>
</tbody>
</table>

### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 37 R 10.00

**TITLE:** DELETED - (24 Jul 06) -- Incorporated into rule 9  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>personnel and TDY manning reports</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at bases</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 2 years or when no longer needed, whichever is sooner.</td>
</tr>
</tbody>
</table>
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 32 - 38: CIVIL ENGINEERING - NATURAL RESOURCES (CONSERVATION)

TABLE & RULE: T 32 - 38 R 01.00
TITLE: Natural Resource Conservation -- Fish and Wildlife Conservation
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 06 / Jun / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
plans, agreements, reports, photographs, and correspondence

COLUMN C WHICH ARE:
pertaining to the conservation and development of all natural resources on Air Force owned or leased installations

COLUMN D DISPOSITION:
Destroy when superseded or on inactivation of the installation.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 38 R 02.00
TITLE: Natural Resource / Fish and Wildlife Conservation Committee Mtg Minutes
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 06 / Jun / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
natural resource and fish and wildlife conservation meeting minutes, correspondence and reports

COLUMN C WHICH ARE:
from the conservation committee meetings

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 32 - 38 R 03.00
**TITLE:** Reports of Soil and Water Feeder Reports at HQ USAF  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
Land management conservation program, supporting papers, and correspondence relating thereto

**COLUMN C WHICH ARE:**  
At HQ USAF

**COLUMN D DISPOSITION:**  
Destroy on consolidation or when no longer needed.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 32 - 38 R 04.00
**TITLE:** Reports of Soil and Water Consolidated Reports  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
Reports

**COLUMN C WHICH ARE:**  
Reports of soil and water consolidated

**COLUMN D DISPOSITION:**  
Destroy after 2 years.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 32 - 38 R 05.00
**TITLE:** Reports of Soil and Water at MAJCOMs and Below  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
Reports of soil and water

**COLUMN C WHICH ARE:**  
At MAJCOMs and below

**COLUMN D DISPOSITION:**  
Destroy when superseded or after 1 year, whichever is later.

### NOTES
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 32 - 38 R 06.00**

<table>
<thead>
<tr>
<th>TITLE: Forest Management Conservation</th>
<th>DATE MODIFIED: 01 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: UNSCHEDULED</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
program plans, policies, budgeting authorizations, reports, procurement of supplies, services, labor, construction, and maintenance

COLUMN C WHICH ARE:
forest management conservation

COLUMN D DISPOSITION:
Disposition Pending...

---

**T 32 - 39: CIVIL ENGINEERING - DISASTER PREPAREDNESS**

**TABLE & RULE: T 32 - 39 R 01.00**

<table>
<thead>
<tr>
<th>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</th>
<th>DATE MODIFIED: 18 / May / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N/A</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE RESCINDED: 11 / Apr / 2006</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

**TABLE & RULE: T 32 - 39 R 02.00**

<table>
<thead>
<tr>
<th>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</th>
<th>DATE MODIFIED: 18 / May / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N/A</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE RESCINDED: 11 / Apr / 2006</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)
TABLE & RULE: T 32 - 39 R 03.00
TITLE: Accidents Involving NBC Materials or Components and Other Accidents at HQ USAF
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 01 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
USAF accident reports with pertinent attachments, records, and related papers used in reporting accidents under AFI 32-4001, Disaster Preparedness Planning and Operations

COLUMN C WHICH ARE:
at HQ USAF

COLUMN D DISPOSITION:
Destroy after 30 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 39 R 04.00
TITLE: Disaster Preparedness
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 24 / Jul / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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 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

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 39 R 05.00
TITLE: DELETED - (24 Jul 06) - Incorporated into rule 4
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 24 / Jul / 2006
FROZEN RECORD: No
DATE RESCINDED: 24 / Jul / 2006
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Reports of Soil and Water Information Copies
USAF accident reports with pertinent attachments, records, and related papers used in reporting accidents under AFI 32-4001, Disaster Preparedness Planning and Operations

COLUMN C WHICH ARE:
information copies

COLUMN D DISPOSITION:
Destroy after 2 years or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 39 R 06.00
TITLE: DELETED - (24 Jul 06) - Incorporated into rule 4
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 24 / Jul / 2006
FROZEN RECORD: No
DATE RESCINDED: 24 / Jul / 2006
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Unit Training Exercises
reports and other data

COLUMN C WHICH ARE:
used in evaluating a unit's capabilities as demonstrated during a training exercise

COLUMN D DISPOSITION:
Destroy after 2 years or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 32 - 39 R 07.00
**TITLE:** Training, Assistance Agreements, Review/Reference Copies  
**AUTHORITY:** N1-AFU-90-03  
**CURRENT:** Yes  
**DATE APPROVED:** 24 / Jul / 2006  
**DATE MODIFIED:** 24 / Jul / 2006  
**FROZEN RECORD:** No

**COLUMN B CONSISTING OF:**
- unit training exercises; formal agreements to which two or more agencies are signatories; of Rules 28, 29, and 30; training outlines, lesson plans, methods, and test sheets

**COLUMN C WHICH ARE:**
- information copies; assistance agreements information or review copies; support plans reference copies; at MAJCOMs and below

**COLUMN D DISPOSITION:**
Destroy when superseded or no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 39 R 08.00
**TITLE:** Natural Disasters at AFNSEP, HQ ACC  
**AUTHORITY:** N1-AFU-91-36  
**CURRENT:** Yes  
**DATE APPROVED:** 01 / Jun / 2005  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No

**COLUMN B CONSISTING OF:**
- reports, messages, and other data describing situation accomplishments and results, loss of personnel, equipment, material, aircraft, and related cost expenditure data

**COLUMN C WHICH ARE:**
- at the Air Force National Security Emergency Preparedness Division, HQ Air Combat Command

**COLUMN D DISPOSITION:**
Destroy after 5 years or no longer needed, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 32 - 39 R 09.00
**TITLE:** DELETED - (24 Jul 06) - Incorporated into rule 4  
**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:** 24 / Jul / 2006  
**DATE MODIFIED:** 24 / Jul / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 24 / Jul / 2006

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 32 - 39 R 10.00**

**TITLE:** Natural Disasters Information Copies, Civil Disorders Information Copies

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 24 / Jul / 2006

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 32 - 39 R 11.00**

**TITLE:** DELETED - (18 May 06) - Previously (RESERVED)

**AUTHORITY:** N/A

**DATE MODIFIED:** 18 / May / 2006

**FROZEN RECORD:** No

**DATE RESCINDED:** 11 / Apr / 2006

**DATE APPROVED:**

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**

natural disasters

**COLUMN C WHICH ARE:**

at field activities providing assistance

**COLUMN D DISPOSITION:**

Destroy after 2 years or when no longer needed, whichever is later.
# TABLE & RULE: T 32 - 39 R 12.00

**TITLE:** DELETED - (18 May 06) - Previously (RESERVED)

**AUTHORITY:** N/A

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<th>DATE MODIFIED</th>
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<tr>
<td>18 / May / 2006</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

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# TABLE & RULE: T 32 - 39 R 13.00

**TITLE:** DELETED - (18 May 06) - Previously (RESERVED)

**AUTHORITY:** N/A

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<th>DATE MODIFIED</th>
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<tr>
<td>18 / May / 2006</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

---

# TABLE & RULE: T 32 - 39 R 14.00

**TITLE:** Civil Disorders at MAJCOMs and Subordinate Commands Providing Assistance

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

reports, messages, and other data

**COLUMN C WHICH ARE:**

at MAJCOMs and subordinate commands providing assistance

**COLUMN D DISPOSITION:**

Destroy after 2 years or on inactivation of the activity, whichever is sooner.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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# TABLE & RULE: T 32 - 39 R 15.00

**TITLE:** DELETED - (24 Jul 06) -- Incorporated into rule 10

**AUTHORITY:** N1-AFU-90-03

<table>
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<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>DATE RESCINDED</th>
<th>DATE APPROVED</th>
</tr>
</thead>
</table>
### COLUMN B CONSISTING OF:

PREVIOUSLY TITLED: Civil Disorders Information Copies

civil disorders

### COLUMN C WHICH ARE:

information copies

### COLUMN D DISPOSITION:

Destroy when no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

#### TABLE & RULE: T 32 - 39 R 16.00

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<th>TITLE:</th>
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<th>DATE RESCINDED:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
</table>

**AUTHORITY:** N1-AFU-90-03

---

### COLUMN B CONSISTING OF:

PREVIOUSLY TITLED: Equipment at MAJCOMs and Below

correspondence, research and development evaluations, procurement, utilization, and other informational data

### COLUMN C WHICH ARE:

at MAJCOMs and below

### COLUMN D DISPOSITION:

Destroy after 2 years or when no longer needed, whichever is later.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

#### TABLE & RULE: T 32 - 39 R 17.00

<table>
<thead>
<tr>
<th>TITLE:</th>
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<th>FROZEN RECORD:</th>
<th>DATE RESCINDED:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection Records for RADIAC Equipment</td>
<td>01 / Jun / 2005</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORITY:** N1-AFU-90-03

---

### COLUMN B CONSISTING OF:

inspection records

### COLUMN C WHICH ARE:

for RADIAC equipment

### COLUMN D DISPOSITION:

Destroy 24 months after date of last entry if no other current data is on the form.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 32 - 39 R 18.00**

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<th>TITLE:</th>
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<tr>
<td>DELETED - (18 May 06) - Previously (RESERVED)</td>
<td>18 / May / 2006</td>
<td>No</td>
<td>11 / Apr / 2006</td>
<td>N/A</td>
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<td>AUTHORITY:</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

**TABLE & RULE: T 32 - 39 R 19.00**

<table>
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<th>TITLE:</th>
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<td>DELETED - (24 Jul 06) - Incorporated into rule 4</td>
<td>24 / Jul / 2006</td>
<td>No</td>
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<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Protective Shelters Marking, Stocking, and Inspecting
correspondence, messages, and related records

**COLUMN C WHICH ARE:**

pertaining to protective shelters marking, stocking and inspecting

**COLUMN D DISPOSITION:**

Destroy after 2 years or when no longer needed, whichever is later.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 32 - 39 R 19.01**

<table>
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<tr>
<th>TITLE:</th>
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<th>FROZEN RECORD:</th>
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<td>DELETED - (24 Jul 06) - Incorporated into rule 4</td>
<td>24 / Jul / 2006</td>
<td>No</td>
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<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Protective Shelters Collective Protection and Contamination Control Areas
correspondence, messages, and related records pertaining to protective shelters collective protection and contamination control areas

**COLUMN C WHICH ARE:**

at MAJCOM and below

**COLUMN D DISPOSITION:**

Destroy after 2 years or when no longer needed, whichever is later.
<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>at installation disaster preparedness and BCE offices; at installation civil engineer offices; at originating agencies</td>
</tr>
</tbody>
</table>

**COLUMN D DISPOSITION:**
Destroy when superseded or unit/installation is inactivated, whichever is sooner.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 32 - 39 R 21.00

**TITLE:** DELETED - (24 Jul 06) - Incorporated into rule 4  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 24 / Jul / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 24 / Jul / 2006  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**  
PREVIOUSLY TITLED: Disaster Support Group and Disaster Response Force  
correspondence, messages and related records  

**COLUMN C WHICH ARE:**  
at MAJCOMs and below  

**COLUMN D DISPOSITION:**  
Destroy after 2 years or when no longer needed, whichever is later.  

**NOTES**  
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.  

### TABLE & RULE: T 32 - 39 R 22.00

**TITLE:** NBC Transactions Not Covered Elsewhere in this Table  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 01 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**  
correspondence, messages, and other records relating to matters not affecting administration or policy  

**COLUMN C WHICH ARE:**  
at MAJCOMs and below  

**COLUMN D DISPOSITION:**  
Destroy after 2 years or when no longer needed, whichever is later.  

**NOTES**  
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.  

### TABLE & RULE: T 32 - 39 R 23.00

**TITLE:** DELETED - (24 Jul 06) - Incorporated into rule 4  
**AUTHORITY:** N1-91-36  
**DATE MODIFIED:** 24 / Jul / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 24 / Jul / 2006  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**  

**COLUMN C WHICH ARE:**  

**COLUMN D DISPOSITION:**  

**NOTES**  

---  
Report generated: 01 / Oct / 2018 - 08:00:00  
840
reports, correspondence, messages, and other records pertaining to MACA and related programs

COLUMN D DISPOSITION:
Destroy after 2 years or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 39 R 24.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
DATE MODIFIED: 18 / May / 2006
FROZEN RECORD: No
DATE RESCINDED: 11 / Apr / 2006
DATE APPROVED:
AUTHORITY: N/A

COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 32 - 39 R 25.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
DATE MODIFIED: 18 / May / 2006
FROZEN RECORD: No
DATE RESCINDED: 11 / Apr / 2006
DATE APPROVED:
AUTHORITY: N/A

COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 32 - 39 R 26.00
TITLE: DELETED - (24 Jul 06) -- Incorproated into rule 20
DATE MODIFIED: 24 / Jul / 2006
FROZEN RECORD: No
DATE RESCINDED: 24 / Jul / 2006
DATE APPROVED:
AUTHORITY: N1-AFU-90-03

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Assistance Agreements at Originating Agencies

formal agreements to which two or more agencies are signatories

COLUMN C WHICH ARE:

at originating agencies

COLUMN D DISPOSITION:

Destroy when superseded, rescinded, or on inactivation of the unit, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 39 R 27.00

TITLE: DELETED (24 Jul 06) -- Incorporated into rule 7

DATE MODIFIED: 24 / Jul / 2006

FROZEN RECORD: No

DATE RESCINDED: 24 / Jul / 2006

DATE APPROVED:

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

PREVIOUSLY TITLED: Assistance Agreements Information or Review Copies

formal agreements to which two or more agencies are signatories

COLUMN C WHICH ARE:

assistance agreements information or review copies

COLUMN D DISPOSITION:

Destroy when superseded or no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 39 R 28.00

TITLE: DELETED - (24 Jul 06) - Incorporated into rule 4

DATE MODIFIED: 24 / Jul / 2006

FROZEN RECORD: No

DATE RESCINDED: 24 / Jul / 2006

DATE APPROVED:

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

PREVIOUSLY TITLED: Concepts, Policy, and Guidance on Disaster Preparedness Planning and Operations

concepts, policies and guidance on disaster preparedness planning and operations

COLUMN C WHICH ARE:

including OPLANs or other planning directives and associated reports

COLUMN D DISPOSITION:

Destroy after 2 years or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 32 - 39 R 29.00**

**TITLE:** DELETED - (24 Jul 06) - Incorporated into rule 4  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 24 / Jul / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 24 / Jul / 2006  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Plans Established to Supplement the Parent Command Document
details local area policies and concepts necessary for response in emergencies or disasters  
**COLUMN C WHICH ARE:**
plans established to supplement the parent command document  
**COLUMN D DISPOSITION:**
Destroy after 2 years or when no longer needed, whichever is later.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 32 - 39 R 30.00**

**TITLE:** DELETED - (24 Jul 06) - Incorporated into rule 4  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 24 / Jul / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 24 / Jul / 2006  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Support Plans at MAJCOMs and Below
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  
**COLUMN C WHICH ARE:**
at MAJCOMs and below  
**COLUMN D DISPOSITION:**
Destroy after 2 years or when no longer needed, whichever is later.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 32 - 39 R 31.00**

**TITLE:** DELETED - (24 Jul 06) -- Incorporated into rule 7  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 24 / Jul / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 24 / Jul / 2006  
**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Destroy when superseded or no longer needed.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Minutes of meetings, correspondence, messages, and related records pertaining to the status of overall base effectiveness in disaster preparedness.

Destroy after 2 years or when no longer needed, whichever is later.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Destroy when superseded or no longer needed.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**NOTES**

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Individual Training Records
(individual training records)

COLUMN C WHICH ARE:
completely filled in

COLUMN D DISPOSITION:
Destroy after 2 years or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TITLE: Training Records on Individuals Removed from Specialized Teams But Remaining on Station | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:
inactive forms forwarded to disaster preparedness officer/NCO or training NCO

COLUMN D DISPOSITION:
destroy when individual separates from station.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 32 - 39 R 37.00 | DATE MODIFIED: 01 / Jun / 2005 |
| TITLE: Training Records on Individuals Transferred to Another Base Removed from Specialized Training Records on Individuals | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

COLUMN B CONSISTING OF:
training records on individuals

COLUMN C WHICH ARE:
transferred to another base removed from specialized

COLUMN D DISPOSITION:
Send to gaining organization.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 39 R 38.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Training Records on Individuals Discharged from Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED:</td>
<td>01 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
training records

COLUMN C WHICH ARE:
on individuals discharged from service

COLUMN D DISPOSITION:
Destroy immediately.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 39 R 39.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DELETED - (18 May 06) - Previously (RESERVED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED:</td>
<td>18 / May / 2006</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>DATE RESCINDED:</td>
<td>11 / Apr / 2006</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)
**TABLE & RULE: T 32 - 40 R 01.00**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Air Base Operability (ABO) Planning/Meetings/Exercises, Host Nation Support or Bilateral Agreements, Base Capability Acquisition</strong></td>
<td>24 / Jul / 2006</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORITY:** N1-AFU-90-08

**COLUMN B CONSISTING OF:**

- 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, USAF 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

**COLUMN C WHICH ARE:**

- at HQ USAF and HQ AFMC; at HQ USAF; host nation support or bilateral agreements; at HQ USAF; at HQ USAF and below

**COLUMN D DISPOSITION:**

Retire as permanent.

**NOTES**

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

---

**TABLE & RULE: T 32 - 40 R 01.01**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Air Base Operability (ABO) Planning, Meetings, Exercises, Program, Equipment, and Funding</strong></td>
<td>25 / Jul / 2006</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORITY:** N1-AFU-90-08

**COLUMN B CONSISTING OF:**

- 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

**COLUMN C WHICH ARE:**

- at other MAJCOMs and below; ABO meetings minutes; ABO program, equipment and funding initiatives; at MAJCOMs and below

**COLUMN D DISPOSITION:**

Destroy 2 years after superseded, obsolete, or no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 32 - 40 R 02.00**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>DATE RESCINDED</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DELETED - (24 Jul 06) -- Incorporated into rule 1</strong></td>
<td>24 / Jul / 2006</td>
<td>No</td>
<td>24 / Jul / 2006</td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORITY:** N1-AFU-90-08

---

Report generated: 01 / Oct / 2018 - 08:00:00
NOTES

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

---

**TABLE & RULE: T 32 - 40 R 02.01**

**TITLE:** ABO Meetings at MAJCOMs and Below, ABO and Survival Recovery Center (SRC)

**AUTHORITY:** N1-AFU-90-08

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>minutes of ABO program review, ABO requirements review, worldwide ABO working group meeting, general officer steering committee, and related records</td>
<td>at MAJCOMs and below; at installation air base survivability offices</td>
<td>Destroy when superseded, obsolete, or no longer needed.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 32 - 40 R 02.02**

**TITLE:** DELETED - (25 Jul 06) -- Incorporated into Rule 1.01

**AUTHORITY:** N1-AFU-90-08

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>minutes of ABO program review, ABO requirements review, worldwide ABO working group meeting, general officer steering committee, and related records</td>
<td>ABO meetings minutes</td>
<td>Destroy 2 years after superseded, obsolete, or no longer needed.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Host Nation Support or Bilateral Agreements

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

COLUMN C WHICH ARE:
host nation support or bilateral agreements

COLUMN D DISPOSITION:
Retire as permanent.

NOTES
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:

- Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing:

- Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:

- Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Transfer records to National Archives in 5-year blocks when latest record is 25 years old.
COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: ABO Exercises at MAJCOMs and below

ABO exercises

COLUMN C WHICH ARE:
at MAJCOMs and below

COLUMN D DISPOSITION:
Destroy 2 years after superseeded, obsolete, or no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

at MAJCOMs and below

Destroy 2 years after superseeded, obsolete, or no longer needed.

PREVIOUSLY TITLED: ABO Exercises at MAJCOMs and below

ABO exercises

COLUMN C WHICH ARE:
at MAJCOMs and below

COLUMN D DISPOSITION:
Destroy 2 years after superseeded, obsolete, or no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 40 R 08.00
TITLE: DELETED - (24 Jul 06) -- Incorporated into rule 1
DATE MODIFIED: 24 / Jul / 2006
FROZEN RECORD: No
DATE RESCINDED: 24 / Jul / 2006
DATE APPROVED:

AUTHORITY: N1-AFU-90-08

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Base Capability Acquisition Plan

plans which outline present status and future direction of ABO program

COLUMN C WHICH ARE:
at HQ USAF and below

COLUMN D DISPOSITION:
Retire as permanent.

NOTES

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

T 32 - 41: CIVIL ENGINEERING - HONORS AND AWARDS-SECRETARY OF DEFENSE NATURAL RESOURCES CONSERVATION AND ENVIRONMENTAL QUALITY AND CIVIL ENGINEERING AWARDS

TABLE & RULE: T 32 - 41 R 01.00
TITLE: Natural Resources Conservation and Environmental Quality Awards
DATE MODIFIED: 02 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Secretary of Defense Natural Resources Conservation and Environmental Quality Awards and General Thomas D. White Natural Resources and Conservation and Environmental Awards consisting of reports, photos, maps, and correspondence relating to award nominations

COLUMN C WHICH ARE:
approved at HQ USAF/LG

COLUMN D DISPOSITION:
Destroy after 3 years or when no longer needed, whichever is later.

NOTES

14 Rules apply to those copies not required by other directives to be filed in the military personnel records groups (See AFI 47-101).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Not authorized for retirement to a federal records center.

Rules apply to those copies not required by other directives to be filed in the military personnel records groups (See AFI 47-101).

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Not authorized for retirement to a federal records center.

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing:
Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

When a claim for damage, undue wear, or loss of property is pending, retain records until the claim has been satisfactorily cleared.
### TABLE & RULE: T 32 - 42 R 02.00

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE MODIFIED: 02 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarters Control</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
quarters control

**COLUMN C WHICH ARE:**
locator card forms used to control tenancy assignments and quarters vacancies

**COLUMN D DISPOSITION:**
Destroy when obsolete or no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### T 32 - 43: CIVIL ENGINEERING - PRIME RIBS (PR-PRIME READINESS IN BASE SERVICES) RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 32 - 43 R 01.00</th>
<th>DATE MODIFIED: 02 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Posturing (Planning)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
manning requirements (MAJCOM and base) with related correspondence

**COLUMN C WHICH ARE:**
HQ USAF and below

**COLUMN D DISPOSITION:**
Destroy after 2 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### TABLE & RULE: T 32 - 43 R 02.00

<table>
<thead>
<tr>
<th>TITLE: Manpower, Readiness Committee Meetings, Management Evaluation Inspection, Mobility Status Reports Condition Reports</th>
<th>DATE MODIFIED: 25 / Jul / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
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</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
HQ USAF and below; HQ USAF and below; HQ USAF and below; condition reports

COLUMN D DISPOSITION:
Destroy after 2 years or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 43 R 03.00
TITLE: Deployment
AUTHORITY: N1-AFU-90-03
DATE APPROVED:
CURRENT: Yes
FROZEN RECORD: No
DATE MODIFIED: 02 / Jun / 2005

COLUMN B CONSISTING OF:
volunteer requests, requests for assistance, deployment instructions, and reports for both MAJCOM- and USAF-directed deployments

COLUMN C WHICH ARE:
HQ USAF and below

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 32 - 43 R 04.00
TITLE: Contingency/OPLANs
AUTHORITY: N1-AFU-90-03
DATE APPROVED:
CURRENT: Yes
FROZEN RECORD: No
DATE MODIFIED: 02 / Jun / 2005

COLUMN B CONSISTING OF:
plans with related background material

COLUMN C WHICH ARE:
HQ USAF and below

COLUMN D DISPOSITION:
Destroy when superseded.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 32 - 43 R 05.00

**Title:** DELETED - (25 Jul 06) -- Incorporated into rule 2  
**Date Modified:** 25 / Jul / 2006  
**Frozen Record:** No  
**Date Rescinded:** 25 / Jul / 2006  
**Date Approved:**  

**Authority:** N1-AFU-90-03  

**Column B Consisting Of:**

- PREVIOUSLY TITLED: Readiness Committee Meetings  
- minutes of meetings  

**Column C Which Are:**

- HQ USAF and below  

**Column D Disposition:**

- Destroy after 2 years or when no longer needed, whichever is later.

### Table & Rule: T 32 - 43 R 06.00

**Title:** Reports  
**Date Modified:** 02 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**  

**Authority:** N1-AFU-90-03  

**Column B Consisting Of:**

- training reports, plans, objectives, results, and recommendations  

**Column C Which Are:**

- HQ USAF and below  

**Column D Disposition:**

- Destroy after 2 years or when no longer needed, whichever is later.

### Table & Rule: T 32 - 43 R 07.00

**Title:** DELETED - (25 Jul 06) -- Incorporated into rule 2  
**Date Modified:** 25 / Jul / 2006  
**Frozen Record:** No  
**Date Rescinded:** 25 / Jul / 2006  
**Date Approved:**  

**Authority:** N1-AFU-90-03  

**Notes**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 33 - 01 R 01.00

**TITLE:** C4 Policy Development Strategic Automated Information System (AIS) and C4 Systems Plans  
**AUTHORITY:** N1-AFU-95-02  
**DATE MODIFIED:** 25 / Jul / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
Publications and documentation used in preparation of C4 systems policy; plans and documentation used in the preparation and distribution of the plan.

**COLUMN C WHICH ARE:**  
At HQ USAF and MAJCOMs; at HQ USAF and MAJCOMs.

**COLUMN D DISPOSITION:**  
Retire as permanent 2 years after superseded.

**NOTES**

1. Retain at USAFA for entire retention period.

35. Transfer to the National Archives in 5-year blocks when 50 years old.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 01 R 02.00

**TITLE:** C4 Policy Development Not Applicable Air Force-wide or MAJCOM-wide  
**AUTHORITY:** N1-AFU-95-02  
**DATE MODIFIED:** 02 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
C4 policy development

**COLUMN C WHICH ARE:**  
Not applicable Air Force-wide or MAJCOM-wide

**COLUMN D DISPOSITION:**  
Destroy 7 years after superseded.

**NOTES**

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 01 R 03.00

**TITLE:** DELETED - (25 Jul 06) -- Incorporated into rule 1  
**AUTHORITY:** N1-AFU-95-02  
**DATE MODIFIED:** 25 / Jul / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 25 / Jul / 2006  
**DATE APPROVED:**
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21 Retain at USAFA for entire retention period.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 33 - 02 R 02.00**

**TITLE:** C4I Capabilities Planning, C4I Plans, and Blueprints

**AUTHORITY:** N1-AFU-88-26

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>C4I Capabilities Planning; plans and documentation used in the development of C4I architectures; documentation used in the preparation and distribution of plans and blueprints</td>
<td>FROZEN RECORD: No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th>CURRENT: Yes</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at MAJCOMs and bases; at HQ USAF and base level; at servicing AFMC Engineering-Installation (EI) activities</td>
<td>DATE RESCINDED: 25 / Jul / 2006</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 1 year after superseded.</td>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
</tbody>
</table>

**21** Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<tr>
<th>NOTES</th>
<th>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</th>
</tr>
</thead>
</table>

**TABLE & RULE: T 33 - 02 R 03.00**

**TITLE:** DELETED - (25 Jul 06) -- Incorporated into rule 2

**AUTHORITY:** N1-AFU-88-26

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>PREVIOUSLY TITLED: MAJCOM C4I Plans at HQ USAF and Base Level</td>
<td>FROZEN RECORD: No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>plans and documentation used in the development of C4I architectures</td>
<td>DATE RESCINDED: 25 / Jul / 2006</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th>NOTES</th>
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<tbody>
<tr>
<td>Destroy 1 year after superseded.</td>
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</tbody>
</table>

| NOTES | 21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
|-------|--------------------------------------------------------------------------------------------------|

<table>
<thead>
<tr>
<th>NOTES</th>
<th>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</th>
</tr>
</thead>
</table>

**TABLE & RULE: T 33 - 02 R 04.00**

**TITLE:** MAJCOM C4I Plans at MAJCOM, Base C4I Plans and Blueprints at the Host Base

**AUTHORITY:** N1-AFU-88-26

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>PREVIOUSLY TITLED: MAJCOM C4I Plans at MAJCOM, Base C4I Plans and Blueprints at the Host Base</td>
<td>FROZEN RECORD: No</td>
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</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th>CURRENT: Yes</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DATE RESCINDED: 25 / Jul / 2006</td>
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<th>COLUMN D DISPOSITION:</th>
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<tbody>
<tr>
<td></td>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
</tbody>
</table>

| NOTES | 21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
|-------|--------------------------------------------------------------------------------------------------|

<table>
<thead>
<tr>
<th>NOTES</th>
<th>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</th>
</tr>
</thead>
</table>
Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Retire as permanent 3 years after superseded.

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

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Retire as permanent 3 years after superseded.

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

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Retire as permanent 3 years after superseded.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: Base C4I Plans and Blueprints at Servicing AFMC Engineering-Installation (EI) Activities

documentation used in the preparation and distribution of plans and blueprints

**COLUMN C WHICH ARE:**
at servicing AFMC Engineering-Installation (EI) activities

**COLUMN D DISPOSITION:**
Destroy 1 year after superseded.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 33 - 02 R 08.00**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>C4I Studies at MAJCOM and Above</th>
<th>DATE MODIFIED:</th>
<th>02 / Jun / 2005</th>
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<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-88-26</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

studies in the initiation, revision or deletion of an operation, system, or facility

**COLUMN C WHICH ARE:**

at MAJCOM and above

**COLUMN D DISPOSITION:**

Destroy 3 years after all actions have been completed, study has been cancelled, or when no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 33 - 02 R 09.00**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>C4I Studies Below MAJCOM</th>
<th>DATE MODIFIED:</th>
<th>02 / Jun / 2005</th>
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</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-88-26</td>
<td>FROZEN RECORD:</td>
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</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

at MAJCOM and above

**COLUMN C WHICH ARE:**

studies in the initiation, revision or deletion of an operation, system, or facility

**COLUMN D DISPOSITION:**

Destroy 3 years after all actions have been completed, study has been cancelled, or when no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**
C4I studies

**COLUMN C WHICH ARE:**
below MAJCOM

**COLUMN D DISPOSITION:**
Destroy after 1 year or when no longer needed, whichever is later.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**T 33 - 03: COMMUNICATIONS AND INFORMATION - REQUIREMENTS BOARD**

**TABLE & RULE: T 33 - 03 R 01.00**

<table>
<thead>
<tr>
<th>TITLE: Communications-Computer Systems Requirements Board (CSRB) and Other C4I Requirements Approval Bodies at OPR</th>
<th>DATE MODIFIED: 02 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**COLUMN B CONSISTING OF:**
agenda, minutes of meetings, and related documents

**COLUMN C WHICH ARE:**
at OPR

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**COLUMN B CONSISTING OF:**
Communications-Computer Systems Requirements Board (CSRB) and other C4I requirements aproval bodies

**COLUMN C WHICH ARE:**
at other than OPR

**COLUMN D DISPOSITION:**
Destroy after 1 year or when no longer required, whichever is longer.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 03 R 03.00**

**TITLE:** IT/NSS Information Technology/Network Security Systems at Operating Activity  
**DATE MODIFIED:** 17 / Jun / 2008  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-88-07

**COLUMN B CONSISTING OF:**
documents used to describe the required capability, justify the need, and serve as the validation and approval documents for the need

**COLUMN C WHICH ARE:**
at operating activity

**COLUMN D DISPOSITION:**
Destroy 1 year after system satisfying the requirement has been decommissioned.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 03 R 04.00**

**TITLE:** IT/NSS Information Technology/Network Security Systems at other activities  
**DATE MODIFIED:** 25 / Sep / 2009  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-88-07

**COLUMN B CONSISTING OF:**
IT/NSS Information Technology/Network Security Systems

**COLUMN C WHICH ARE:**
at other activities

**COLUMN D DISPOSITION:**
Destroy 6 months after completion and acceptance of the installation or project is cancelled.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 03 R 04.01**

**TITLE:** Test Specifications, Test Results, Recorded Performance Data  
**DATE MODIFIED:** 02 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-88-07

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**
test specifications, test results, recorded performance data

**COLUMN C WHICH ARE:**
at organizations having responsibility for analysis of test and performance

**COLUMN D DISPOSITION:**
Destroyed when no longer needed or when no longer necessary, whichever is later.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 33 - 03 R 05.00**

**TITLE:** IT/NSS Information Technology/Network Security Systems Disapproved/cancelled

**AUTHORITY:** N1-AFU-88-07

**DATE MODIFIED:** 17 / Jun / 2008

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

---

**COLUMN B CONSISTING OF:**
programming documents and related documentation; programming documents and related documentation

**COLUMN C WHICH ARE:**
disapproved; cancelled

**COLUMN D DISPOSITION:**
Destroyed 1 year after disapproval or cancellation.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 33 - 03 R 06.00**

**TITLE:** DELETED - (25 Jul 06) -- Incorporated into rule 5

**AUTHORITY:** N1-AFU-88-07

**DATE MODIFIED:** 25 / Jul / 2006

**FROZEN RECORD:** No

**DATE RESCINDED:** 25 / Jul / 2006

**DATE APPROVED:**

---

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: CSRD Cancelled
programming documents and related documentation

**COLUMN C WHICH ARE:**
cancelled

**COLUMN D DISPOSITION:**
Destroyed 1 year after cancellation.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
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<tr>
<td>TITLE: Program Status Reports</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-88-07</td>
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**COLUMN B CONSISTING OF:**
status reports

**COLUMN C WHICH ARE:**
controlled and uncontrolled reports related to a specific program or several programs

**COLUMN D DISPOSITION:**
Destroy upon completion of program or when superseded, whichever is sooner.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<td>TITLE: Equipment Lists and Technical Publications at OPR</td>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N1-AFU-88-07</td>
<td>CURRENT: Yes</td>
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**COLUMN B CONSISTING OF:**
standard facility lists, standard installation instructions, and technical publications with supporting documents

**COLUMN C WHICH ARE:**
at OPR

**COLUMN D DISPOSITION:**
Destroy after facility removal or system termination.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

41 Use Table 37-9 for technical orders.

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<td>TITLE: Equipment Lists and Technical Publications at Other Than OPR</td>
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<td>CURRENT: Yes</td>
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Report generated: 01 / Oct / 2018 - 08:00:00
**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

41 Use Table 37-9 for technical orders.

**TABLE & RULE:** T 33 - 04 R 04.00

**TITLE:** Automation Equipment Title Transfer

**AUTHORITY:** N1-AFU-88-07

**DATE MODIFIED:** 02 / Jun / 2005

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
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<tr>
<td>automation equipment</td>
<td>title transfer</td>
<td>Destroy 5 years after facility removal or system termination.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 33 - 04 R 05.00

**TITLE:** Hardware Selection

**AUTHORITY:** N1-AFU-88-07

**DATE MODIFIED:** 02 / Jun / 2005

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>hardware selection</td>
<td>specifications for hardware, software, and vendor support capabilities</td>
<td>Destroy 2 years after specific configuration of equipment is discontinued.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 04 R 06.00**

**TITLE:** Concepts of Operations, Engineering, Logistics, and Maintenance  
**DATE MODIFIED:** 02 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-88-07  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- concepts of operations, engineering, logistics and maintenance

**COLUMN C WHICH ARE:**
- broad outlines of how system will be used and how logistics and maintenance support will be provided after commissioning and deployment

**COLUMN D DISPOSITION:**
- Destroy 2 years after program completion or cancellation of the system or project.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**TABLE & RULE: T 33 - 04 R 07.00**

**TITLE:** Facility Documentation  
**DATE MODIFIED:** 02 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-88-19  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- documents showing what, where, and how equipment is or planned to be installed

**COLUMN C WHICH ARE:**
- accomplishing the same functions

**COLUMN D DISPOSITION:**
- Send pertinent documentation to the gaining activity and destroy the remaining documentation.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Documentation described here should not include documentation covered by other tables and rules (record sets of publications, record copy of data automation requirement).

**TABLE & RULE: T 33 - 04 R 07.01**

**TITLE:** Facility Documentation  
**DATE MODIFIED:** 25 / Jul / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-88-19  
**DATE APPROVED:**
COLUMN B CONSISTING OF:
facility documentation; facility documentation system being transferred from Air Force jurisdiction - individual records

COLUMN C WHICH ARE:
individual records; for decommissioned or excess systems

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.

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<th>NOTES</th>
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<td>TITLE: Facility Documentation System Being Transferred From Air Force Jurisdiction</td>
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<td>DATE MODIFIED: 02 / Jun / 2005</td>
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<td>FROZEN RECORD: No</td>
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<td>DATE APPROVED:</td>
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<td>AUTHORITY: N1-AFU-88-19</td>
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</table>

COLUMN B CONSISTING OF:
all vendor-provided documentation and equipment maintenance records

COLUMN C WHICH ARE:
for decommissioned or excess systems

COLUMN D DISPOSITION:
Send to the gaining activity and destroy remaining documentation.

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<th>NOTES</th>
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<td>DATE APPROVED:</td>
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<td>AUTHORITY: N1-AFU-88-19</td>
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</table>

PREVIOUSLY TITLED: Facility Documentation System Being Transferred From Air Force Jurisdiction - Individual Records

facility documentation system being transferred from Air Force jurisdiction - individual records

COLUMN C WHICH ARE:
for decommissioned or excess systems

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 04 R 09.00

**TITLE:** Facility Documentation at All Other Activities  
**AUTHORITY:** N1-AFU-88-19  
**DATE MODIFIED:** 02 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
- facility documentation

**COLUMN C WHICH ARE:**
- at all other activities

**COLUMN D DISPOSITION:**
- Destroy when superseded or obsolete, or when no longer needed.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Documentation described here should not include documentation covered by other tables and rules (record sets of publications, record copy of data automation requirement).

### TABLE & RULE: T 33 - 04 R 10.00

**TITLE:** Facility Documentation at Activities Having Engineering/Installation Responsibility  
**AUTHORITY:** N1-AFU-88-19  
**DATE MODIFIED:** 02 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
- master copies of site-adapted communications drawing records for Air Force bases/sites and miscellaneous related documents

**COLUMN C WHICH ARE:**
- at activity having engineering/installation responsibility

**COLUMN D DISPOSITION:**
- 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.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 04 R 11.00

**TITLE:** Project File Original (Master), Program Engineering Files  
**AUTHORITY:** N1-AFU-88-19  
**DATE MODIFIED:** 25 / Jul / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
- master copies of site-adapted communications drawing records for Air Force bases/sites and miscellaneous related documents

**COLUMN C WHICH ARE:**
- at activity having engineering/installation responsibility

**COLUMN D DISPOSITION:**
- 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.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
original master project files; at organizations having program engineering responsibilities

COLUMN D DISPOSITION:
Destroy 2 years after program completion or cancellation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 04 R 12.00
TITLE: Project File at Facility Operating Location
AUTHORITY: N1-AFU-88-19

COLUMN B CONSISTING OF:
project file
COLUMN C WHICH ARE:
at facility operating location
COLUMN D DISPOSITION:
Destroy after completion of the program or cancellation, whichever is later.

TABLE & RULE: T 33 - 04 R 13.00
TITLE: Project File Base Wire Cable Projects
AUTHORITY: N1-AFU-88-19

COLUMN B CONSISTING OF:
project file base wire cable projects
COLUMN C WHICH ARE:
at facility operating location which is serviced by commercial telephone company
COLUMN D DISPOSITION:
Destroy 1 year after final billing.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 04 R 14.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A

DATE MODIFIED: 18 / May / 2006
FROZEN RECORD: No
DATE RESCINDED: 11 / Apr / 2006
DATE APPROVED:
COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

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COLUMN B CONSISTING OF:
project file

COLUMN C WHICH ARE:
at other activities

COLUMN D DISPOSITION:
Destroy 6 months after acceptance of the installation completion or project is cancelled will be.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
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.

COLUMN D DISPOSITION:
Destroyed when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 33 - 04 R 16.00

**Title:** Deleted - (25 Jul 06) -- Incorporated into rule 11  
**Authority:** N1-AFU-88-19  
**Date Modified:** 25 / Jul / 2006  
**Frozen Record:** No  
**Date Rescinded:** 25 / Jul / 2006  
**Date Approved:**  

**Column B Consisting Of:**
- Previously Titled: Program Engineering Files
- Documentation relating to the performance of systems and scheme engineering

**Column C Which Are:**
- At organizations having program engineering responsibilities

**Column D Disposition:**
Destroy 2 years after program completion or cancellation of the system or project.

**Notes**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 04 R 17.00

**Title:** Contract Services Funding, Disapproved Individual Fund  
**Authority:** N1-AFU-88-19  
**Date Modified:** 25 / Jul / 2006  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**  

**Column B Consisting Of:**
- Contract services funding; individual fund

**Column C Which Are:**
- Fund forecast reports; disapproved

**Column D Disposition:**
Destroy after 1 year.

**Notes**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 04 R 18.00

**Title:** Approved Individual Fund Requests  
**Authority:** N1-AFU-88-19  
**Date Modified:** 02 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**  

Report generated: 01 / Oct / 2018 - 08:00:00
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
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21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 04 R 19.00
TITLE: DELETED - (25 Jul 06) -- incorporated into rule 17
AUTHORITY: N1-AFU-88-19

DATE MODIFIED: 25 / Jul / 2006
FROZEN RECORD: No
DATE RESCINDED: 25 / Jul / 2006
DATE APPROVED: 

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 04 R 20.00
TITLE: DELETED - (25 Jul 06) - incorporated into rule 15.01
AUTHORITY: N1-AFU-88-19

DATE MODIFIED: 25 / Jul / 2006
FROZEN RECORD: No
DATE RESCINDED: 25 / Jul / 2006
DATE APPROVED: 

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 04 R 21.00**

**TITLE:** CSPP Including Test and Evaluation Master Plan at Facility Operating Activities and Base Communications Offices  
**DATE MODIFIED:** 02 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-88-19

**COLUMN B CONSISTING OF:**
a coordinated schedule of implementation actions in the areas of EI, manpower, allied support construction, and logistics support

**COLUMN C WHICH ARE:**  
Facility Operating Activities and Base Communications Offices

**COLUMN D DISPOSITION:**
Destroy after facility removal or system termination.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 04 R 22.00**

**TITLE:** DELETED - (25 Jul 06) - incorporated into rule 15.01  
**DATE MODIFIED:** 25 / Jul / 2006  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 25 / Jul / 2006

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: CSPP Including Test and Evaluation Master Plan at Other Support Activities

a coordinated schedule of implementation actions in the areas of EI, manpower, allied support construction, and logistics support

**COLUMN C WHICH ARE:**  
at other support activities

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 04 R 23.00**

**TITLE:** Implementation Directives at Implementing Office  
**DATE MODIFIED:** 02 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-88-19

**COLUMN B CONSISTING OF:**
a coordinated schedule of implementation actions in the areas of EI, manpower, allied support construction, and logistics support

**COLUMN C WHICH ARE:**  
at other support activities

**COLUMN D DISPOSITION:**
Destroy when no longer needed.
COLUMN B CONSISTING OF:
communications-computer systems directives (CSD) and related material to provide directional guidance for the implementation of approved CSRDs

COLUMN C WHICH ARE:
at base communications-computer systems offices where implementation will take place

COLUMN D DISPOSITION:
Destroy after facility removal or system termination.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 04 R 24.00</th>
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<tr>
<td>TITLE: [DELETED - (25 Jul 06) - incorporated into rule 15.01]</td>
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<tr>
<td>DATE MODIFIED: 25 / Jul / 2006</td>
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<td>DATE RESCINDED: 25 / Jul / 2006</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-88-19</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Implementation Directives at All Other Activities
implementation directives

COLUMN C WHICH ARE:
at all other activities

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 04 R 25.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Program Management Directive at HQ USAF and MAJCOM PM Levels</td>
</tr>
<tr>
<td>DATE MODIFIED: 02 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-88-19</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
PMDs and related material to provide direction and guidance for the implementation of approved CSRDs

COLUMN C WHICH ARE:
at HQ USAF and MAJCOM PM levels

COLUMN D DISPOSITION:
Hold with associated program documents and destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or

Report generated: 01 / Oct / 2018 - 08:00:00
**NOTES**

no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 33 - 04 R 26.00**

| TITLE: Program Management Directive at Implementation Locations | DATE MODIFIED: 02 / Jun / 2005 |
| AUTHORITY: N1-AFU-88-19 | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |

**COLUMN B CONSISTING OF:**

program management directive

**COLUMN C WHICH ARE:**

at implementation locations

**COLUMN D DISPOSITION:**

Destroy after facility removal or system termination.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 33 - 04 R 27.00**

| TITLE: DELETED - (25 Jul 06) - incorporated into rule 15.01 | DATE MODIFIED: 25 / Jul / 2006 |
| AUTHORITY: N1-AFU-88-19 | FROZEN RECORD: No |
| DATE RESCINDED: 25 / Jul / 2006 | DATE APPROVED: |

**COLUMN B CONSISTING OF:**

PREVIOUSLY TITLED: Program Management Directive at Other Activities

program management directive

**COLUMN C WHICH ARE:**

at other activities

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 33 - 04 R 28.00**

| TITLE: Approved System Tests | DATE MODIFIED: 02 / Jun / 2005 |
| AUTHORITY: N1-AFU-88-19 | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |
COLUMN B CONSISTING OF:
approved system test

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 1 year after discontinuance of the system.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 33 - 04 R 29.00
TITLE: Disapproved Proposed System Test
AUTHORITY: N1-AFU-88-19

COLUMN B CONSISTING OF:
disapproved proposed system test

COLUMN C WHICH ARE:
Valid AF Form 1815, Difficulty Report (DIREP) Worksheet.

COLUMN D DISPOSITION:
Destroy when no longer needed.

---

PREVIOUSLY TITLED: Valid (DIREP)(AF Form 1815, Difficulty Report (DIREP) Worksheet)
incident reports, system deficiency or discrepancy reports, and supporting documents

---

COLUMN C WHICH ARE:
Valid AF Form 1815, Difficulty Report (DIREP) worksheet.

COLUMN D DISPOSITION:
Destroy when no longer needed.

---

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing:
Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
T 33 - 05: COMMUNICATIONS AND INFORMATION - ENTERPRISE DATA DESIGN

**TABLE & RULE: T 33 - 05 R 01.00**

**TITLE:** Data Elements and Codes Standardization Background/Research Material

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>DATE MODIFIED:</th>
<th>02 / Jun / 2005</th>
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<tr>
<td>FROZEN RECORD:</td>
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<td>CURRENT:</td>
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</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
AF Forms 247, Standard Data Element and Related Features Request

**COLUMN C WHICH ARE:**
data elements and codes standardization background/research material

**COLUMN D DISPOSITION:**
Destroy 3 years after data element or code is cancelled or terminated.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 33 - 05 R 02.00**

**TITLE:** Data Elements and Codes Standardization Approved Requests Maintained by Originator

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>DATE MODIFIED:</th>
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<tr>
<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**
AF Forms 247, Standard Data Element and Related Features Request

**COLUMN C WHICH ARE:**
data elements and codes standardization approved requestes maintained by originator

**COLUMN D DISPOSITION:**
Destroy after 2 years or on publication of the data elements and related features, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 33 - 05 R 03.00**

**TITLE:** AF Forms 247, Standard Data Element and Related Features Request

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>DATE MODIFIED:</th>
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<td>DATE APPROVED:</td>
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Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records:
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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 33 - 06 R 02.00

**TITLE:** Military Affiliate Radio System (MARS) Personnel Information File (PIF)  
**AUTHORITY:** DODD 4650.2 & DODM 4160.21-M  
**DATE MODIFIED:** 18 / May / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
correspondence used to document actions of civilians members of the AF MARS program

**COLUMN C WHICH ARE:**
media neutral (paper, emails, fax, etc.)

**COLUMN D DISPOSITION:**
- Destroy 5 years after resignation or membership termination from the AF MARS program.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 06 R 03.00

**TITLE:** DELETED (18 May 07, Incorporated into rule 1) MARS Station Certificates  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 18 / May / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
certificates

**COLUMN C WHICH ARE:**
MARS station certificates

**COLUMN D DISPOSITION:**
Return to the canceling authority for destruction upon cancellation of membership.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 06 R 04.00

**TITLE:** DELETED (18 May 2007, incorporated into rule 1) MARS Identification Cards  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 18 / May / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
identification cards

**COLUMN C WHICH ARE:**
MARS identification cards

**COLUMN D DISPOSITION:**
Return to the issuing authority for destruction upon cancellation of membership.

### NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 06 R 05.00

| TITLE: | DELETED (18 May 2007, incorporated into rule 1) MARS Superseded Identification Cards |
| DATE MODIFIED: | 18 / May / 2007 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
- identification cards

**COLUMN C WHICH ARE:**
- MARS superseded identification cards

**COLUMN D DISPOSITION:**
- Destroy old card when superseded.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 06 R 06.00

| TITLE: | DELETED (18 May 2007 and renumbered as rule 2) MARS Personnel Notification |
| DATE MODIFIED: | 18 / May / 2007 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
- forms of assignments, change of status, transfer or termination of membership

**COLUMN C WHICH ARE:**
- MARS personnel notification

**COLUMN D DISPOSITION:**
- Destroy on reassignment or termination of membership.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 06 R 07.00

| TITLE: | DELETED (18 May 2007, incorporated into rule 1) ANG/United States Air Force Reserve (USAFR) High Frequency (HF) Radio Trainin |
| DATE MODIFIED: | 18 / May / 2007 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
- ANG/United States Air Force Reserve (USAFR) High Frequency (HF) Radio Trainin
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

For authority to operate a MARS repeater and for annual registration

MARS member station questionnaires

Destroy when information is transcribed on cards or tapes.
### TABLE & RULE: T 33 - 06 R 10.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>MARS member station questionnaires</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>information which has not been transcribed on cards or tapes</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy when superseded, when member is transferred, or when membership is terminated, whichever is sooner if not transcribed to data cards or magnetic tape.</td>
</tr>
</tbody>
</table>

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 06 R 11.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>data cards; responsibility of base MARS station</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>membership systems data cards; station task list</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy when superseded or obsolete.</td>
</tr>
</tbody>
</table>

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 06 R 12.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>membership system printout</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy when obsolete or after 1 year, whichever is sooner.</td>
</tr>
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</table>
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 06 R 13.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DELETED (18 May 2007, incorporated into rule 1) MARS Messages, Operations Records</th>
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<tbody>
<tr>
<td>DATE MODIFIED:</td>
<td>18 / May / 2007</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
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<td>CURRENT:</td>
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</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
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</table>

COLUMN B CONSISTING OF:
MARS messages; operations records

COLUMN C WHICH ARE:
at MARS stations; MARS circuit log and traffic files, including message receipts, cancellations, undelivered messages, etc.

COLUMN D DISPOSITION:
Destroy after 3 months.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 06 R 14.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DELETED - (26 Jul 06) -- Incorporated into rule 13</th>
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<tbody>
<tr>
<td>DATE MODIFIED:</td>
<td>18 / May / 2007</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: Operations Records

operations records

COLUMN C WHICH ARE:
MARS circuit log and traffic files, including message receipts, cancellations, undelivered messages, etc.

COLUMN D DISPOSITION:
Destroy after 3 months.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 06 R 15.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DELETED (18 May 2007, incorporated into rule 1) MARS Quarterly Activity Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED:</td>
<td>18 / May / 2007</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
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</tr>
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<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

** appointment of base MARS Director
** letters of appointment or special orders

** Destroy upon change of base MARS Director.

** copies of weekly broadcasts
** used to disseminate information and general instructions to MARS stations

** Destroy after 6 months.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

** Destroy after 1 year.

** Destroy after 6 months.

** Destroy after 1 year.

** Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

** Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMNS B CONSISTING OF:

PREVIOUSLY TITLED: Responsibility of Base MARS Station

responsibility of base MARS station

COLUMNS C WHICH ARE:

station task list

COLUMNS D DISPOSITION:

Destroy when superseded or obsolete.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:

issue and shipping documents on MARS property

COLUMNS C WHICH ARE:

at MARS inventory control point

COLUMNS D DISPOSITION:

Transfer to staging area 1 year after calendar year in which transaction occurred where it is destroyed after 2 more years.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
MARS property accountability

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 3 years after end of calendar year in which formal MARS accountability of the property is discontinued.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 33 - 07: COMMUNICATIONS AND INFORMATION - GENERAL OPERATIONS

TABLE & RULE: T 33 - 07 R 01.00
TITLE: Defense Information Systems Agency (DISA) Evaluation Reports at HQ USAF and MAJCOMs
AUTHORITY: N1-AFU-88-01
DATE MODIFIED: 02 / Jun / 2005
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
copies of DISA operational evaluation reports of Air Force-operated DISA communications stations with related correspondence

COLUMN C WHICH ARE:
at HQ USAF and MAJCOMs

COLUMN D DISPOSITION:
Destroy 2 years after required actions are either completed or have become part of an approved HQ USAF/MAJCOM program.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 07 R 02.00
TITLE: DISA Evaluation Reports Below MAJCOM
AUTHORITY: N1-AFU-88-01
DATE MODIFIED: 02 / Jun / 2005
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
DISA evaluation reports

COLUMN C WHICH ARE:
below MAJCOM

COLUMN D DISPOSITION:
Destroy 1 year after required actions are either completed or have become part of an approved HQ USAF/MAJCOM program.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 07 R 03.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>summary control statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>a narrative and statistical summary of status and progress of principal programs and objectives</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy when superseded, obsolete, or no longer needed.</td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 07 R 04.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>approved or unapproved</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy 3 months after disapproval or on discontinuance of the program.</td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 07 R 05.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>Site Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>approved or unapproved</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy when superseded, obsolete, or no longer needed.</td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 33 - 07 R 06.00

<table>
<thead>
<tr>
<th></th>
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<tr>
<td>CURRENT: No</td>
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<tr>
<td>AUTHORITY: NN-170-33</td>
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</tr>
</tbody>
</table>

COLUMNS B CONSISTING OF:
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

COLUMNS C WHICH ARE:
retained by the Information Systems Security Officer (ISSO) per AFSSI 5020.

COLUMNS D DISPOSITION:
Destroy after 5 years.

---

TABLE & RULE: T 33 - 07 R 07.00

<table>
<thead>
<tr>
<th>TITLE: Information Technology (IT) Management Documents</th>
<th>DATE MODIFIED: 02 / Jun / 2005</th>
</tr>
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<tbody>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-88-01</td>
<td></td>
</tr>
</tbody>
</table>

COLUMNS B CONSISTING OF:
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)

COLUMNS C WHICH ARE:
used to document the management of IT assets

COLUMNS D DISPOSITION:
Destroy when no longer needed.
NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 07 R 08.00**

**TITLE:** Information Technology (IT) Invoices and Other Documents Not Covered Elsewhere

**AUTHORITY:** N1-AFU-88-01

**DATE MODIFIED:** 02 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
contractor invoices or documents, background information, physical inventory and General Ledger Account Code (GLAC)

**COLUMN C WHICH ARE:**
used to document purchase, acceptance, transfer, or reconciliation of account or expenditures

**COLUMN D DISPOSITION:**
Destroy after 3 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 07 R 09.00**

**TITLE:** DELETED

**AUTHORITY:** N/A

**FROZEN RECORD:** No

**DATE RESCINDED:** 22 / Aug / 2004

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

**TABLE & RULE: T 33 - 07 R 10.00**

**TITLE:** DELETED

**AUTHORITY:** N/A

**FROZEN RECORD:** No

**DATE RESCINDED:** 22 / Aug / 2004

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

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<td>DATE RESCINDED: 22 / Aug / 2004</td>
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COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

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T 33 - 08: COMMUNICATIONS AND INFORMATION - INFORMATION PROCESSING CENTER (IPC) OPERATIONS

TABLE & RULE: T 33 - 08 R 01.00

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPC Messages</td>
<td>26 / Jul / 2006</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-88-09</td>
<td></td>
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</tbody>
</table>

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
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 history tapes; printout records of received messages; hard page copies retained by originating/transmitting IPC message section

COLUMN D DISPOSITION:
Destroy after 1 month.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
41 Header and text information will be retained beyond the specified periods for completion of tracer actions or other investigative actions on hand.
41 In certain justified instances, the retention of hard copies of narrative messages may be extended to no longer than 3 months based on operational considerations as determined by the local commander.

TABLE & RULE: T 33 - 08 R 01.01

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
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<th>DATE APPROVED</th>
</tr>
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<tbody>
<tr>
<td>Automated IPC Message Sections</td>
<td>02 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-88-09</td>
<td></td>
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</table>

COLUMN B CONSISTING OF:
automated IPC message sections

COLUMN C WHICH ARE:
provided when history tapes exist

COLUMN D DISPOSITION:
Destroy after 10 days.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 08 R 02.00**

- **TITLE:** DELETED - (26 Jul 06) - Incorporated into rule 1
- **AUTHORITY:** N1-AFU-88-09
- **DATE MODIFIED:** 26 / Jul / 2006
- **FROZEN RECORD:** No
- **DATE RESCINDED:** 26 / Jul / 2006
- **DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: IPC Message History Tapes

**COLUMN C WHICH ARE:**
- IPC message history tapes
- history tapes of originated and received messages

**COLUMN D DISPOSITION:**
- Destroy after 1 month.

**NOTES**

- **TABLE & RULE: T 33 - 08 R 03.00**
  - **TITLE:** DELETED - (26 Jul 06) - Incorporated into rule 1
  - **AUTHORITY:** N1-AFU-88-09
  - **DATE MODIFIED:** 26 / Jul / 2006
  - **FROZEN RECORD:** No
  - **DATE RESCINDED:** 26 / Jul / 2006
  - **DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: IPC Header Card Data

**COLUMN C WHICH ARE:**
- IPC header card data
- data pertinent to data pattern messages, including data message forms, but excluding message text

**COLUMN D DISPOSITION:**
- Destroy after 1 month (magnetic tapes will be returned to originator for reuse).

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- Header and text information will be retained beyond the specified periods for completion of tracer actions or other investigative actions on hand.
- In certain justified instances, the retention of hard copies of narrative messages may be extended to no longer than 3 months based on operational considerations as determined by the local commander.
TABLE & RULE: T 33 - 08 R 04.00
TITLE: DELETED - (26 Jul 06) - Incorporated into rule 1
AUTHORITY: N1-AFU-88-09
FROZEN RECORD: No
DATE MODIFIED: 26 / Jul / 2006
DATE RESCINDED: 26 / Jul / 2006
DATE APPROVED: 26 / Jul / 2006

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: IPC Header/End Of Transmission
IPC header/end of transmission

COLUMN C WHICH ARE:
printout records pertinent to message traffic

COLUMN D DISPOSITION:
Destroy after 1 month (magnetic tapes will be returned to originator for reuse).

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

41 In certain justified instances, the retention of hard copies of narrative messages may be extended to no longer than 3 months based on operational considerations as determined by the local commander.

TABLE & RULE: T 33 - 08 R 05.00
TITLE: DELETED - (26 Jul 06) - Incorporated into rule 1
AUTHORITY: N1-AFU-88-09
FROZEN RECORD: No
DATE MODIFIED: 26 / Jul / 2006
DATE RESCINDED: 26 / Jul / 2006
DATE APPROVED: 26 / Jul / 2006

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: IPC Messages Received Not Retrievable From Message History Tapes
hard page copies and header card data

COLUMN C WHICH ARE:
not retrievable from message history tapes

COLUMN D DISPOSITION:
Destroy after 1 month.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 08 R 06.00
TITLE: IPC Messages Received Retrievable From Message History Tapes
AUTHORITY: N1-AFU-88-09
FROZEN RECORD: No
DATE MODIFIED: 02 / Jun / 2005
DATE RESCINDED: 26 / Jul / 2006
DATE APPROVED: 26 / Jul / 2006

PREVIOUSLY TITLED: IPC Messages Received Not Retrievable From Message History Tapes

hard page copies and header card data

COLUMN C WHICH ARE:
not retrievable from message history tapes

COLUMN D DISPOSITION:
Destroy after 1 month.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

15 The communications-computer systems unit chief of operations may extend the retention period to 30 days when deemed necessary.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

41 Header and text information will be retained beyond the specified periods for completion of tracer actions or other investigative actions on hand.

41 In certain justified instances, the retention of hard copies of narrative messages may be extended to no longer than 3 months based on operational considerations as determined by the local commander.

TABLE & RULE: T 33 - 08 R 07.00
TITLE: DELETED - (26 Jul 06) - Incorporated into rule 1
AUTHORITY: N1-AFU-88-09
DATE MODIFIED: 26 / Jul / 2006
FROZEN RECORD: No
DATE RESCINDED: 26 / Jul / 2006
DATE APPROVED: 

COLUMN B CONSISTING OF:
PREVIOUSLY TITLED: IPC Messages Received Journal
IPC messages received journal
COLUMN C WHICH ARE:
printout records of received messages
COLUMN D DISPOSITION:
Destroy after 1 month.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 08 R 08.00
TITLE: IPC Multipoint Circuit Messages, IPC paper tapes
AUTHORITY: N1-AFU-88-09
DATE MODIFIED: 27 / Jul / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
IPC multipoint circuit messages; IPC paper tapes
COLUMN C WHICH ARE:
hard page copies of messages received on multipoint circuits not for that station; paper tape used for message transmission
COLUMN D DISPOSITION:
Destroy after 24 hours provided adequate control records are maintained.

NOTES
The term “information processing center” includes “telecommunications centers” and “data processing centers.” Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE:** T 33 - 08 R 09.00

**TITLE:** DELETED - (27 Jul 06) -- Incorporated into rule 8

**AUTHORITY:** N/A

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: IPC paper tapes

IPC paper tapes

**COLUMN C WHICH ARE:**
paper tape used for message transmission

**COLUMN D DISPOSITION:**

---

**NOTES**

15 The term “information processing center” includes “telecommunications centers” and “data processing centers.” Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE:** T 33 - 08 R 10.00

**TITLE:** IPC Text of Data Pattern Messages

**AUTHORITY:** N1-AFU-88-09

**COLUMN B CONSISTING OF:**
messages

**COLUMN C WHICH ARE:**
IPC text of data pattern messages

**COLUMN D DISPOSITION:**
Destroy after 10 days.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

41 Header and text information will be retained beyond the specified periods for completion of tracer actions or other investigative actions on hand.
When space limitations preclude 10-day retention, the retention period may be reduced to not less than 72 hours for specified terminals by service agencies, providing that magnetic tape data pattern formatted messages transmitted by circuit switch and data pattern messages which contain a master data base that is updated on a daily basis can be made available by the originator for retransmission purposes.

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**TABLE & RULE: T 33 - 08 R 11.00**

**TITLE:** IPC Magnetic Tape Reels

**AUTHORITY:** N1-AFU-88-09

**DATE MODIFIED:** 02 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
IPC magnetic tape reels

**COLUMN C WHICH ARE:**
recorded messages received from originator

**COLUMN D DISPOSITION:**
Return to originator after 10 days.

---

**NOTES**

41 When space limitations preclude 10-day retention, the retention period may be reduced to not less than 72 hours for specified terminals by service agencies, providing that magnetic tape data pattern formatted messages transmitted by circuit switch and data pattern messages which contain a master data base that is updated on a daily basis can be made available by the originator for retransmission purposes.

---

**TABLE & RULE: T 33 - 08 R 12.00**

**TITLE:** IPC Operational Control Records

**AUTHORITY:** N1-AFU-88-09

**DATE MODIFIED:** 02 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
IPC operational control records

**COLUMN C WHICH ARE:**
logs; messages; message registers; records on multiple and book messages processed; number sheets reports; maintenance work orders, magnetic tape library inventories; and shift supervisor checklists;

**COLUMN D DISPOSITION:**
Destroy after 1 month.

---

**NOTES**

15 The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

41 Header and text information will be retained beyond the specified periods for completion of tracer actions or other investigative actions on hand.
### NOTES

15. The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### COLUMN B CONSISTING OF:

IPC message section performance records

### COLUMN C WHICH ARE:

- 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

### COLUMN D DISPOSITION:

Destroy after 6 months.

---

### NOTES

15. The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### COLUMN B CONSISTING OF:

IPC alternate routine/channel parameter

### COLUMN C WHICH ARE:

- alternate routing plans, routing indicator listings, channel parameter listings, and similar records

### COLUMN D DISPOSITION:

Destroy when superseded or no longer needed, whichever is later.

---

### NOTES

15. The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

In certain justified instances, the retention of hard copies of narrative messages may be extended to no longer than 3 months based on operational considerations as determined by the local commander.
NOTES

15 The term “information processing center” includes “telecommunications centers” and “data processing centers.” Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

41 In certain justified instances, the retention of hard copies of narrative messages may be extended to no longer than 3 months based on operational considerations as determined by the local commander.

TABLE & RULE: T 33 - 08 R 18.00
TITLE: IPC General Message Record
AUTHORITY: N1-AFU-88-09

DATE MODIFIED: 02 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
IPC general message record

COLUMN C WHICH ARE:
logs to show receipt and distribution of general messages

COLUMN D DISPOSITION:
Destroy after 1 year or after last message on a page is superseded or cancelled, whichever is later.

NOTES

15 The term “information processing center” includes “telecommunications centers” and “data processing centers.” Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 33 - 08 R 19.00
TITLE: IPC Tracer Action Case Files
AUTHORITY: N1-AFU-88-09

DATE MODIFIED: 02 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
messages and related correspondence

COLUMN C WHICH ARE:
pertaining to all actions taken to trace message

COLUMN D DISPOSITION:
Destroy 1 year after case is closed.

NOTES

15 The term “information processing center” includes “telecommunications centers” and “data processing centers.” Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.
NOTES

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 08 R 20.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A
DATE MODIFIED: 18 / May / 2006
FROZEN RECORD: No
DATE RESCINDED: 11 / Apr / 2006
DATE APPROVED: 18 / Apr / 2006

NOTES

15 The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

TABLE & RULE: T 33 - 08 R 21.00
TITLE: IPC Computer-Sharing Reports
AUTHORITY: N1-AFU-88-09
DATE MODIFIED: 02 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 02 / Jun / 2005

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 08 R 22.00
TITLE: IPC Systems Design Specifications for Systems for Which Related Magnetic Media Data is Authorized for Blanking
AUTHORITY: N1-AFU-88-09
DATE MODIFIED: 02 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 02 / Jun / 2005

NOTES
The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

IPC systems design specification

for systems for which related magnetic media data is not authorized for blanking

Retain with the related magnetic media.

The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

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.

The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

IPC monthly summary of cost and use reports

IPC machine listings produced from the monthly summaries

Electronic data processing system (EDPS) by application and hours of use reports, card decks, tape files, and associated machine listings

PREVIOUSLY TITLED: IPC Monthly Summaries of ADPE Cost and Use Report at IPCs

Electronic data processing system (EDPS) by application and hours of use reports, card decks, tape files, and associated machine listings

IPCs

Notes

Destroy after 2 years or when no longer needed, whichever is later.

Notes

15 The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Notes

15 The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE:** T 33 - 08 R 30.00

**TITLE:** IPC Monthly summaries of ADPE Cost and Use Report at MAJCOMs and Intermediate Commands

**AUTHORITY:** N1-AFU-88-09

**DATE MODIFIED:** 02 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
IPC monthly summaries of ADPE cost and use report

**COLUMN C WHICH ARE:**
at MAJCOMs and intermediate commands

**COLUMN D DISPOSITION:**
Destroy after 2 years.

---

**NOTES**

The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE:** T 33 - 08 R 31.00

**TITLE:** DELETED - (27 Jul 06) -- Incorporated into rule 24

**AUTHORITY:** N1-AFU-88-09

**DATE MODIFIED:** 27 / Jul / 2006

**FROZEN RECORD:** No

**DATE RESCINDED:** 27 / Jul / 2006

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUSLY TITLED: IPC Monthly Summaries of ADPE Cost and Use Report at HQ USAF

IPC monthly summaries of ADPE and use report

**COLUMN C WHICH ARE:**
at HQ USAF

**COLUMN D DISPOSITION:**
Destroy after 1 year.

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**NOTES**

The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this Table.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Collected data used for the purpose of administrative, legal, audit, and other operational purposes.

Telephone and telegraph credit cards or calling cards forms

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Telephone and telegraph credit cards or calling cards forms

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
cards

COLUMN C WHICH ARE:
credit cards or calling cards

COLUMN D DISPOSITION:
Send cancelled card to the activity initiating the communications service authorization.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 09 R 03.00
TITLE: Operations Control Records
AUTHORITY: N1-AFU-87-42

COLUMN B CONSISTING OF:
operations control records

COLUMN C WHICH ARE:
performance evaluations, station activity records, reports of customer complaints and inquiries, traffic samples, and records of trouble reports

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 09 R 04.00
TITLE: Confidentiality Statement
AUTHORITY: N1-AFU-87-42

COLUMN B CONSISTING OF:
confidentiality statement

COLUMN C WHICH ARE:
statements signed by telephone operators that they are acquainted with the confidential nature of their work

COLUMN D DISPOSITION:
Destroy 1 year after termination of duty as switchboard operator.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
record set of each published directory (including staff directories) with all background material, consolidated card deck or manuscript

COLUMN C WHICH ARE:
at issuing activities, from which directory is compiled, and cards or manuscript pertaining to specific persons or activities

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
consolidated card deck or manuscript

COLUMN C WHICH ARE:
from which directory is compiled, and cards or manuscript pertaining to specific persons or activities

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
unofficial telegraph services

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 6 months after cutoff.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 09 R 08.00**

**TITLE:** Daily Cash Record (Telegraph)  
**DATE MODIFIED:** 02 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
daily cash record (telegraph)

**COLUMN C WHICH ARE:**
cash collection voucher, monthly bills for unofficial telegraph messages, telegraphic money orders, public vouchers for purchases and services other than personal, and related records

**COLUMN D DISPOSITION:**
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.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 09 R 09.00**

**TITLE:** Telephone Toll Calls  
**DATE MODIFIED:** 08 / May / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
toll tickets and reports of authorized calls (AF IMT 1072, Authorized Long Distance Telephone Calls)

**COLUMN C WHICH ARE:**
at organizations in the CONUS

**COLUMN D DISPOSITION:**
Destroy 3 years after period covered by related account (GRS3, Mar 06)

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 09 R 09.01**

**TITLE:** DELETED  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 01 / Jan / 1900  
**DATE APPROVED:**
TABLE & RULE: T 33 - 09 R 10.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Telephone, Telegraph, Teleautograph, and Nontactical Radio Accounting Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED:</td>
<td>02 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

AUTHORITY: N1-AFU-92-08

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

vouchers (except toll tickets; see Rule 9), with all background material

at organizations in the CONUS

Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 09 R 10.01

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DELETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE RESCINDED:</td>
<td>01 / Jan / 1900</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
T 33 - 10: COMMUNICATIONS AND INFORMATION - SWITCHING CENTER OPERATIONS

TABLE & RULE: T 33 - 10 R 01.00
TITLE: Switching Center Operations Logs and Statistics
AUTHORITY: N1-AFU-87-39
DATE MODIFIED: 02 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
DD Form 1753, Master Station Log; DD Form 1756, ASC Equipment Outage Log (government owned ASCs configuration stats)

COLUMN C WHICH ARE:
at Automatic Switching Centers (ASC), semiautomatic and manual relay centers, and Automatic Digital Weather Switches (ADWS)

COLUMN D DISPOSITION:
Destroy 5 months after monthly cutoff.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 10 R 02.00
TITLE: Switching Center Operations Recovery Records, Switching Center Operations Tape Failure Report
AUTHORITY: N1-AFU-87-39
DATE MODIFIED: 07 / Aug / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
DD Form 1757, ASC Recovery, DD Form 1758

COLUMN C WHICH ARE:
switching center operations recovery records, ASC Disc Failure Report

COLUMN D DISPOSITION:
Destroy 2 months after monthly cutoff.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 10 R 03.00
TITLE: Switching Center Operations Control Records, Message Transmission Monitor Tapes, History, Printer
AUTHORITY: N1-AFU-87-39
DATE MODIFIED: 07 / Aug / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
COLUMN B CONSISTING OF:
switching center operations control records, message transmission monitor tapes, history tape log, monitor printer and high speed printer output products

COLUMN C WHICH ARE:
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 logon-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, at smiautomatic and manual relay centers, history tape log, 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, and similar records

COLUMN D DISPOSITION:
Destroy 1 month after monthly cutoff.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 10 R 04.00
TITLE: Switching Center Operations Routing Plans/Indicator/ Channel Listings
AUTHORITY: N1-AFU-87-39

DATE MODIFIED: 02 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
switching center operations routing plans/indicator/channel listings

COLUMN C WHICH ARE:
alternate routing plans, routing indicator listings, channel parameter listings, and other related records

COLUMN D DISPOSITION:
Destroy when superseded or no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 10 R 05.00
TITLE: Switching Center Operations Service Interruption/ Auxiliary Records
AUTHORITY: N1-AFU-87-39

DATE MODIFIED: 02 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
switching center operations service interruption/auxiliary records

COLUMN C WHICH ARE:
service interruption messages, auxiliary line equipment reports, and related records

COLUMN D DISPOSITION:
Destroy 1 year after monthly cutoff.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

This form will be destroyed after 2 years when used as a record of destruction as outlined in AFI 10-1102.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

This form will be destroyed after 2 years when used as a record of destruction as outlined in AFI 10-1102.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 10 R 11.00**

| Authority: N1-AFU-87-39 | Frozen Record: No |
| Date Rescinded: 07 / Aug / 2006 | Date Approved: |

**Column B Consisting Of:**
- Tape log

**Column C Which Are:**
- Switching center operations history tape log and magnetic tape log

**Column D Disposition:**
Destroy 1 month after monthly cutoff.

**Notes**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 10 R 12.00**

| Title: Switching Center Operations History | Date Modified: 02 / Jun / 2005 |
| Authority: N1-AFU-87-39 | Frozen Record: No |
| Current: Yes | Date Approved: |

**Column B Consisting Of:**
- History

**Column C Which Are:**
- Switching center operations history

**Column D Disposition:**
Destroy after 1 month or when no longer needed, whichever is later.

**Notes**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
history

COLUMN C WHICH ARE:
switching center operations

COLUMN D DISPOSITION:
Destroy after 11 days or when no longer needed, whichever is later.

NOTES
70 Retain for 30 days plus current day if history "A" tape is bad.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 10 R 14.00
TITLE: Switching Center Operations Overflow (OVF), Tape, Intercept (IC) Tape and Retrieval Tape
AUTHORITY: N1-AFU-87-39
DATE MODIFIED: 02 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
tape

COLUMN C WHICH ARE:
switching center operations overflow, tape intercept tape and retrieval tape

COLUMN D DISPOSITION:
Purge after read in.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 10 R 15.00
TITLE: Switching Center Operations Program Library Tapes (PLT) or House Operating (HOP) Tapes
AUTHORITY: N1-AFU-87-39
DATE MODIFIED: 02 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
tapes

COLUMN C WHICH ARE:
Program Library Tapes (PLT) or House Operating (HOP) Tapes

COLUMN D DISPOSITION:
Hold current and last preceding tapes.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Older tapes may be retained until no longer needed.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Switching Center Operations Line Save Tapes

Switching Center Operations Line Save Tapes

Switching Center Operations Interlace/Suspected Interlace Case Files

Switching Center Operations Interlace/Suspected Interlace Case Files

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMNS B CONSISTING OF:
tape file maintained for retransmission purposes

COLUMNS C WHICH ARE:
at manual relay centers

COLUMNS D DISPOSITION:
Purge after 14 days.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:
card deck of hard page copies which are addressees (e.g., JAFPBUs, DCRELSTAs, etc.)

COLUMNS C WHICH ARE:
at ASCs, semiautomatic and manual relay centers

COLUMNS D DISPOSITION:
Destroy when superseded or cancelled by the issuing authority.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:
DD Form 1769

COLUMNS C WHICH ARE:
ASC General Message Log

COLUMNS D DISPOSITION:
Destroy after all general messages for the calendar year have been cancelled or superseded.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

These logs may be filed in the same folders as the related general messages. In this instance, procedures prescribed in AFMAN 37-123 apply.
COLUMN B CONSISTING OF:

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

COLUMN C WHICH ARE:

at ASCs, semiautomatic and manual relay centers, and ADWS

COLUMN D DISPOSITION:

Destroy 1 year after tributary deactivation.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 10 R 27.00

TITLE: Switching Center Operations Communications Operations (COMOP) Summaries

AUTHORITY: N1-AFU-87-39

DATE MODIFIED: 02 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:

summaries

COLUMN C WHICH ARE:

switching center operations Communications Operations (COMOP) summaries

COLUMN D DISPOSITION:

Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
T 33 - 11: COMMUNICATIONS AND INFORMATION - RADIO STATIONS

TABLE & RULE: T 33 - 11 R 01.00
TITLE: Master Radio Station Logs, Radio Station Training for Reserve Forces
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
master radio station logs

COLUMN C WHICH ARE:
records of events within the station

COLUMN D DISPOSITION:
Destroy after 3 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 11 R 02.00
TITLE: Air/Ground or Point-To-Point Logs, Radio Station Circuit Operations Records
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
air/ground or point-to-point logs

COLUMN C WHICH ARE:
records of activity at the operating position

COLUMN D DISPOSITION:
Destroy after 1 month.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 11 R 03.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 2.00
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

NOTES

DATE MODIFIED: 19 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

Report generated: 01 / Oct / 2018 - 08:00:00 926
COLUMN B CONSISTING OF:
PREVIOUS TITLE: Radio Station Circuit Operations Records - radio station circuit operations records

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 1 month.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 11 R 04.00
TITLE: Radio Station Recorder Tapes
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
radio station recorder tapes

COLUMN C WHICH ARE:
recordings of air/ground or point-to-point communications by electrical means

COLUMN D DISPOSITION:
Erase after 30 days and return tape to library for reuse.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 11 R 05.00
TITLE: Radio Station Mission Related Documents
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
radio station mission related documents

COLUMN C WHICH ARE:
itineraries, special communications support messages, and communications alert/activation messages

COLUMN D DISPOSITION:
Destroy after 30 days or on completion of mission, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 11 R 06.00

<table>
<thead>
<tr>
<th>TITLE: Radio Station Equipment/Circuit Outages</th>
<th>DATE MODIFIED: 03 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
radio station equipment/circuit outages

**COLUMN C WHICH ARE:**
logs or forms

**COLUMN D DISPOSITION:**
Destroy when equipment or circuit is returned to operation or after 3 months, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 11 R 07.00

<table>
<thead>
<tr>
<th>TITLE: Radio Station Activity Reports</th>
<th>DATE MODIFIED: 03 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
radio station activity reports

**COLUMN C WHICH ARE:**
records of station activity, traffic count/analysis, frequency usage, and station personnel status

**COLUMN D DISPOSITION:**
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 11 R 08.00

<table>
<thead>
<tr>
<th>TITLE: Radio Station Aircraft Accident or Loss of Human Life</th>
<th>DATE MODIFIED: 03 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
radio station activity reports

**COLUMN C WHICH ARE:**
records of station activity, traffic count/analysis, frequency usage, and station personnel status

**COLUMN D DISPOSITION:**
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**
radio station aircraft accident or loss of human life

**COLUMN C WHICH ARE:**
all records described in Rules 1 through 7

**COLUMN D DISPOSITION:**
Destroy on completion of investigation or after 6 months, whichever is later.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 11 R 09.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Radio Station Emergency, Contingency, or Mobile Operations Records</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
radio station emergency, contingency, or mobile operations records

**COLUMN C WHICH ARE:**
communications support in other than routine circumstances

**COLUMN D DISPOSITION:**
Destroy on completion of after action report or after 6 months, whichever is later.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 11 R 10.00</th>
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<tbody>
<tr>
<td>TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 1.00</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
radio station training for Reserve Forces - radio station training for Reserve Forces

**COLUMN C WHICH ARE:**
accumulated during unit training assemblies

**COLUMN D DISPOSITION:**
Destroy after 3 months.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 12 R 01.00</th>
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</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> RF Listings/Authorizations, Permanent Frequencies, Temporary Frequencies, Propagation Records, Allocation Records...[cont.]</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-87-41</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
listings  ALSO: ECM, Electromagnetic Compatibility (EMC) and RF Engineering Studies, Frequency Management Support Records

**COLUMN C WHICH ARE:**
RF listings/ authorizations

**COLUMN D DISPOSITION:**
Destroy when superseded, cancelled, or no longer needed for managerial purposes, whichever is later.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 12 R 02.00</th>
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<td><strong>TITLE:</strong> DELETED - (19 Mar 07) - Incorporated into Rule 1.00</td>
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<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-87-41</td>
</tr>
<tr>
<td><strong>DATE RESCINDED:</strong> 03 / Sep / 2008</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Permanent Frequencies - permanent frequencies

**COLUMN C WHICH ARE:**
any data relating to permanent frequency actions

**COLUMN D DISPOSITION:**
Destroy when superseded, cancelled, or no longer needed for managerial purposes, whichever is later.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<table>
<thead>
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<td><strong>TITLE:</strong> DELETED - (19 Mar 07) - Incorporated into Rule 1.00</td>
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<td><strong>AUTHORITY:</strong> N1-AFU-87-41</td>
</tr>
<tr>
<td><strong>DATE RESCINDED:</strong> 03 / Sep / 2008</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
PREVIOUS TITLE: Temporary Frequencies - temporary frequencies

COLUMN C WHICH ARE:
any data relating to temporary frequency actions

COLUMN D DISPOSITION:
Destroy when superseded, cancelled, or no longer needed for managerial purposes, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
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TABLE & RULE: T 33 - 12 R 04.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 1.00
DATE MODIFIED: 03 / Sep / 2008
FROZEN RECORD: No
AUTHORITY: N1-AFU-87-41
DATE RESCINDED: 03 / Sep / 2008
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Propagation Records - Air Force Combat Weather Center (AFCWC) (formerly Air Force Global Weather Center [AFGWC]) reports and other propagation data

COLUMN C WHICH ARE:
not filed as part of a frequency action under Rules 2 and 3

COLUMN D DISPOSITION:
Destroy when superseded, cancelled, or no longer needed for managerial purposes, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
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Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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TABLE & RULE: T 33 - 12 R 05.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 1.00
DATE MODIFIED: 03 / Sep / 2008
FROZEN RECORD: No
AUTHORITY: N1-AFU-87-41
DATE RESCINDED: 03 / Sep / 2008
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Allocation Records - allocation records

COLUMN C WHICH ARE:
any data relating to frequency allocations for equipment (DD Form 1494, Application for Equipment Frequency Allocation, and related documents)

COLUMN D DISPOSITION:
Destroy when superseded, cancelled, or no longer needed for managerial purposes, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
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NOTES

**TABLE & RULE: T 33 - 12 R 06.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tbody>
<tr>
<td>PREVIOUS TITLE: ECM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>any data relating to ECM when not filed according to Rules 2, 3, 4, and 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when superseded, cancelled, or no longer needed for managerial purposes, whichever is later.</td>
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**TABLE & RULE: T 33 - 12 R 07.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREVIOUS TITLE: Electromagnetic Compatibility (EMC) and RF Engineering studies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>any data relating to EMC and RF engineering studies when not filed according to Rules 2, 3, 4, and 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
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21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 12 R 08.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tbody>
<tr>
<td>PREVIOUS TITLE: ECM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>any data relating to ECM when not filed according to Rules 2, 3, 4, and 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when superseded, cancelled, or no longer needed for managerial purposes, whichever is later.</td>
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</tbody>
</table>

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21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### T 33 - 13: COMMUNICATIONS AND INFORMATION - MEACONING, INTERFERENCE, JAMMING AND INTRUSION (MIJI) RECORDS

**TABLE & RULE:** T 33 - 13 R 01.00
**TITLE:** MIJI Records at Action Offices
**AUTHORITY:** N1-AFU-90-03
**DATE MODIFIED:** 03 / Jun / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
daily and weekly message/letter reports, reporting procedures, special and trend studies, and related reports

**COLUMN C WHICH ARE:**
at action offices

**COLUMN D DISPOSITION:**
Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 33 - 13 R 02.00
**TITLE:** MIJI records at Subordinate Units
**AUTHORITY:** N1-AFU-90-03
**DATE MODIFIED:** 03 / Jun / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
MIJI Records

**COLUMN C WHICH ARE:**
at subordinate units

**COLUMN D DISPOSITION:**
Destroy after 6 months or when no longer needed, whichever is sooner.

**NOTES**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 13 R 03.00**

| TITLE: MIJI Annual Summary | DATE MODIFIED: 03 / Jun / 2005 |
| AUTHORITY: NC1-AFU-78-11 | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |

**COLUMN B CONSISTING OF:**
record copy of annual summary of selected MIJI incidents and their evaluation performed during the past year

**COLUMN C WHICH ARE:**
at publications branch at action agency

**COLUMN D DISPOSITION:**
Retire as permanent to HQ AIA Special Intelligence Central Repository.

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

42 AIA is the office of record for records of longtime retention. Records appraised as permanent will be transferred to the National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research.

**TABLE & RULE: T 33 - 13 R 04.00**

| TITLE: MIJI Annual Summary Other Copies | DATE MODIFIED: 03 / Jun / 2005 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |

**COLUMN B CONSISTING OF:**
MIJI Annual Summary

**COLUMN C WHICH ARE:**
other copies

**COLUMN D DISPOSITION:**
Destroy after 2 years or when no longer needed, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table 33-14: Communications and Information - Software and Documentation

#### Table & Rule: T 33 - 14 R 01.00
- **Title:** System Software Case Files at the OPR for Tasked System
- **Authority:** N1-AFU-87-40
- **Date Modified:** 03 / Jun / 2005
- **Frozen Record:** No
- **Current:** Yes
- **Date Approved:**

**Column B Consisting Of:**
- Authorization records, requirements, plans, schedules; contractual and procurement records

**Column C Which Are:**
- At the OPR for tasked system

**Column D Disposition:**
- Destroy 2 years after disapproval or discontinuance of system, or when no longer needed, whichever is later.

**Notes**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- Magnetic media consist of magnetic tape (analog, digital), drums, hard and floppy disks and diskettes, disk packs, data cells, and other devices that store data in an erasable mode.

#### Table & Rule: T 33 - 14 R 02.00
- **Title:** System Software Case Files @ Supporting Activity not Having Prime Responsibility, Program Releases & Changes
- **Authority:** N1-AFU-87-40
- **Date Modified:** 19 / Mar / 2007
- **Frozen Record:** No
- **Current:** Yes
- **Date Approved:**

**Column B Consisting Of:**
- System software case files

**Column C Which Are:**
- At supporting activity not having prime responsibility

**Column D Disposition:**
- Destroy when superseded, obsolete, or no longer needed, whichever is later.

**Notes**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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- Magnetic media consist of magnetic tape (analog, digital), drums, hard and floppy disks and diskettes, disk packs, data cells, and other devices that store data in an erasable mode.

#### Table & Rule: T 33 - 14 R 03.00
- **Title:** Management Task Control
- **Authority:** N1-AFU-87-40
- **Date Modified:** 03 / Jun / 2005
- **Frozen Record:** No
- **Current:** Yes
- **Date Approved:**

**Notes**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- Magnetic media consist of magnetic tape (analog, digital), drums, hard and floppy disks and diskettes, disk packs, data cells, and other devices that store data in an erasable mode.
COLUMN B CONSISTING OF:
opening and closing statements, related cost analysis, software requirements, studies and change requests

COLUMN C WHICH ARE:
at the project management office (PMO) or the configuration control office (CCO)

COLUMN D DISPOSITION:
Destroy 5 years after task closing.

NOTES

11 Also see Table 33-49

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

42 Magnetic media consist of magnetic tape (analog, digital), drums, hard and floppy disks and diskettes, disk packs, data cells, and other devices
that store data in an erasable mode.

TABLE & RULE: T 33 - 14 R 04.00

<table>
<thead>
<tr>
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<th>TITLE:</th>
<th>AUTHORITY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>03 / Jun / 2005</td>
<td>Computer Products</td>
<td>N1-AFU-87-40</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
products

COLUMN C WHICH ARE:
computer products

COLUMN D DISPOSITION:
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.

NOTES

11 Also see Table 33-49

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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TABLE & RULE: T 33 - 14 R 05.00

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<th>CURRENT:</th>
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<th>AUTHORITY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>19 / Mar / 2007</td>
<td>DELETED - (19 Mar 07) - Incorporated into Rule 2.00</td>
<td>N1-AFU-87-40</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Program Releases and Changes - program releases and changes

COLUMN C WHICH ARE:
emergency programming actions, design control numbers, program software control numbers, offline design changes, software patches,
revisions, receipts, certifications and related explanatory and supportive records

COLUMN D DISPOSITION:
Destroy when superseded, obsolete, or no longer needed, whichever is later.

NOTES
Also see Table 33-49

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMB B CONSISTING OF:
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

COLUMB C WHICH ARE:
for systems for which the related magnetic media data is authorized for blanking

COLUMB D DISPOSITION:
Destroy at time final magnetic media records produced by system have been scratched.

NOTES
11 Also see Table 33-49

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Magnetic media consist of magnetic tape (analog, digital), drums, hard and floppy disks and diskettes, disk packs, data cells, and other devices that store data in an erasable mode.

COLUMB B CONSISTING OF:
input specifications systems magnetic media data

COLUMB C WHICH ARE:
for systems for which the related magnetic media data is not authorized for blanking

COLUMB D DISPOSITION:
Hold with the related magnetic media.

NOTES
42 Magnetic media consist of magnetic tape (analog, digital), drums, hard and floppy disks and diskettes, disk packs, data cells, and other devices that store data in an erasable mode.
COLUMN B CONSISTING OF:
output (report forms) specifications

COLUMN C WHICHE ARE:
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

COLUMN D DISPOSITION:
Destroy on termination of system.

NOTES
11 Also see Table 33-49
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
42 Magnetic media consist of magnetic tape (analog, digital), drums, hard and floppy disks and diskettes, disk packs, data cells, and other devices that store data in an erasable mode.

COLUMN B CONSISTING OF:
printed final report

COLUMN C WHICH ARE:
statistical tabulation and an analysis of the findings of a study or survey including a narrative description of methodology employed for systems which require retention of related magnetic media data

COLUMN D DISPOSITION:
Hold one copy of the printed report with related file specifications.

NOTES
11 Also see Table 33-49
42 Magnetic media consist of magnetic tape (analog, digital), drums, hard and floppy disks and diskettes, disk packs, data cells, and other devices that store data in an erasable mode.

COLUMN B CONSISTING OF:
Program Tape or Disk Pack Updated

COLUMN C WHICH ARE:
Magnetic media consist of magnetic tape (analog, digital), drums, hard and floppy disks and diskettes, disk packs, data cells, and other devices that store data in an erasable mode.
NOTES

11 Also see Table 33-49

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

42 Magnetic media consist of magnetic tape (analog, digital), drums, hard and floppy disks and diskettes, disk packs, data cells, and other devices that store data in an erasable mode.

TABLE & RULE: T 33 - 14 R 10.10
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 33 - 14 R 11.00
TITLE: Program Tape or Disk Pack the Last Update
AUTHORITY: N1-AFU-87-40
DATE MODIFIED: 03 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

42 Magnetic media consist of magnetic tape (analog, digital), drums, hard and floppy disks and diskettes, disk packs, data cells, and other devices that store data in an erasable mode.

43 Registered or unregistered programming disks are used to initially load the program into your computer, such as WordStar, Enable, AFRIMS, etc., and contain no data or files. When the program is updated, or determined that it is no longer needed,
### TABLE & RULE: T 33 - 14 R 12.00

**TITLE:** Program Tape or Disk Required in Audit Trail  
**AUTHORITY:** N1-AFU-87-40  
**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
program tape or disk required in audit trail

**COLUMN C WHICH ARE:**
(see Note 5)

**COLUMN D DISPOSITION:**
Dispose of in accordance with functional guidelines provided by GAO.

### NOTES

11  Also see Table 33-49

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

42  Magnetic media consist of magnetic tape (analog, digital), drums, hard and floppy disks and diskettes, disk packs, data cells, and other devices that store data in an erasable mode.

42  Just as the acceptance test data may need to be kept beyond its useful life for auditing purposes, programs which processed that data may also be kept for audit purposes beyond the operational life of the particular system. Disk packs are relatively expensive.

### TABLE & RULE: T 33 - 14 R 13.00

**TITLE:** Magnetic Media Library Control/Transaction Records  
**AUTHORITY:** N1-AFU-87-40  
**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
magnetic media library control/transaction records

**COLUMN C WHICH ARE:**
card decks and magnetic media files

**COLUMN D DISPOSITION:**
Destroy card decks and dispose of magnetic media after the fourth update cycle is created.

### NOTES

11  Also see Table 33-49

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

42  Magnetic media consist of magnetic tape (analog, digital), drums, hard and floppy disks and diskettes, disk packs, data cells, and other devices that store data in an erasable mode.

42  Just as the acceptance test data may need to be kept beyond its useful life for auditing purposes, programs which processed that data may also be kept for audit purposes beyond the operational life of the particular system. Disk packs are relatively expensive.
### TABLE & RULE: T 33 - 14 R 14.00

**TITLE:** Magnetic Media Library Control/Transaction Records Machine Listings  
**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-87-40  
**DATE APPROVED:**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tr>
<td>listings</td>
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<tr>
<th>COLUMN C WHICH ARE:</th>
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<tr>
<td>magnetic media library control/transaction records machine listings</td>
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<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 3 months.</td>
</tr>
</tbody>
</table>

**NOTES**

11 Also see Table 33-49

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

42 Magnetic media consist of magnetic tape (analog, digital), drums, hard and floppy disks and diskettes, disk packs, data cells, and other devices that store data in an erasable mode.

42 Just as the acceptance test data may need to be kept beyond its useful life for auditing purposes, programs which processed that data may also be kept for audit purposes beyond the operational life of the particular system. Disk packs are relatively expensive.

43 Machine listings may be retained for as long as 1 year when they provide audit trails of the last recording made on a specific reel and may be useful in retrieving a lost file or in determining how a file may have been inadvertently scratched.

### TABLE & RULE: T 33 - 14 R 15.00

**TITLE:** Magnetic Media Library Control/Transaction Records Transaction Slips  
**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-87-40  
**DATE APPROVED:**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tbody>
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<td>transaction slips</td>
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<table>
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<td>magnetic media library control/transaction records transaction slips</td>
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</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 3 months or when no longer needed.</td>
</tr>
</tbody>
</table>

**NOTES**

11 Also see Table 33-49

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

42 Magnetic media consist of magnetic tape (analog, digital), drums, hard and floppy disks and diskettes, disk packs, data cells, and other devices that store data in an erasable mode.

42 Just as the acceptance test data may need to be kept beyond its useful life for auditing purposes, programs which processed that data may also be kept for audit purposes beyond the operational life of the particular system. Disk packs are relatively expensive.
### T 33 - 15: COMMUNICATIONS AND INFORMATION - TECHNICAL CONTROL FUNCTIONS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 15 R 01.00</th>
<th>DATE MODIFIED: 03 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: History Folder (Circuit, Trunk Link, Route or System History)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-87-38</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
records pertaining to the activation, reconfiguration, or deactivation; initial test and acceptance data; circuit parameter test data

**COLUMN C WHICH ARE:**
at terminal stations and other designated control stations (circuit control office, facility control office, etc.)

**COLUMN D DISPOSITION:**
Destroy when superseded or 6 months after deactivation, whichever is sooner, except see note.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Out of service Q.C. testing records will be replaced with the next like test, the current year's ANNUAL test results will replace the previous year's ANNUAL test results, and the current QUARTERLY test results.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 15 R 01.01</th>
<th>DATE MODIFIED: 03 / Jun / 2005</th>
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<tbody>
<tr>
<td>TITLE: History Folder Quality Control Test Records</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-87-38</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
history folder quality control test records

**COLUMN C WHICH ARE:**
records pertaining to the activation, reconfiguration, or deactivation; initial test and acceptance data; circuit parameter test data

**COLUMN D DISPOSITION:**
Destroyed when replaced with the next like test record.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 15 R 02.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 15 R 02.00</th>
<th>DATE MODIFIED: 03 / Jun / 2005</th>
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<tbody>
<tr>
<td>TITLE: History Folder (Circuit, Trunk Link, Route or System History)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-87-38</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
**COLUMN B CONSISTING OF:**
records pertaining to the activation, reconfiguration, or deactivation; initial test and acceptance data; circuit parameter test data

**COLUMN C WHICH ARE:**
at other than terminal stations and designated control facilities

**COLUMN D DISPOSITION:**
Destroy after 1 month or when no longer needed, whichever is later.

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 15 R 03.00

**TITLE:** Technical Control Operations  
**AUTHORITY:** N1-AFU-87-38

<table>
<thead>
<tr>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
technical control operations

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy when superseded.

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 15 R 03.01

**TITLE:** DD Form 1441, Circuit Data  
**AUTHORITY:** N1-AFU-87-38

<table>
<thead>
<tr>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
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</thead>
<tbody>
<tr>
<td>03 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
DD Form 1441

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 6 months after circuit deactivation.

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 15 R 04.00**

**TITLE:** Operational Direction/Coordination Message (ODM/OCM), DD Form 1753 Master Station Logs, Outage  
**AUTHORITY:** N1-AFU-87-38  
**DATE MODIFIED:** 19 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**  
Operational Direction Message (ODM)/Coordination Message (OCM)  

**COLUMN C WHICH ARE:**  
record of HF frequency use/changes, and related products  

**COLUMN D DISPOSITION:**  
Destroy after 1 year.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 15 R 05.00**

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 4.00  
**AUTHORITY:** N1-AFU-87-38  
**DATE MODIFIED:** 19 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**  
PREVIOUS TITLE: DD Form 1753, Master Station Logs - master station logs  

**COLUMN C WHICH ARE:**  
retained in TCF for 1 month and in a reference file for 11 months  

**COLUMN D DISPOSITION:**  
Destroy after 1 year.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 15 R 06.00**

**TITLE:** DD Form 1700, Master Clock Log  
**AUTHORITY:** N1-AFU-87-38  
**DATE MODIFIED:** 19 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**NOTES**

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 33 - 15 R 07.00
Title: Deleted - (19 Mar 07) - Incorporated into Rule 4.00
Authority: N1-AFU-87-38

Notes

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 33 - 15 R 08.00
Title: Performance Reports and Worksheets
Authority: N1-AFU-87-38

Notes

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
In-Service Quality Control (QC)

worksheets and other related worksheets

Destroy 2 months after monthly cutoff.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 33 - 15 R 12.00**

**TITLE:** General Messages Addressed To and Retained By the Technical Control Facility  
**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-87-38

**COLUMN B CONSISTING OF:**

- General messages

**COLUMN C WHICH ARE:**

- Addressed to and retained by the Technical Control Facility

**COLUMN D DISPOSITION:**

Destroy when superseded or cancelled.

---

NOTES

17 Records identified in Rule 13 may be filed in the same folder(s) as the related general messages. In this instance, procedures in AFMAN 37-123 apply.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 33 - 15 R 13.00**

**TITLE:** General Message Record or Log  
**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-87-38

**COLUMN B CONSISTING OF:**

- General message record or log

**COLUMN C WHICH ARE:**

- Used to record receipt of general messages

**COLUMN D DISPOSITION:**

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.

---

NOTES

17 Records identified in Rule 13 may be filed in the same folder(s) as the related general messages. In this instance, procedures in AFMAN 37-123 apply.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:
- Coordination circuits

### COLUMN C WHICH ARE:
- Monitor logs

### COLUMN D DISPOSITION:
- Destroy after 1 month.

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 33 - 16: COMMUNICATIONS AND INFORMATION - DEPLOYMENT RECORDS

#### TABLE & RULE: T 33 - 16 R 01.00

| TITLE: Deployment of Combat Communications Units (including ANG) | DATE MODIFIED: 03 / Jun / 2005 |
| DATE APPROVED: | |
| FROZEN RECORD: No |
| CURRENT: Yes |
| AUTHORITY: N1-AFU-90-03 |

| COLUMN B CONSISTING OF: | deployment of combat communications units, including ANG |
| COLUMN C WHICH ARE: | 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 |

| COLUMN D DISPOSITION: | Destroy 2 years after mission completion or when no longer needed, whichever is sooner. |

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 33 - 16 R 02.00

| TITLE: Deployment of Combat Communications Units (including ANG) at Tasked Units | DATE MODIFIED: 03 / Jun / 2005 |
| DATE APPROVED: | |
| FROZEN RECORD: No |
| CURRENT: Yes |
| AUTHORITY: N1-AFU-90-03 |

| COLUMN B CONSISTING OF: | |
| COLUMN C WHICH ARE: | |

| COLUMN D DISPOSITION: | |

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
deployment of combat communications units, including ANG

COLUMN C WHICH ARE:
at tasked units

COLUMN D DISPOSITION:
Destroy 4 years after mission completion or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 16 R 03.00
TITLE: Deployment Preparation
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
deployment preparation

COLUMN C WHICH ARE:
unit mobility plans, master checklists, and similar correspondence accumulated in general preparation for deployment, regardless of the specific mission

COLUMN D DISPOSITION:
Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 16 R 04.00
TITLE: Deployment Support
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
deployment support

COLUMN C WHICH ARE:
any of the above records pertinent to deployments in support of tests, maneuvers, war games, and similar exercises

COLUMN D DISPOSITION:
Destroy after 2 years or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 33 - 17 R 01.00

**Title:** Official Record Photographs, Negatives/Digital Still Images/Extra Prints of Photographs Other Than Officers...[cont.]

**Authority:** N1-AFU-88-47

<table>
<thead>
<tr>
<th>Current</th>
<th>Frozen Record</th>
<th>Date Modified</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>19 / Mar / 2007</td>
<td></td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**

- Official record photographs
- Negatives or Digital Still Images of Photographs of Purely Local Interest
- Negatives or Digital Still Images Which are Valueless Due to Faulty Photography
- Original Negatives Produced in Training or Practice
- Duplicate Negatives or Prints

**Column C Which Are:**

- Record photograph, original negatives and digital still images or transparencies and captions
- (DD Form 2537, Visual Information Caption Sheet), and related data

**Column D Disposition:**

Destroy when no longer needed.

### Notes

- Send or transmit per AFI 33-117, Chapter 6, to Air Force Still Media Accessioning Center, 11 CS/SCUA, 200 McChord Street, Room 102, Bolling AFB DC 20332-0403. The 11CS/SCUA collects and forwards to the DoD Still Records Media Center for accessioning. The DoD Still Media Records Center retains until no longer needed then recommends AF/SCTIR transfer to the National Archives. Transfers should be chronological segments or within logical file arrangement. AF/SCTIR provides disposition instructions on unaccepted transfers.

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

- Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

### Table & Rule: T 33 - 17 R 02.00

**Title:** Photographs and Digital Still Images

**Authority:** N1-AFU-88-47

<table>
<thead>
<tr>
<th>Current</th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>03 / Jun / 2005</td>
<td></td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**

- Photographs and digital still images

**Column C Which Are:**

- Records that are made a part of a project file, report, or similar group of records

**Column D Disposition:**

Retire or dispose of with records to which they become a part of.

### Notes

- Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

### Table & Rule: T 33 - 17 R 03.00

**Title:** Original Negatives or Digital Still Images [at Base Photographic Laboratories]

**Authority:** N1-AFU-88-47

<table>
<thead>
<tr>
<th>Current</th>
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<th>Date Modified</th>
<th>Date Approved</th>
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<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>19 / Mar / 2007</td>
<td></td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**

- Official record photographs
- Negatives or Digital Still Images
- Which are Valueless Due to Faulty Photography
- Original Negatives Produced in Training or Practice
- Duplicate Negatives or Prints

**Column C Which Are:**

- Record photograph, original negatives and digital still images or transparencies and captions
- (DD Form 2537, Visual Information Caption Sheet), and related data

**Column D Disposition:**

Destroy when no longer needed.

### Notes

- Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

- All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

### Table & Rule: T 33 - 17 R 04.00

**Title:** Official Record Photographs, Negatives/Digital Still Images/Extra Prints of Photographs Other Than Officers...[cont.]

**Authority:** N1-AFU-88-47

<table>
<thead>
<tr>
<th>Current</th>
<th>Frozen Record</th>
<th>Date Modified</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**

- Official record photographs
- Negatives or Digital Still Images of Photographs of Purely Local Interest
- Negatives or Digital Still Images Which are Valueless Due to Faulty Photography
- Original Negatives Produced in Training or Practice
- Duplicate Negatives or Prints

**Column C Which Are:**

- Record photograph, original negatives and digital still images or transparencies and captions
- (DD Form 2537, Visual Information Caption Sheet), and related data

**Column D Disposition:**

Destroy when no longer needed.

### Notes

- Send or transmit per AFI 33-117, Chapter 6, to Air Force Still Media Accessioning Center, 11 CS/SCUA, 200 McChord Street, Room 102, Bolling AFB DC 20332-0403. The 11CS/SCUA collects and forwards to the DoD Still Records Media Center for accessioning. The DoD Still Media Records Center retains until no longer needed then recommends AF/SCTIR transfer to the National Archives. Transfers should be chronological segments or within logical file arrangement. AF/SCTIR provides disposition instructions on unaccepted transfers.

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

- Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

- All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.
### COLUMN B CONSISTING OF:
original negatives or digital still images

### COLUMN C WHICH ARE:
negatives or digital still images from which prints have been submitted with unsatisfactory damage, accidents, and similar reports

### COLUMN D DISPOSITION:
Destroy after 1 year.

#### NOTES

<p>| | |</p>
<table>
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<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>71</td>
<td>Retain negatives and prints beyond prescribed retention period only when recommended for retention by the MAJCOM/FOA/DRU VI Manager.</td>
</tr>
</tbody>
</table>

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

43 Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

43 All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

### TABLE & RULE: T 33 - 17 R 04.00

<table>
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<tr>
<th>TITLE: Original Negatives or Digital Still Images Not at Base Photographic Laboratories</th>
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<td>AUTHORITY: N1-AFU-88-47</td>
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<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:
negatives, digital still images, and extra prints of photographs of AF officers

### COLUMN C WHICH ARE:
of photographs of AF officers

### COLUMN D DISPOSITION:
Destroy on death or retirement of the individual.

#### NOTES

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>71</td>
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</tr>
</tbody>
</table>

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

43 Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

43 All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

### TABLE & RULE: T 33 - 17 R 05.00

<table>
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<th>TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 3.00</th>
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<td>DATE RESCINDED: 03 / Sep / 2008</td>
</tr>
<tr>
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<td>DATE APPROVED:</td>
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</tbody>
</table>
COLUMN B CONSISTING OF:
PREVIOUS TITLE: Original Negatives or Digital Still Images at Base Photographic Laboratories - original negatives or digital still images

COLUMN C WHICH ARE:
at base photographic laboratories

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
71 Retain negatives and prints beyond prescribed retention period only when recommended for retention by the MAJCOM/FOA/DRU VI Manager.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

43 Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

43 Exceptions: As specified in AFPAM 36-3628.

43 All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

TABLE & RULE: T 33 - 17 R 06.00
TITLE: Original Negatives or Digital Still Images of Photographs of Local Commanders, Inspectors, and Other Key Personnel
AUTHORITY: N1-AFU-88-47
DATE MODIFIED: 03 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
original still negatives or digital still images

COLUMN C WHICH ARE:
of photographs of local commanders, inspectors, and other key personnel

COLUMN D DISPOSITION:
Destroy when Individual is retired, relieved, or reassigned, or when purpose has been served, whichever is sooner.

NOTES
71 Retain negatives and prints beyond prescribed retention period only when recommended for retention by the MAJCOM/FOA/DRU VI Manager.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

43 Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

43 All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

TABLE & RULE: T 33 - 17 R 07.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 1.00
AUTHORITY: N1-AFU-88-47
DATE MODIFIED: 03 / Sep / 2008
FROZEN RECORD: No
DATE RESCINDED: 03 / Sep / 2008
DATE APPROVED:
NOTES

71 Retain negatives and prints beyond prescribed retention period only when recommended for retention by the MAJCOM/FOA/DRU VI Manager.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

43 Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

TABLE & RULE: T 33 - 17 R 08.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 1.00
AUTHORITY: N1-AFU-88-47
DATE MODIFIED: 03 / Sep / 2008
FROZEN RECORD: No
DATE RESCIND: 03 / Sep / 2008
DATE APPROVED: 

NOTES

71 Retain negatives and prints beyond prescribed retention period only when recommended for retention by the MAJCOM/FOA/DRU VI Manager.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

43 Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

TABLE & RULE: T 33 - 17 R 09.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 1.00
AUTHORITY: N1-AFU-88-47
DATE MODIFIED: 03 / Sep / 2008
FROZEN RECORD: No
DATE RESCIND: 03 / Sep / 2008
DATE APPROVED: 

Report generated: 01 / Oct / 2018 - 08:00:00
NOTES

71 Retain negatives and prints beyond prescribed retention period only when recommended for retention by the MAJCOM/FOA/DRU VI Manager.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

43 Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

43 All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

TABLE & RULE: T 33 - 17 R 10.00

TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 1.00

AUTHORITY: N/A

DATE MODIFIED: 03 / Sep / 2008
FROZEN RECORD: No
DATE RESCINDED: 03 / Sep / 2008
DATE APPROVED:

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

43 Do not retain photographs made as part of examinations or exercises before the completion of training courses in the student's permanent record.

TABLE & RULE: T 33 - 17 R 11.00

TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 1.00

AUTHORITY: N1-AFU-88-47

DATE MODIFIED: 03 / Sep / 2008
FROZEN RECORD: No
DATE RESCINDED: 03 / Sep / 2008
DATE APPROVED:
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that replace temporary hard copy records:
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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

Report any motion picture/video collection not covered in the table to SAF/AAIQ for appropriate disposition instructions.

The DoD Motion Media Records Defense Visual Information Center retains until no longer needed, then recommends AF/SCTIR to transfer to the National Archives. Transfers should be in chronological segments or within logical file arrangements. AF/SCTIR provides disposition instructions on unaccepted transfers.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

Report any motion picture/video collection not covered in the table to SAF/AAIQ for appropriate disposition instructions.

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.

The DoD Motion Media Records Defense Visual Information Center retains until no longer needed, then recommends AF/SCTIR to transfer to the National Archives. Transfers should be in chronological segments or within logical file arrangements. AF/SCTIR provides disposition instructions on unaccepted transfers.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

43 Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

43 All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

43 Report any motion picture/video collection not covered in the table to SAF/AAIQ for appropriate disposition instructions.

### TABLE & RULE: T 33 - 17 R 16.00

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 14.00  
**DATE MODIFIED:** 03 / Sep / 2008  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 03 / Sep / 2008  
**DATE APPROVED:**

**AUTHORITY:** NIC-AFU-78-21

**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: Visual Information Captions - visual information captions

**COLUMN C WHICH ARE:**

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

**COLUMN D DISPOSITION:**

Send per AFI 33-117, Chp 6, to Defense Visual Information Center, (DVIC/ON-PA, 1363Z Street, Bldg 2730, March AFB CA 92518-1508).

NOTES

15 The DOD Motion Media Records Center retains until no longer needed, then recommends SAF/AAIQ to transfer to National Archives. Transfers should be in chronological segments or within logical file arrangements. SAF/AAIQ provides disposition instructions on unaccepted transfers.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

43 All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

43 Report any motion picture/video collection not covered in the table to SAF/AAIQ for appropriate disposition instructions.

### TABLE & RULE: T 33 - 17 R 17.00

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 14.00  
**DATE MODIFIED:** 03 / Sep / 2008  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 03 / Sep / 2008  
**DATE APPROVED:**

**AUTHORITY:** N1C-AFU-78-21

**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: 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

**COLUMN C WHICH ARE:**

at originating unit

**COLUMN D DISPOSITION:**

Send per AFI 33-117, Chapter 6, to Defense Visual Information Center, (DVIC/ON-PA, 1363Z Street, Bldg 2730, March AFB CA 92518-1508).

NOTES

15 The DOD Motion Media Records Center retains until no longer needed, then recommends SAF/AAIQ to transfer to National Archives. Transfers should be in chronological segments or within logical file arrangements. SAF/AAIQ provides disposition instructions on unaccepted transfers.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

Report any motion picture/video collection not covered in the table to SAF/AAIQ for appropriate disposition instructions.

### TABLE & RULE: T 33 - 17 R 18.00

**TITLE:** Motion Media Visual Slate  
**AUTHORITY:** N1-AFU-88-52

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>motion media visual slate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>forms used to identify motion media coverage on film/videotape</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when superseded, obsolete, or no longer usable.</td>
</tr>
</tbody>
</table>

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

### TABLE & RULE: T 33 - 17 R 19.00

**TITLE:** Official Release Prints, Videotape Copies, or Videodiscs  
**AUTHORITY:** N1C-AFU-78-21

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>official release prints, videotape copies or videodiscs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>all prints or duplicate videotape copies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.
COLUMN B CONSISTING OF:
copies of material which have been forwarded to the DVIC

COLUMN C WHICH ARE:
master positives, duplicate negatives, or duplicate videotapes

COLUMN D DISPOSITION:
Offer the copies to the local history office. If the Historian does not want these copies, they may be destroyed or erased when upon verification that the originals were received by DVIC.

NOTES
15 The DOD Motion Media Records Center retains until no longer needed, then recommends SAF/AAIQ to transfer to National Archives. Transfers should be in chronological segments or within logical file arrangements. SAF/AAIQ provides disposition instructions on unaccepted transfers.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

43 Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

43 All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

43 Report any motion picture/video collection not covered in the table to SAF/AAIQ for appropriate disposition instructions.

TABLE & RULE: T 33 - 17 R 21.00
TITLE: Local Visual Information/Audio- Visual Production of Local Interest Video Recording/
Photography
AUTHORITY: N1-AFU-88-47

COLUMN B CONSISTING OF:
local visual information/audio-visual production of local interest video recordings and photography

COLUMN C WHICH ARE:
videotapes/films for base information, base cable TV, local TV news, and other purely local interest purposes

COLUMN D DISPOSITION:
If the local interest item has long-lasting impact/effect on the Air Force, the base or local community, send to Defense Visual Information Center, DVIC/ON-PA, 1363 Z Street, Bldg 2730, March AFB CA 92518-1508 and one copy to the Air Force History and Reserarch Agency (AFHRA), Maxwell AFB. If DVIC does not want the materials, the Air Force and History Reserarch Agency (AFHRA), Maxwell AFB can have originals. If no one wants the records, destroy 7 years after the event occured.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

43 Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

43 All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.
### TABLE & RULE: T 33 - 17 R 22.00

**TITLE:** Videotapes/Films Processed as AF Production Having Wider Use Than Local  
**AUTHORITY:** N1C-AFU-78-21  
**DATE MODIFIED:** 07 / Aug / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**  
videotapes/films processed as AF production having wider use than local

**COLUMN C WHICH ARE:**  
for base information, base cable TV, and local TV news

**COLUMN D DISPOSITION:**  
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.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

43 Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.

43 All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

### TABLE & RULE: T 33 - 17 R 23.00

**TITLE:** Film/Video Produced in Testing Film, Photographic, Video, or Like Equipment or in Training Photographers...[cont.]  
**AUTHORITY:** N1-AFU-88-52  
**DATE MODIFIED:** 07 / Aug / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**  
film/video produced in testing film, photographic, video or like equipment or in training photographers ALSO: Video/Photography Produced by Other Agencies, Original Photography/Video Which is Unusable Because of Inferior Quality

**COLUMN C WHICH ARE:**  
videotapes/films for base information, base cable TV, local TV news, and other purely local interest purposes

**COLUMN D DISPOSITION:**  
Destroy, salvage, or erase when no longer needed (except rule 22).

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 17 R 24.00

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 23.00  
**AUTHORITY:** N1-AFU-88-52  
**DATE MODIFIED:** 03 / Sep / 2008  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 03 / Sep / 2008  
**DATE APPROVED:**  

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

TABLE & RULE: T 33 - 17 R 27.00
TITLE: Artwork
AUTHORITY: N1-AFU-88-47

COLUMN B CONSISTING OF:
artwork created on any media, include both physical and electronic

COLUMN C WHICH ARE:
drawings, animations, cartoons, titles, and selected mounted photographs covered with acetate foil on which pertinent instructions are written

COLUMN D DISPOSITION:
Destroy 1 year after the artwork was used, or when obsolete, superseded, or no longer needed. Ensure compliance with local, state and federal environmental regulations for the disposal of materials containing acetate anion, [C2H3O2] a carboxylate or the conjugate base of acetic acid.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
43 All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

TABLE & RULE: T 33 - 17 R 28.00
TITLE: Visual Information Production Files
AUTHORITY: N1-AFU-88-52

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at DVIC, MAJCOMs, major subordinate commands,

COLUMN D DISPOSITION:
Offer project files related to films/video productions to the Air Force History and Research Agency (AFHRA), Maxwell AFB. If AFHRA does not want, offer to the National Archives.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
43 All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

TABLE & RULE: T 33 - 17 R 29.00
TITLE: In-Service Project Records
AUTHORITY: N1-AFU-88-52

COLUMN B CONSISTING OF:
Offer project files related to films/video productions to the Air Force History and Research Agency (AFHRA), Maxwell AFB. If AFHRA does not want, offer to the National Archives.

COLUMN C WHICH ARE:
at DVIC, MAJCOMs, major subordinate commands,

COLUMN D DISPOSITION:
Offer project files related to films/video productions to the Air Force History and Research Agency (AFHRA), Maxwell AFB. If AFHRA does not want, offer to the National Archives.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
43 All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.
**COLUMN B CONSISTING OF:**
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)

**COLUMN C WHICH ARE:**
at HQ USAF/MAJCOMs/Major subordinate commands

**COLUMN D DISPOSITION:**
Destroy 20 years after production completion.

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**43** Exception: Project files related to films/video productions offered to and accepted by the National Archives will be transferred to the National Archives with related product.

**TABLE & RULE: T 33 - 17 R 30.00**

<table>
<thead>
<tr>
<th>TITLE: Instrumentation Film Videotape</th>
<th>DATE MODIFIED:</th>
<th>03 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT:</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
instrumentation film videotape

**COLUMN C WHICH ARE:**
at DVIC

**COLUMN D DISPOSITION:**
Disposition Pending...

### NOTES

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**43** All audiovisual media will be screened for possible historical significance and those items will be forwarded to the Defense Visual Information Center. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

**43** Exception: Project files related to films/video productions offered to and accepted by the National Archives will be transferred to the National Archives with related product.

**TABLE & RULE: T 33 - 17 R 31.00**

<table>
<thead>
<tr>
<th>TITLE: Film/Video Salvage or Destruction Below Major Subordinate Commands, Visual Information Production Reports</th>
<th>DATE MODIFIED:</th>
<th>19 / Mar / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT:</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
records relating to the destruction or salvage of film, film strips, and videocassettes; i.e., notices or certificates of destruction

**COLUMN C WHICH ARE:**
below major subordinate commands

**COLUMN D DISPOSITION:**
Destroy after 2 years.

### NOTES

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**43** Exception: Project files related to films/video productions offered to and accepted by the National Archives will be transferred to the National Archives with related product.
TABLE & RULE: T 33 - 17 R 32.00
TITLE: Film/Video Salvage or Destruction at DVIC
AUTHORITY: N1-AFU-88-52
CURRENT: Yes
FROZEN RECORD: No
DATE MODIFIED: 03 / Jun / 2005
DATE APPROVED: 

COLUMN B CONSISTING OF:
film, film strips, and videocassettes; i.e., notices of certificates of destruction

COLUMN C WHICH ARE:
at DVIC

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 17 R 33.00
TITLE: Film/Video Service Request Records
AUTHORITY: N1-AFU-88-52
CURRENT: Yes
FROZEN RECORD: No
DATE MODIFIED: 03 / Jun / 2005
DATE APPROVED: 

COLUMN B CONSISTING OF:
film/video service request records

COLUMN C WHICH ARE:
service project records, including initial requests for motion picture film and sound tapes, and related video records

COLUMN D DISPOSITION:
Destroy 2 years after closeout of film service project.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 17 R 34.00
TITLE: Acquisition Records, Loan Records
AUTHORITY: N1-AFU-88-52
CURRENT: Yes
FROZEN RECORD: No
DATE MODIFIED: 19 / Mar / 2007
DATE APPROVED: 

COLUMN B CONSISTING OF:
acquisition records

COLUMN C WHICH ARE:
accession forms, receiving records, and similar items indicating film subjects received and entered into the DOD Motion Media Records Center

COLUMN D DISPOSITION:
Destroy after 2 years or when no longer needed, whichever is sooner.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 17 R 35.00**
**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 34.00
**AUTHORITY:** N1-AFU-88-52
**DATE CREATED:** 09 / Sep / 2003
**DATE MODIFIED:** 03 / Sep / 2008
**DATE APPROVED:** 03 / Sep / 2008
**DATE RESCINDED:** No
**FROZEN RECORD:** No

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: loan records

**COLUMN C WHICH ARE:**
control records on film loaned to laboratories for reproduction and on film borrowed from NARA

**COLUMN D DISPOSITION:**
Destroy after 2 years or when no longer needed whichever is sooner.

**NOTES**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 17 R 36.00**
**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 31.00
**AUTHORITY:** N1-AFU-88-52
**DATE APPROVED:** 03 / Sep / 2008
**DATE APPROVED:** 03 / Sep / 2008
**DATE RESCINDED:** No
**DATE RESCINDED:** No
**DATE MODIFIED:** 03 / Sep / 2008
**DATE MODIFIED:** 03 / Sep / 2008
**DATE CREATED:** 03 / Sep / 2008
**DATE CREATED:** 03 / Sep / 2008
**FROZEN RECORD:** No

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Visual Information Production Reports - records of visual information (VI) production unit workload data relating to productions completed, manhours, services, manning, and cost

**COLUMN C WHICH ARE:**
at preparing activities

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 17 R 44.00**
**TITLE:** DELETED
**AUTHORITY:** N/A
**DATE APPROVED:** 01 / Jan / 1900
**DATE APPROVED:** 01 / Jan / 1900
T 33 - 18: COMMUNICATIONS AND INFORMATION - SOUND RECORDINGS

| TABLE & RULE: T 33 - 18 R 01.00 | DATE CREATED: 09 / Sep / 2003 |
| TITLE: Sound Recordings | DATE MODIFIED: 03 / Jun / 2005 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: No |
| | CURRENT: Yes |
| | DATE APPROVED: |

COLUMN B CONSISTING OF:
sound recordings

COLUMN C WHICH ARE:
those transcribed to paper

COLUMN D DISPOSITION:
Erase or destroy immediately.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 33 - 18 R 02.00 | DATE CREATED: 09 / Sep / 2003 |
| TITLE: Sound Recordings | DATE MODIFIED: 03 / Jun / 2005 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: No |
| | CURRENT: Yes |
| | DATE APPROVED: |

COLUMN B CONSISTING OF:
sound recordings

COLUMN C WHICH ARE:
those not transcribed to paper records

COLUMN D DISPOSITION:
Request disposition record material instructions through channels from SAF/AAIQ.

NOTES

19 The letter requesting disposition instructions will include a full description of the subject matter or event recorded, and the purpose for which the recording was made.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:
- Sound recordings

### COLUMN C WHICH ARE:
- Transitory material

### COLUMN D DISPOSITION:
Destroy when no longer needed.

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### COLUMN B CONSISTING OF:
AAVS Form 64, records of visual information production unit workload data relating to productions completed, manhours, services, manning and cost

### COLUMN C WHICH ARE:
At preparing activities

### COLUMN D DISPOSITION:
Destroy according to Table 33-17.

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### COLUMN B CONSISTING OF:
AAVS Form 64, records of visual information production unit workload data relating to productions completed, manhours, services, manning and cost

### COLUMN C WHICH ARE:
At HQ AAVS

### COLUMN D DISPOSITION:
Refer to Table 33-17.
## NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 33 - 19: COMMUNICATIONS AND INFORMATION - VISUAL INFORMATION (VI) LIBRARY SERVICES

<table>
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<td>TITLE: Library Counter Requests Carbon Copies at VI Library</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-89-12</td>
<td>CURRENT: Yes</td>
</tr>
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</table>

**COLUMN B CONSISTING OF:**
Counter Request for Audiovisual (AV) Products/Equipment

**COLUMN C WHICH ARE:**
at VI Library

**COLUMN D DISPOSITION:**
Destroy 1 year after date of issue.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<td>TITLE: Library Counter Requests Originals at VI library or Issuing Activity</td>
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<td>CURRENT: Yes</td>
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</table>

**COLUMN B CONSISTING OF:**
library counter requests originals

**COLUMN C WHICH ARE:**
at VI Library or issuing activity

**COLUMN D DISPOSITION:**
Destroy or give to requester on return of product/equipment.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 33 - 19 R 03.00
TITLE: Library Material Requests Carbon Copies at VI Library
AUTHORITY: N1-AFU-89-12

COLUMN B CONSISTING OF:
Request for VI Products

COLUMN C WHICH ARE:
at VI Library

COLUMN D DISPOSITION:
Destroy after receipt of product or notification of denial.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 19 R 04.00
TITLE: Library Material for Unclassified Productions
AUTHORITY: N1-AFU-89-12

COLUMN B CONSISTING OF:
library material for unclassified productions

COLUMN C WHICH ARE:
originals at Air Force central VI library sent by requesting activities and input into AUTOBOOK

COLUMN D DISPOSITION:
Destroy 3 months after receipt.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 19 R 05.00
TITLE: Library Material for Classified Productions
AUTHORITY: N1-AFU-89-12

COLUMN B CONSISTING OF:
library material

COLUMN C WHICH ARE:
for classified productions

COLUMN D DISPOSITION:
Destroy 1 year after receipt.

NOTES
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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COLUMN B CONSISTING OF:
library product invoices

COLUMN C WHICH ARE:
carbon copies at regional VI library

COLUMN D DISPOSITION:
Destroy when return date is transcribed to other records.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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COLUMN B CONSISTING OF:
VI loan invoice

COLUMN C WHICH ARE:
at Air Force central VI library

COLUMN D DISPOSITION:
Destroy when product is returned or copy record is deleted.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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COLUMN B CONSISTING OF:
Customer Notice confirmation or denial of booking status of product, and/or special messages

COLUMN C WHICH ARE:
at requesting activity

COLUMN D DISPOSITION:
Destroy 6 months after receipt of production or notification of denial.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 19 R 09.00**

**TITLE:** Library Product Control Cards

**AUTHORITY:** N1-AFU-89-12

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 19 R 10.00**

**TITLE:** Library Equipment Control

**AUTHORITY:** N1-AFU-89-12

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
### Table & Rule: T 33 - 19 R 11.00
**Title:** Library Case Files  
**Authority:** N1-AFU-89-12  
**Date Modified:** 03 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**  

**Column B Consisting Of:**
library case files

**Column C Which Are:**
reports, correspondence, and related material reflecting authorization for establishment of base visual information libraries (BVIL)

**Column D Disposition:**
Destroy upon inactivation of base.

**Notes**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 33 - 19 R 12.00
**Title:** Library Inventory Reports  
**Authority:** N1-AFU-89-12  
**Date Modified:** 03 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**  

**Column B Consisting Of:**
forms and/or computer listings

**Column C Which Are:**
at VI library

**Column D Disposition:**
Destroy 2 years after report closing date.

**Notes**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 33 - 19 R 13.00
**Title:** Signature Cards  
**Authority:** N1-AFU-89-12  
**Date Modified:** 03 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**  

**Column B Consisting Of:**
signature card (DD Form 577, Signature Card)

**Column C Which Are:**
for individuals requesting or receipting for classified VI products

**Column D Disposition:**
Destroy upon reassignment, transfer, or separation of customer.
### TABLE & RULE: T 33 - 19 R 14.00
**TITLE:** Library Program Publications  
**AUTHORITY:** N1-AFU-89-12  
**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
copies of articles

**COLUMN C WHICH ARE:**  
submitted for publication in base newspapers, bulletins, newsletter radio/TV broadcasts, fliers or posters, or other publicity programs

**COLUMN D DISPOSITION:**  
Destroy 1 year after release.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 19 R 15.00
**TITLE:** Delinquent Return of VI Products  
**AUTHORITY:** N1-AFU-89-12  
**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
delinquent return of VI products

**COLUMN C WHICH ARE:**  
Notice of Delinquent Loan and Delinquent Return of Copies of AV Productions

**COLUMN D DISPOSITION:**  
Destroy when product is returned or accountability is dropped.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing:  Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 33 - 19 R 17.00

**Title:** Copy File Records

| Authority: | N1-AFU-89-12 |

### Notes

21 Electronic copies created using electronic mail and word processing:  Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 33 - 19 R 18.00

**Title:** Product Inspections &d Acceptance, Library Accessions, Individual Product Case/Life Files

| Authority: | N1-AFU-89-12 |

### Notes

21 Electronic copies created using electronic mail and word processing:  Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 33 - 19 R 17.00

**Title:** Copy File Records

| Authority: | N1-AFU-89-12 |

### Notes

21 Electronic copies created using electronic mail and word processing:  Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 33 - 19 R 18.00

**Title:** Product Inspections &d Acceptance, Library Accessions, Individual Product Case/Life Files

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### Notes

21 Electronic copies created using electronic mail and word processing:  Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 33 - 19 R 19.00

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 18.00  
**AUTHORITY:** N1-AFU-89-12  
**DATE MODIFIED:** 03 / Sep / 2008  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 03 / Sep / 2008  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
PREVIOUS TITLE: Library Accessions - accession forms, stamped receiving records, similar items indicating VI subjects received and entered, and identifying copy letters assigned

**COLUMN C WHICH ARE:**  
at VI library

**COLUMN D DISPOSITION:**  
Destroy 2 years after product is declared obsolete or removed from VI library system.

**NOTES**

21 **Electronic copies created using electronic mail and word processing:** Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 **Electronic systems that replace temporary hard copy records:**  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 **Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:**  
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 19 R 20.00

**TITLE:** Distribution and Control Records  
**AUTHORITY:** N1-AFU-89-12  
**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
annual 30 September report

**COLUMN C WHICH ARE:**  
at VI library

**COLUMN D DISPOSITION:**  
Destroy after 3 years.

**NOTES**

21 **Electronic copies created using electronic mail and word processing:** Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 **Electronic systems that replace temporary hard copy records:**  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 **Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:**  
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 19 R 21.00

**TITLE:** End of Month/Quarter AUTOBOOK Product Totals  
**AUTHORITY:** N1-AFU-89-12  
**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
end of month/quarter AUTOBOOK product totals

**COLUMN C WHICH ARE:**  
at VI library

**COLUMN D DISPOSITION:**  
Destroy after 1 year.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 19 R 22.00

**TITLE:** Unclassified Daily AUTOBOOK Transaction Records  
**AUTHORITY:** N1-AFU-89-12

**COLUMN B CONSISTING OF:**
unclassified daily AUTOBOOK transaction records

**COLUMN C WHICH ARE:**
at VI library

**COLUMN D DISPOSITION:**
Destroy after 3 months.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 19 R 23.00

**TITLE:** Unclassified Daily AUTOBOOK Transaction Recs., Currency Review Reports Returned to AF Central VI Library When Review Complete  
**AUTHORITY:** N1-AFU-89-12

**COLUMN B CONSISTING OF:**
classified daily AUTOBOOK transaction records

**COLUMN C WHICH ARE:**
at VI library

**COLUMN D DISPOSITION:**
Destroy after 2 years.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 19 R 24.00

**TITLE:** AUTOBOOK VI Productions, Currency Review Reports Issued by AF Centrol VI Library to OPR  
**AUTHORITY:** N1-AFU-89-12

**COLUMN B CONSISTING OF:**
classified daily AUTOBOOK transaction records

**COLUMN C WHICH ARE:**
at VI library

**COLUMN D DISPOSITION:**
Destroy after 2 years.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 33 - 19 R 25.00
Title: DELETED - (19 Mar 07) - Incorporated into Rule 24.00
Authority: N1-AFU-89-12

Note: Destroy when superseded.

Table & Rule: T 33 - 19 R 26.00
Title: DELETED - (19 Mar 07) - Incorporated into Rule 23.00
Authority: N1-AFU-89-12

Note: Destroy after 2 years.
NOTES

TABLE & RULE: T 33 - 19 R 27.00

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COLUMN B CONSISTING OF:

PREVIOUS TITLE: 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

COLUMN C WHICH ARE:

at Air Force central VI library

COLUMN D DISPOSITION:

Destroy 2 years after product is declared obsolete or removed from VI library system.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 19 R 28.00

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</table>

COLUMN B CONSISTING OF:

inventory reports

COLUMN C WHICH ARE:

annual inventory report of production copies on loan from field units/requesters

COLUMN D DISPOSITION:

Destroy after input into AUTOBOOK database system.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 19 R 29.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Warehouse Pull List Unclassified Copy</th>
<th>DATE MODIFIED:</th>
<th>03 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-89-12</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CURRENT:</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 33 - 19 R 30.00**

<table>
<thead>
<tr>
<th>TITLE: Warehouse Pull List Classified Copy</th>
<th>DATE MODIFIED: 03 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-89-12</td>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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<td></td>
<td>DATE APPROVED:</td>
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</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 33 - 19 R 31.00**

<table>
<thead>
<tr>
<th>TITLE: Inventory Record of Classified Copies</th>
<th>DATE MODIFIED: 03 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-89-12</td>
<td>FROZEN RECORD: No</td>
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<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
unclassified receiving report

COLUMN C WHICH ARE:
records of new production copies received in the Air Force central VI library

COLUMN D DISPOSITION:
Destroy 3 months after receipt.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 33 - 20: COMMUNICATIONS AND INFORMATION - GRAPHICS

COLUMN B CONSISTING OF:
original and master graphics products, references and clip art

COLUMN C WHICH ARE:
subject matter not desired for record

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 20 R 03.00
TITLE: Drafts, Samples for Graphics Products
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
duplicate products
COLUMN C WHICH ARE:
records used to fill recurring requirements
COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 20 R 04.00
TITLE: Graphic Work Orders
AUTHORITY: N1-AFU-91-04

COLUMN B CONSISTING OF:
drafts and samples
COLUMN C WHICH ARE:
drafts, samples for graphic products
COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 20 R 05.00
TITLE: Visual Information Support Center Workload Report
AUTHORITY: N1-AFU-94-05

COLUMN B CONSISTING OF:
drafts and production records
COLUMN C WHICH ARE:
duplicates and related records
COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

10 See Table 33-17 for Visual Information Support Center Workload Report.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 33 - 21 R 04.00
TITLE: Background Information and Correspondence Pertaining to the APDTE
AUTHORITY: N1-AFU-88-46

COLUMN B CONSISTING OF:
background information and correspondence pertaining to the APDTE

COLUMN C WHICH ARE:
other miscellaneous VI equipment requests, including equipment lists and duplicate or informational financial documents

COLUMN D DISPOSITION:
Destroy when no longer needed or when superseded, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 33 - 21 R 05.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

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TABLE & RULE: T 33 - 21 R 06.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)
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<th>TABLE &amp; RULE: T 33 - 21 R 07.00</th>
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<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N/A</td>
<td>DATE RESCINDED: 12 / Apr / 2006</td>
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<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N/A</td>
<td>DATE RESCINDED: 12 / Apr / 2006</td>
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<td>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</td>
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<td>DATE RESCINDED: 12 / Apr / 2006</td>
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<tr>
<td></td>
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</table>
### T 33 - 22: COMMUNICATIONS AND INFORMATION - COMMUNICATIONS SECURITY (COMSEC) SYSTEMS AND ACCOUNTABILITY RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 22 R 00.00</th>
<th>TITLE: DELETED</th>
<th>FROZEN RECORD: No</th>
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<tr>
<td>AUTHORITY: N/A</td>
<td>DATE RESCINDED: 01 / Jan / 1900</td>
<td>DATE APPROVED:</td>
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**COLUMN B CONSISTING OF:**

- Table & Rule: T 33 - 22 R 00.00
- Frozen Record: No
- Authority: N/A
- Date Recinded: 01 / Jan / 1900
- Date Approved: 

**COLUMN C WHICH ARE:**

- Table & Rule: T 33 - 22 R 01.00
- Frozen Record: No
- Authority: N1-AFU-90-03
- Date Recinded: 21 / Sep / 2007
- Date Approved: 

**COLUMN D DISPOSITION:**

- Current: Yes
- Frozen Record: No
- Authority: N1-AFU-90-03
- Date Recinded: 21 / Sep / 2007
- Date Approved: 

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 22 R 01.00</th>
<th>DATE MODIFIED: 21 / Sep / 2007</th>
<th>FROZEN RECORD: No</th>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- 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

**COLUMN C WHICH ARE:**

- At holder accounts, custodian accounts, or COMSEC Account 616600 and used to show status of material(s), i.e. destroyed, transferred, on loan or borrowed, obsolete or no longer needed, etc.

**COLUMN D DISPOSITION:**

- Destroy as described in certificate of accounting clearance or 3 years after action (repair/loan/borrow/transfer, etc.) whichever is longest.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 22 R 02.00</th>
<th>DATE MODIFIED: 03 / Jun / 2005</th>
<th>FROZEN RECORD: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- Inspection reports and related records; or semiannual self-inspection records

**COLUMN C WHICH ARE:**

- Records or information gleaned from an inspection; semiannual or annual, self-inspection or command facilitated inspection

**COLUMN D DISPOSITION:**

- Destroy on receipt of a succeeding report or on inactivation of the facility, whichever is sooner.

**NOTES**

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
### NOTES

21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 22 R 02.01

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<td>FROZEN RECORD:</td>
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<td>DATE RESCINDED:</td>
<td>23 / Sep / 2004</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
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</table>

### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:

### TABLE & RULE: T 33 - 22 R 02.02

<table>
<thead>
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<th>TITLE:</th>
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<td>FROZEN RECORD:</td>
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<td>23 / Sep / 2004</td>
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<td>DATE APPROVED:</td>
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</table>

### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:

### TABLE & RULE: T 33 - 22 R 03.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Incident (Compromise) Files, Physical and Cryptographic Violation Logs, or COMSEC Insecurities List</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>03 / Jun / 2005</td>
</tr>
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<td>FROZEN RECORD:</td>
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<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:

physical and cryptographic logs and consolidated lists of violations; COMSEC insecurities; incident (compromise) files, involving personnel, cryptologics, and physical insecurities of COMSEC material required by AFI 33-212.

### COLUMN C WHICH ARE:

at cited units or other activities, MAJCOM, or AFCA and used to report COMSEC deviations or incident compromise

### COLUMN D DISPOSITION:

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.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 33 - 22 R 03.01
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 23 / Sep / 2004
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 33 - 22 R 04.00
TITLE: COMSEC Codes and Authentication
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 03 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
background material from initial case request to final disposition of the COMSEC system

COLUMN C WHICH ARE:
at AFCA

COLUMN D DISPOSITION:
Hold until the system is deleted from the inventory, then retire to AIA central repository and destroy 25 years thereafter.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 22 R 05.00
TITLE: Protected Distribution System (PDS)
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 03 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
letters, message requests, approvals, and drawings pertaining to PDS systems

COLUMN C WHICH ARE:
used for passing unencrypted classified information

COLUMN D DISPOSITION:
Destroy 90 days after deactivation of PDS.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 33 - 22 R 05.01

<table>
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**FROZEN RECORD:** No  
**DATE RESCINDED:** 23 / Sep / 2004  
**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

#### COLUMN C WHICH ARE:

#### COLUMN D DISPOSITION:

### TABLE & RULE: T 33 - 22 R 06.00

<table>
<thead>
<tr>
<th>Title: Certification Records on Equipment Modifications and Automatic Secure Voice Communications (AUTOSEVOCOM) Terminals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: N1-AFU-90-03</td>
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</tbody>
</table>

**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

certification of mandatory equipment modifications; and (or) correspondence, electrical messages, approvals, and related historical data on certification of AUTOSEVOCOM terminals

#### COLUMN C WHICH ARE:
at communications units and (or) provided to the COMSEC account for filing

#### COLUMN D DISPOSITION:

Destroy upon receipt of succeeding certification letter; inactivation of the account; deactivation of circuit; or when no longer needed, whichever is sooner.

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 22 R 07.00

<table>
<thead>
<tr>
<th>Title: COMSEC Historical Records (Aids and Equipment)</th>
</tr>
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<tbody>
<tr>
<td>Authority: N1-AFU-90-03</td>
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</tbody>
</table>

**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

#### COLUMN B CONSISTING OF:
aids and equipment, master file of background data on COMSEC material in the Air Force inventory

#### COLUMN C WHICH ARE:

background data on COMSEC material in the Air Force inventory

#### COLUMN D DISPOSITION:

Destroy 3 years after final destruction of COMSEC item.

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMNS B CONSISTING OF:
background communications

COLUMNS C WHICH ARE:
assigned Air Force COMSEC/TEMPEST short titles

COLUMNS D DISPOSITION:
If space is an issue, retire to AIA central repository on inactivation of unit, and destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
42 AIA is the office of record for records of longtime retention. Records appraised as permanent will be transferred to the National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research.

COLUMNS B CONSISTING OF:
release approvals for access to COMSEC equipment material by DOD contractors/COMSEC accounts

COLUMNS C WHICH ARE:
used to show access to COMSEC equipment material by DOD contractors and all other Air Force agencies

COLUMNS D DISPOSITION:
Destroy upon termination of contract or 2 years after COMSEC account is deactivated, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:
used to show access to COMSEC equipment material by DOD contractors and all other Air Force agencies

COLUMNS C WHICH ARE:
 assigned Air Force COMSEC/TEMPEST short titles

COLUMNS D DISPOSITION:
If space is an issue, retire to AIA central repository on inactivation of unit, and destroy when no longer needed.
## Approval of Administrative Telephone Within a Secure Area

**TABLE & RULE:** T 33 - 22 R 10.00  
**TITLE:** Approval of Administrative Telephone Within a Secure Area  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COORDINATION OF MATERIAL TO BE RETAINED**  
In the event precautionary destruction is implemented, coordination of material to be retained in the event precautionary destruction is implemented.

**COLUMN C WHICH ARE:**  
at communications units and retained by the COMSEC account

**COLUMN D DISPOSITION:**  
Destroy on inactivation or when superseded.

### NOTES

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## COMSEC Cryptographic Register

**TABLE & RULE:** T 33 - 22 R 11.00  
**TITLE:** COMSEC Cryptographic Register  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COMSEC CRYPTOGRAPHIC REGISTER**

**COLUMN B CONSISTING OF:**

COMSEC cryptographic register

**COLUMN C WHICH ARE:**

original and background communications

**COLUMN D DISPOSITION:**

Destroy after 1 year.

### NOTES

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.


**TABLE & RULE:** T 33 - 22 R 12.00  
**TITLE:** Cryptographic Access Certificates (Air Force Communications Security [AFCOMSEC] Form 9, Cryptographic Access Certificate)  
**AUTHORITY:** GRS 18, ITEM 25A  
**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**CREDENTIAL AUTHORIZATION**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

**REPORT GENERATED:** 01 / Oct / 2018 - 08:00:00
### COLUMN B CONSISTING OF:
Cryptographic Access Certificates (AFCOMSEC Form 9, Cryptographic Access Certificate)

### COLUMN C WHICH ARE:
originals of Air Force Communications Security [AFCOMSEC] Form 9, Cryptographic Access Certificate

### COLUMN D DISPOSITION:
If space is a problem, retire to AIA central repository and destroy when 70 years old.

#### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |
| 42 | AIA is the office of record for records of longtime retention. Records appraised as permanent will be transferred to the National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research. |

### TABLE & RULE: T 33 - 22 R 13.00

| AUTHORITY: N/A | FROZEN RECORD: No | DATE RESCINDED: 23 / Sep / 2004 | DATE APPROVED: |

### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:

### TABLE & RULE: T 33 - 22 R 14.00

| AUTHORITY: N/A | FROZEN RECORD: No | DATE RESCINDED: 23 / Sep / 2004 | DATE APPROVED: |

### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:

### TABLE & RULE: T 33 - 22 R 15.00

<p>| AUTHORITY: N/A | FROZEN RECORD: No | DATE RESCINDED: 23 / Sep / 2004 | DATE APPROVED: |</p>
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<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
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| TABLE & RULE: T 33 - 22 R 16.00 |
| TITLE: DELETED               |
| AUTHORITY: N/A               | FROZEN RECORD: No  |
|                           | DATE RESCINDED: 23 / Sep / 2004 |
|                           | DATE APPROVED:   |

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<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
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| TABLE & RULE: T 33 - 22 R 17.00 |
| TITLE: DELETED               |
| AUTHORITY: N/A               | FROZEN RECORD: No  |
|                           | DATE RESCINDED: 23 / Sep / 2004 |
|                           | DATE APPROVED:   |

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<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
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| TABLE & RULE: T 33 - 22 R 18.00 |
| TITLE: DELETED               |
| AUTHORITY: N/A               | FROZEN RECORD: No  |
|                           | DATE RESCINDED: 23 / Sep / 2004 |
|                           | DATE APPROVED:   |
| TABLE & RULE: T 33 - 22 R 19.00 | FROZEN RECORD: | No |
| TITLE: DELETED | DATE RESCINDED: | 23 / Sep / 2004 |
| AUTHORITY: N/A | DATE APPROVED: | |

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

| TABLE & RULE: T 33 - 22 R 20.00 | FROZEN RECORD: | No |
| TITLE: DELETED | DATE RESCINDED: | 23 / Sep / 2004 |
| AUTHORITY: N/A | DATE APPROVED: | |

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

| TABLE & RULE: T 33 - 22 R 21.00 | FROZEN RECORD: | No |
| TITLE: DELETED | DATE RESCINDED: | 23 / Sep / 2004 |
| AUTHORITY: N/A | DATE APPROVED: | |

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

<p>| TABLE &amp; RULE: T 33 - 22 R 22.00 | FROZEN RECORD: | No |
| TITLE: DELETED | DATE RESCINDED: | 23 / Sep / 2004 |
| AUTHORITY: N/A | DATE APPROVED: | |</p>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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<th>TABLE &amp; RULE: T 33 - 22 R 26.00</th>
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<td>DATE RESCINDED: 23 / Sep / 2004</td>
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<td>DATE APPROVED:</td>
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</table>

**T 33 - 23: COMMUNICATIONS AND INFORMATION - TEMPEST POLICY PLANNING AND ENGINEERING TECHNICAL AND ANALYSIS RECORDS**

**COLUMN B CONSISTING OF:**

- data reflecting the policy, planning, and test results of Air Force Information Warfare Center (AFIWC) Air Force TEMPEST program efforts

**COLUMN C WHICH ARE:**

- at AFCA repository

**COLUMN D DISPOSITION:**

- Retire to AIA central repository when obsolete. Destroy 10 years after retirement.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 23 R 01.00**

<table>
<thead>
<tr>
<th>TITLE: Air Force TEMPEST Program Records at AFCA Repository</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
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<td>DATE APPROVED:</td>
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**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE & RULE: T 33 - 23 R 02.00**

<table>
<thead>
<tr>
<th>TITLE: AF TEMPEST Program Records @ All Other Activities, Engineering Technical &amp; Analysis Records @ All Other Activities...[cont.]</th>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
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<td>FROZEN RECORD: No</td>
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<td>DATE APPROVED: Yes</td>
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**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**COLUMN B CONSISTING OF:**

Air Force TEMPEST program records ALSO: Analysts Aids

**COLUMN C WHICH ARE:**

- at all other activities

**COLUMN D DISPOSITION:**

- Destroy when no longer needed.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 23 R 03.00
TITLE: Engineering Technical and Analysis Records at AFCA
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
data reflecting TEMPEST engineering guidance on equipment/system when a formal test is not required

COLUMN C WHICH ARE:

at AFCA

COLUMN D DISPOSITION:
Destroy when equipment is no longer in Air Force inventory or when no longer needed for TEMPEST purposes, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 23 R 04.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 2.00
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Engineering Technical and Analysis Records at All Other Activities - engineering technical and analysis records

COLUMN C WHICH ARE:

at all other activities

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 23 R 05.00
TITLE: Testing Project Records
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

PREVIOUS TITLE: Engineering Technical and Analysis Records at All Other Activities - engineering technical and analysis records

COLUMN C WHICH ARE:

at all other activities

COLUMN D DISPOSITION:
Destroy when no longer needed.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

48 HQ AIA has been designated the office of record for records of longtime retention value. Records appraised as permanent will be transferred to National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research.

TABLE & RULE: T 33 - 23 R 06.00

| TITLE: Test Reports at AFCA TEMPEST Technical Reference Library | DATE MODIFIED: 03 / Jun / 2005 |
| CURRENT: Yes |
| FROZEN RECORD: No |
| AUTHORITY: NC1-AFU-75-64 | DATE APPROVED: |

COLUMN B CONSISTING OF:
folders containing pretest site surveys, pretest coordination letters, test plans, and supplemental test data

COLUMN C WHICH ARE:
at AFCA and TEMPEST testing organizations

COLUMN D DISPOSITION:
Hold until 3 years after final test report has been published. Folders are destroyed on a monthly basis.

TABLE & RULE: T 33 - 23 R 07.00

| TITLE: Test Reports at All Other Air Force Activities | DATE MODIFIED: 03 / Jun / 2005 |
| CURRENT: Yes |
| FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | DATE APPROVED: |

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at AFCA TEMPEST Technical Reference Library

COLUMN D DISPOSITION:
Destroy hard copy when suitable microform copy has been prepared, hold as permanent microform copy in AFCA TEMPEST Technical Reference Library.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 23 R 08.00</th>
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</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 2.00</td>
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<tr>
<td>DATE MODIFIED: 19 / Mar / 2007</td>
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<tr>
<td>FROZEN RECORD: No</td>
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<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

| AUTHORITY: N1-AFU-90-03 |

**COLUMN B CONSISTING OF:**
Previous Title: Analysts Aids - program magnetic tapes, photographs, discs, visicorder displays, and other data and records reflecting analysis procedures

**COLUMN C WHICH ARE:**
including those at AFCA and TEMPEST testing organizations

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 23 R 09.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Evaluation of TEMPEST Testing Equipment, Techniques</td>
</tr>
<tr>
<td>DATE MODIFIED: 03 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

| AUTHORITY: N1-AFU-90-03 |

**COLUMN B CONSISTING OF:**
Case files by project number or subject

**COLUMN C WHICH ARE:**
at TEMPEST testing organizations

**COLUMN D DISPOSITION:**
Hold 3 years after final test report has been published, then destroy on a monthly basis.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 23 R 10.00</th>
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<tbody>
<tr>
<td>TITLE: RED/BLACK Inspections</td>
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<tr>
<td>DATE MODIFIED: 03 / Jun / 2005</td>
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<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

| AUTHORITY: N1-AFU-90-03 |

**COLUMN B CONSISTING OF:**
correspondence and records

**COLUMN C WHICH ARE:**
pertaining to National Agency Communications Security Information Memorandum (NACSIM) 5203, NSTISSAM TEMPEST 2-95, RED/BLACK Installation Guidance, 12 December 1995, inspections

**COLUMN D DISPOSITION:**
Destroy 1 year after all discrepancies have been corrected.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 23 R 11.00

<table>
<thead>
<tr>
<th>TITLE: TEMPEST Education</th>
<th>DATE MODIFIED: 03 / Jun / 2005</th>
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</table>

COLUMN B CONSISTING OF:
TEMPEST education

COLUMN C WHICH ARE:
records, slides, movie films, pamphlets, and other related educational material

COLUMN D DISPOSITION:
Destroy when obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 23 R 12.00

<table>
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<tr>
<th>TITLE: TEMPEST Reports</th>
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COLUMN B CONSISTING OF:
TEMPEST reports

COLUMN C WHICH ARE:
reports prepared and submitted

COLUMN D DISPOSITION:
Destroy 1 year after next report.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### T 33 - 24: COMMUNICATIONS AND INFORMATION - COMMUNICATIONS SECURITY (COMSEC) POLICY, PLANS, REPORTS AND COLLATERAL DATA

#### TABLE & RULE: T 33 - 24 R 01.00

**Title:** COMSEC Surveillance at AIA COMSEC OPR  
**Authority:** NC1-AFU-75-64  
**Date Modified:** 03 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  

**Column B Consisting Of:**  
Product reports and related data  

**Column C Which Are:**  
at AIA COMSEC OPR  

**Column D Disposition:**  
Retire to the AIA central repository as permanent.  

**Notes**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 33 - 24 R 02.00

**Title:** COMSEC Surveillance at AIA COMSEC Units and Other AF Activities, Status Reports  
**Authority:** N1-AFU-90-12  
**Date Modified:** 19 / Mar / 2007  
**Frozen Record:** No  
**Current:** Yes  

**Column B Consisting Of:**  
COMSEC surveillance  

**Column C Which Are:**  
at AIA COMSEC Units and Other Air Force Activities  

**Column D Disposition:**  
Destroy after 2 years.  

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 33 - 24 R 03.00

**Title:** DELETED - (19 Mar 07) - Incorporated into Rule 2.00  
**Authority:** N1-AFU-90-12  
**Date Modified:** 19 / Mar / 2007  
**Frozen Record:** No  
**Current:** Yes  

**Column B Consisting Of:**  
PREVIOUS TITLE: Status Reports - data on status of completed missions during previous month, and projected missions for next three months  

**Column C Which Are:**  
at HQ AIA and COMSEC units  

**Column D Disposition:**  
Destroy after 2 years.  

**Notes**

Report generated: 01 / Oct / 2018 - 08:00:00
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 24 R 04.00**

**TITLE:** Security Awareness Training and Education Program (Information Assurance)  
**DATE MODIFIED:** 21 / Feb / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
records showing accomplishment of Information Assurance objectives including records of briefings presented, movies shown, educational products used, personnel trained and training reports

**COLUMN C WHICH ARE:**
at AFCA and OPR

**COLUMN D DISPOSITION:**
Destroy after 1 year or when superseded, obsolete, or no longer needed, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 24 R 05.00**

**TITLE:** Report Background File  
**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-12

**COLUMN B CONSISTING OF:**
drafts, selected page prints, mission logs, traffic summaries, and related data that reflect the analytic background of published reports

**COLUMN C WHICH ARE:**
at AIA COMSEC units

**COLUMN D DISPOSITION:**
Destroy 90 days after publication of hard copy reports.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 24 R 06.00**

**TITLE:** Collateral Data; National COMSEC/TEMPEST Policy, Guidance, and Planning  
**DATE MODIFIED:** 12 / Oct / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-12

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
collateral data or that used to provide background to the policy guidance and planning documents and other materials

COLUMN C WHICH ARE:
reference publications, digests, diagrams, summaries, and related data authored for use nationally.

COLUMN D DISPOSITION:
Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 24 R 07.00
TITLE: Transcripts and Recordings
AUTHORITY: N1-AFU-90-12

DATE MODIFIED: 03 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
recorded telephone conversations and transcripts thereof

COLUMN C WHICH ARE:
at AIA COMSEC units

COLUMN D DISPOSITION:
Destroy 90 days after publication of associated COMSEC surveillance reports.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 24 R 08.00
TITLE: COMSEC Surveillance Services
AUTHORITY: N1-AFU-90-12

DATE MODIFIED: 03 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
COMSEC surveillance services

COLUMN C WHICH ARE:
records of requested services, proposed projects, and consent-to-monitor records

COLUMN D DISPOSITION:
Destroy 2 years after fiscal year in which created.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### T 33 - 24 R 09.00

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 6.00  
**AUTHORITY:** N1-AFU-90-12

- **DATE MODIFIED:** 19 / Mar / 2007  
- **FROZEN RECORD:** No  
- **CURRENT:** Yes  
- **DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: 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

**COLUMN C WHICH ARE:**
at AFCA OPR

**COLUMN D DISPOSITION:**
Destroy when superseded, obsolete, or no longer needed.

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- **21** Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 33 - 25: COMMUNICATIONS AND INFORMATION - AUTOMATED INFORMATION SYSTEMS (AIS) SECURITY RECORDS

**TABLE & RULE:** T 33 - 25 R 01.00

**TITLE:** Worldwide Military Command & Control System, Threat Documentation, AIS Access Record @ AIS Activity/Facilities  
**AUTHORITY:** N1-AFU-90-03

- **DATE MODIFIED:** 26 / Mar / 2008  
- **FROZEN RECORD:** No  
- **CURRENT:** Yes  
- **DATE APPROVED:**

**COLUMN B CONSISTING OF:**
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   ALSO: Accreditation Approved, AIS System Security Documents, AIS Security Records, Contingency Planning

**COLUMN C WHICH ARE:**
at HQ USAF/MAJCOMs/FOAs and designated WWMCCS AIS sites

**COLUMN D DISPOSITION:**
Destroy when superseded, obsolete, or no longer needed.

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- **21** Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 33 - 25 R 02.00

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 1.00  
**AUTHORITY:** N1-AFU-90-03

- **DATE MODIFIED:** 03 / Sep / 2008  
- **FROZEN RECORD:** No  
- **DATE RESCINDED:** 03 / Sep / 2008  
- **DATE APPROVED:**
COLUMN B CONSISTING OF:

PREVIOUS TITLE: 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.

COLUMN C WHICH ARE:

at AIS facilities

COLUMN D DISPOSITION:

Destroy when superseded or no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 25 R 03.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED: 03 / Sep / 2008</th>
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</thead>
<tbody>
<tr>
<td>DELTED - (19 Mar 07) - INCORPORATED into RULE 1.00</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE RESCINDED: 03 / Sep / 2008</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

PREVIOUS TITLE: 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

COLUMN C WHICH ARE:

at AIS activity

COLUMN D DISPOSITION:

Destroy when superseded, obsolete, or no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 25 R 04.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED: 03 / Sep / 2008</th>
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<tr>
<td>DELTED - (19 Mar 07) - INCORPORATED into RULE 1.00</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE RESCINDED: 03 / Sep / 2008</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

PREVIOUS TITLE: AIS Access Records at AIS Facilities - registers of personnel requiring/allowed access to AIS restricted or controlled areas

COLUMN C WHICH ARE:

at AIS facilities

COLUMN D DISPOSITION:

Destroy when superseded or no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 25 R 05.00**

**TITLE:** Risk Management Records  
**AUTHORITY:** UNSCHEDULED  
**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
the risk analysis package; AIS and software certifications, accreditation requests; and approval by the DAA to operate an AIS or facility

**COLUMN C WHICH ARE:**
at MAJCOM, DAA, or AIS activity

**COLUMN D DISPOSITION:**
Disposition Pending...

**TABLE & RULE: T 33 - 25 R 05.01**

**TITLE:** Risk Analysis  
**AUTHORITY:** UNSCHEDULED  
**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
documentation relating to the sensitivity and criticality assessment, threat assessment, risk assessment, test and evaluation, and economic assessment of an AIS or facility

**COLUMN C WHICH ARE:**
at AIS activity

**COLUMN D DISPOSITION:**
Disposition Pending...

**TABLE & RULE: T 33 - 25 R 05.02**

**TITLE:** Certification  
**AUTHORITY:** UNSCHEDULED  
**DATE MODIFIED:** 03 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
documentation relating to the certification of software, an AIS, or facility, including requests for accreditation

**COLUMN C WHICH ARE:**
at AIS activity

**COLUMN D DISPOSITION:**
Disposition Pending...

**TABLE & RULE: T 33 - 25 R 05.03**

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 1.00  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 03 / Sep / 2008  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 03 / Sep / 2008  
**DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Electronic systems that replace temporary hard copy records:
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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Test Reports Received From Other Military Services or Federal Agencies

**Authority:** N1-AFU-90-03

**Notes:**
21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Audit Documents

**Authority:** DAA-GRS-2013-0006-0003

**Notes:**
21. 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.

### Vulnerability/ Incident Reports

**Authority:** UNSCHEDULED

**Notes:**
Disposition Pending...
### TABLE & RULE: T 33 - 25 R 10.00

**TITLE:** Other Reports That Identify AIS Security Vulnerabilities and Incidents  
**AUTHORITY:** UNSCHEDULED

| COLUMN B CONSISTING OF: | permit the alerting of Air Force AIS activities of high probability security threat manifestation |
| COLUMN C WHICH ARE:     | at MAJCOMs/FOAs and AIS activities or facilities |
| COLUMN D DISPOSITION:   | Disposition Pending... |

### TABLE & RULE: T 33 - 25 R 11.00

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 1.00  
**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: | PREVIOUS TITLE: 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 installation criteria |
| COLUMN C WHICH ARE:     | at MAJCOMs/FOAs and AIS activities and facilities |
| COLUMN D DISPOSITION:   | Destroy when superseded, obsolete, or no longer needed. |

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 25 R 12.00

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 1.00  
**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: | AIS security records |
| COLUMN C WHICH ARE:     | PREVIOUS TITLE: 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 |
| COLUMN D DISPOSITION:   | Destroy when superseded, obsolete, or no longer needed. |

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at MAJCOMs/FOAs and AIS activities

COLUMN D DISPOSITION:
Disposition Pending...

T 33 - 26: COMMUNICATIONS AND INFORMATION - NONERASABLE MEDIA

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 26 R 01.00</th>
<th>DATE MODIFIED: 03 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: ADP Program Card Files</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
ADP program card files

COLUMN C WHICH ARE:
punched cards containing common language source program data (source deck)

COLUMN D DISPOSITION:
Destroy when the source deck placed on tape or disk and a grandfather backup is achieved.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 26 R 02.00</th>
<th>DATE MODIFIED: 03 / Jun / 2005</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Machine-Punched Cards</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
machine-punched cards

COLUMN C WHICH ARE:
containing coded machine language instructions arranged in proper sequence (object deck)

COLUMN D DISPOSITION:
Destroy after successful completion of a program revision or after related program is removed from system.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

42 Just as the acceptance test data may need to be kept beyond its useful life for auditing purposes, programs which processed that data may also be kept for audit purposes beyond the operational life of the particular system. Disk packs are relatively expensive.
**TABLE & RULE: T 33 - 26 R 03.00**  
**TITLE:** Prepunched Utility or Processor Program  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>prepunched utility or processor program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>card decks used to update installations systems software</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after receipt and successful use of new cards from the manufacturer or programmer, or 1 year after discontinuance of program or system.</td>
</tr>
</tbody>
</table>

**NOTES**

### Notes 21

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 33 - 26 R 04.00**  
**TITLE:** Job Stream Card Decks, ADP Program Control Cards Pertinent to a Specific Run or Cycle...[cont.]  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>job stack, job control  ALSO: ADP Program Control Cards for Repetitive Use and Updated Either by ADP or User</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>used to activate program-processing modules performing a data processing job</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy individual cards or sets of cards when replaced by new cards and when necessary changes are made to appropriate date processing manuals.</td>
</tr>
</tbody>
</table>

**NOTES**

### Notes 14

- Rules 5 and 6 refer to parameter cards associated with the execution of various options of operational programs. These include data cards, periodic (monthly or quarterly) options executed only occasionally, and queries to information retrieval systems. They do not include card decks for generalized interpreter systems used with computer simulation software packages such as SIMSCRIPT, GPSS, DYNAMO, and similar systems. These decks have the status of program source decks. Similarly, all except report generation decks in file management systems are considered to be source program decks and are retained or destroyed in accordance with the criteria or Rules 5, 6, and 7 of Table 33-14.
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 33 - 26 R 05.00**  
**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 4.00  
**AUTHORITY:** N1-AFU-90-03

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Report generated: 01 / Oct / 2018 - 08:00:00
Rules 5 and 6 refer to parameter cards associated with the execution of various options of operational programs. These include data cards, periodic (monthly or quarterly) options executed only occasionally, and queries to information retrieval systems. They do not include card decks for generalized interpreter systems used with computer simulation software packages such as SIMSCRIPT, GPSS, DYNAMO, and similar systems. These decks have the status of program source decks. Similarly, all except report generation decks in file management systems are considered to be source program decks and are retained or destroyed in accordance with the criteria or Rules 5, 6, and 7 of Table 33-14.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.

Rules 5 and 6 refer to parameter cards associated with the execution of various options of operational programs. These include data cards, periodic (monthly or quarterly) options executed only occasionally, and queries to information retrieval systems. They do not include card decks for generalized interpreter systems used with computer simulation software packages such as SIMSCRIPT, GPSS, DYNAMO, and similar systems. These decks have the status of program source decks. Similarly, all except report generation decks in file management systems are considered to be source program decks and are retained or destroyed in accordance with the criteria or Rules 5, 6, and 7 of Table 33-14.

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Electronic systems that replace temporary hard copy records:
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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.
NOTES

COLUMN B CONSISTING OF:
punched cards contain original entry data

COLUMN C WHICH ARE:
film or written inserts

COLUMN D DISPOSITION:
Destroy IAW instructions applicable to the hard copy or other files documenting the same process, transaction, or case.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
43 Punched cards are sometimes used as documents, such as checks, savings bonds, and requisition forms. In such cases, the functional retention period developed in other table will apply.

T 33 - 27: COMMUNICATIONS AND INFORMATION - TELECOMMUNICATIONS SERVICE LEASING RECORDS

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 33 - 27: COMMUNICATIONS AND INFORMATION - TELECOMMUNICATIONS SERVICE LEASING RECORDS
COLUMN B CONSISTING OF:
long-hand communications circuits, equipment and services other than activities

COLUMN C WHICH ARE:
at other than activities covered in Rule 1

COLUMN D DISPOSITION:
Destroy 1 year after individual service is discontinued.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 27 R 03.00
TITLE: Long-Hand Communications Circuits, Equipment and Services Disapproved Requests
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
long-hand communications circuits, equipment and services

COLUMN C WHICH ARE:
disapproved requests

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 27 R 04.00
TITLE: Locally Leased Circuits, Equipment, and Services
AUTHORITY: UNSCHEDULED

COLUMN B CONSISTING OF:
historical records including CSAs, TSRs, TSOs, modified use of leased communication facilities, equipment order, local communications service 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

COLUMN C WHICH ARE:
at Air Force procurement offices

COLUMN D DISPOSITION:
Disposition Pending...

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 27 R 05.00**

**TITLE:** Locally Leased Circuits, Equipment and Services Except in the Federal Republic of Germany  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
locally leased circuits, equipment and services

**COLUMN C WHICH ARE:**  
office copies at all other locations except (FRG)

**COLUMN D DISPOSITION:**  
Destroy 6 months after service is discontinued.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 27 R 05.01**

**TITLE:** CSA's Locally Leased Circuits, Equipment and Services Except in the FRG  
**AUTHORITY:** N/A

**COLUMN B CONSISTING OF:**  
CSA's locally leased circuits, equipment and services except those

**COLUMN C WHICH ARE:**  
in the FRG

**COLUMN D DISPOSITION:**  
Destroy after verification of recapitulation action.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 27 R 06.00**

**TITLE:** Locally Leased Circuits, Equipment and Services Located in the FRG  
**AUTHORITY:** N1-AFU-90-03

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
T 33 - 28: COMMUNICATIONS AND INFORMATION - CERTIFICATE MANAGEMENT AUTHORIZATION (CMA) RECORDS

TABLE & RULE: T 33 - 28 R 01.00
TITLE: Class 2 Certificate Authorization (CA) During System Initialization
AUTHORITY: N1-AFU-03-09

COLUMN B CONSISTING OF:
Class 2 Certificate Authorization (CA) during system initialization

COLUMN C WHICH ARE:
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 archive contents and all work-related communications to or from the PMA, other CMAs, and compliance auditors

COLUMN D DISPOSITION:
Destroy after 7 years.

NOTES
26 The CA shall provide archived data and applications needed to read the archives to the DoD archival facility approved by the Policy Management Authority (PMA). This DoD facility shall retain the applications necessary to read this archived data for duration of the retention period.
29 Archives will not be modified or deleted by unauthorized CA equipment operators, but archived records may be moved to another medium.
32 If original media cannot retain the data for the required period, a mechanism to periodically transfer the archival data to new media shall be defined by the archive site.
53 No transfer of medium shall invalidate CMA applied signature.
62 The CMA shall maintain a list of persons authorized to modify or delete the archive and make this list available during CP compliance audits.
76 Release of sensitive archive information will be in accordance with guidance set forth in applicable policy.
87 Archive media shall be stored in a separate, safe, secure storage facility. Prior to archive, archive records shall be labeled with MDA’s distinguished name, the date and the classification.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 28 R 01.01
TITLE: DELETED
AUTHORITY: N/A

COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:
COLUMNS B CONSISTING OF:
Class 3 Certificate Authority (CA) during system initialization

COLUMNS C WHICH ARE:
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 archive contents and all work-related communications to or from the PMA, other CMAs, and compliance auditors

COLUMNS D DISPOSITION:
Destroy after 10 years.

NOTES
26  The CA shall provide archived data and applications needed to read the archives to the DoD archival facility approved by the Policy Management Authority (PMA). This DoD facility shall retain the applications necessary to read this archived data for duration of the retention period.
29  Archives will not be modified or deleted by unauthorized CA equipment operators, but archived records may be moved to another medium.
32  If original media cannot retain the data for the required period, a mechanism to periodically transfer the archival data to new media shall be defined by the archieve site.
53  No transfer of medium shall invalidate CMA applied signature.
62  The CMA shall maintain a list of persons authorized to modify or delete the archive and make this list available during CP compliance audits.
76  Release of sensitive archieve information will be in accordance with guidance set forth in applicable policy.
87  Archive media shall be stored in a separate, safe, secure storage facility. Prior to archive, archive records shall be labeled with MDA's distinguished name, the date and the classification.
21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**

Class 4 Certificate Authority (CA) during system initialization

**COLUMN C WHICH ARE:**

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 archive contents and all work-related communications to or from the PMA, other CMAs, and compliance auditors.

**COLUMN D DISPOSITION:**

Destroy after 20 years.

**NOTES**

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T 33 - 29: COMMUNICATIONS AND INFORMATION - NETWORK MANAGEMENT

COLUMN B CONSISTING OF:
backup tapes

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Delete server/system backups after 90 (minimum) to 120 (maximum) days. The 90 day minimum is non-negotiable. Maximum retention of 120 days is based on system recovery capability, warfighting mission, vital records, resource availability, secondary backup in geographically separate location, or other mission requirements.

NOTES
44 Backups are performed daily with a set of five tapes, one for each duty day of the week, Monday through Friday. Friday's tape is also used to backup the weekend data. Recycle Monday's tape, the following Monday.

Backups are performed monthly using a different tape each month of the fiscal year. Recycle current October's end-of-month set of tapes, the following October.

NOTES
63
COLUMNS B CONSISTING OF:
PREVIOUS TITLE: End of Year Tapes (4 Tapes) - back up tapes

COLUMN C WHICH ARE:
to recover data. These tapes are not to be used for record keeping purposes unless the system meets DoD 5015.2 Std requirements of an Electronic Record Keeping System (ERKS).

COLUMN D DISPOSITION:
Delete when the identical records have been deleted, or when replaced by a subsequent backup file.

NOTES
63  Backups are performed yearly with a set of four tapes. Backups contain current fiscal year data plus two previous fiscal year's data.

T 33 - 30: COMMUNICATIONS AND INFORMATION - PRIVACY ACT PROGRAM

COLUMN B CONSISTING OF:
records

COLUMN C WHICH ARE:
relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records

COLUMN D DISPOSITION:
Destroy when 2 years old.

COLUMNS B CONSISTING OF:
requests from individuals for access to their records

COLUMN C WHICH ARE:
files that include original request, reply, and related documents (excluding official file copy of requested records)

COLUMN D DISPOSITION:
Destroy 2 years after date of reply.
COLUMN B CONSISTING OF:
requests for access

COLUMN C WHICH ARE:
totally or partially denied and not appealed

COLUMN D DISPOSITION:
Destroy 5 years after date of reply.

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TABLE & RULE: T 33 - 30 R 04.00

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| DATE MODIFIED: | 09 / Feb / 2016 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | 09 / Feb / 2016 |

COLUMN B CONSISTING OF:
request for access  ALSO: Response to Request for Nonexistent Records, Inadequate Descriptions, and Failure to Pay - Appealed

COLUMN C WHICH ARE:
exclusive of records in Rule 6

COLUMN D DISPOSITION:
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.

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TABLE & RULE: T 33 - 30 R 05.00

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<tr>
<th>TITLE:</th>
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| DATE MODIFIED: | 09 / Feb / 2016 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | 09 / Feb / 2016 |

COLUMN B CONSISTING OF:
request to amend

COLUMN C WHICH ARE:
individuals request to amend, copies of agency's replies, and related materials

COLUMN D DISPOSITION:
Destroy with the approved disposition instruction for the related subject individual's record or 4 years after agency's agreement to amend, which ever is later.

---

TABLE & RULE: T 33 - 30 R 06.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Requests to Amend Refused by Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>DAA-GRS-2013-0007-0007</td>
</tr>
</tbody>
</table>

| DATE MODIFIED: | 09 / Feb / 2016 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | 09 / Feb / 2016 |

COLUMN B CONSISTING OF:
request to amend

COLUMN C WHICH ARE:
agency's replies, statement of disagreement, justification for refusal to amend and related material

COLUMN D DISPOSITION:
Destroy with the approved disposition instructions 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.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 30 R 07.00</th>
<th>DATE MODIFIED: 03 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Appealed Request to Amend</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
appealed request to amend

**COLUMN C WHICH ARE:**
files created in response to appeals

**COLUMN D DISPOSITION:**
Destroy with the approved disposition for subject individuals record or 3 years after final adjudication by courts, whichever is later.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 30 R 08.00</th>
<th>DATE MODIFIED: 03 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Accounting of Disclosures (Including HIPAA)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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.

**COLUMN C WHICH ARE:**
accounting disclosures must portray an accurate reflection of who this information was released to.

**COLUMN D DISPOSITION:**
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.

**NOTES**

| 23 | Records covered by the Health Information Portability and Accountability Act (HIPAA) must be retained at least 6 years after date of creation or the date when they were last in effect, whichever is later. See DoD 6025.18-R, Section C14.10. |
| 52 | Although the accounting of disclosure is required to be maintained for at least 5 years, the related disclosed record will be destroyed when it becomes eligible as prescribed elsewhere in this regulation. |

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 30 R 09.00</th>
<th>DATE MODIFIED: 19 / Mar / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 1.00</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: 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

**COLUMN C WHICH ARE:**
at AF-CIO, Privacy Act offices, and offices of systems managers

**COLUMN D DISPOSITION:**
Destroy when 2 years old.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 30 R 10.00</th>
<th>DATE MODIFIED: 03 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Official File Copy of Requested Record</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>TABLE &amp; RULE: T 33 - 30 R 11.00</td>
<td>DATE MODIFIED: 09 / Feb / 2016</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>TITLE: Privacy Act Reports</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0007-0006</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED: 09 / Feb / 2016</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
official files

**COLUMN C WHICH ARE:**
copies of requested records

**COLUMN D DISPOSITION:**
Dispose of in accordance with disposition instruction for the related record, or with Privacy Act request, whichever is later.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 30 R 12.00</th>
<th>DATE MODIFIED: 19 / Mar / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 2.00</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: GRS 14, ITEM 21A(2)(A)</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
Privacy Act reports

**COLUMN C WHICH ARE:**
recurring and one-time reports relating to agency implementation

**COLUMN D DISPOSITION:**
Destroy after 2 years.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 30 R 12.01</th>
<th>DATE CREATED: 24 / Apr / 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 4.00</td>
<td>DATE MODIFIED: 19 / Mar / 2007</td>
</tr>
<tr>
<td>AUTHORITY: GRS 14, ITEM 22B</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Response to Request for Nonexistent Records, Inadequate Descriptions and Failure to Pay - Not Appealed - response to request for nonexistent records, inadequate descriptions and failure to pay - not appealed

**COLUMN C WHICH ARE:**
oiginal request, copy of reply and related supporting documents

**COLUMN D DISPOSITION:**
Destroy 2 years after date of reply.

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>TABLE &amp; RULE: T 33 - 30 R 13.00</td>
<td>DATE MODIFIED: 13 / Sep / 2017</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------------------</td>
<td></td>
</tr>
<tr>
<td>TITLE: Receipts for Monies</td>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0003-0001</td>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

53 Small volumes of money receipts may be filed and disposed of with documentation in Rules 3, 4 or 5, as applicable.

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>receipts, cash collection sheets and related data</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>maintained by offices collecting fees for copies of records</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when 10 years old.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 30 R 14.00</th>
<th>DATE MODIFIED: 03 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Privacy Act Legal Opinions</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**NOTES**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>opinions establishing precedent or based on precedent opinions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>maintained in case file</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when no longer needed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 30 R 15.00</th>
<th>DATE CREATED: 24 / Apr / 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Privacy Act Registers or Listings</td>
<td>DATE MODIFIED: 05 / Feb / 2016</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0007-0004</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED: 05 / Feb / 2016</td>
</tr>
</tbody>
</table>

**NOTES**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy Act registers or listings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>registers and similar records listing date, nature of request and</td>
</tr>
<tr>
<td>name and address of requester</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 5 years after date of last entry.</td>
</tr>
<tr>
<td>TABLE &amp; RULE: T 33 - 31 R 01.00</td>
</tr>
<tr>
<td>---------------------------------</td>
</tr>
<tr>
<td>TITLE: Information Technology (IT) Program Planning Records, IT Capital Investment Records</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2017-0009-0001</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
records relating to the development of agency IT programs

**COLUMN C WHICH ARE:**
strategic and tactical plans; reports and statistics documenting quantitative and qualitative performance measures; reports on IT portfolio management; and related clearance and review records.

**COLUMN D DISPOSITION:**
Cut off annually. Destroy/delete when 7 years old or when no longer needed, whichever is later.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
24 This item does not apply to the data content or design of individual IT systems. Records relating to specific mission-related systems must be scheduled individually by submission of an SF 115 to NARA.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 31 R 02.00</th>
<th>DATE CREATED: 16 / May / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Enterprise Architecture Records</td>
<td>DATE MODIFIED: 23 / Jan / 2018</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2017-0009-0002</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
technical reference models, diagrams, graphics, models, sequencing plans, and narratives.

**COLUMN C WHICH ARE:**
describing the agency's baseline or target Enterprise Architecture (EA).

**COLUMN D DISPOSITION:**
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.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 31 R 03.00</th>
<th>DATE CREATED: 16 / May / 2005</th>
</tr>
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<tbody>
<tr>
<td>TITLE: DELETED - (19 Mar 07) - Incorporated into 1.00</td>
<td>DATE MODIFIED: 03 / Sep / 2008</td>
</tr>
<tr>
<td>AUTHORITY: GRS 27, ITEM 03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE RESCINDED: 03 / Sep / 2008</td>
<td>DATE APPROVED:</td>
</tr>
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</table>

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

24 Contract support records are covered more fully by GRS 3.

Records of agency-wide compliance with Federal laws and regulations

Cut off annually. Destroy/delete when 5 years old.

TABLE & RULE: T 33 - 31 R 04.00
TITLE: Legal and Regulatory Compliance Records, CIO Committee Records, CIO Subject and Office Records
AUTHORITY: DAA-GRS-2013-0007-0022

DATE CREATED: 16 / May / 2005
DATE MODIFIED: 09 / Feb / 2016
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 09 / Feb / 2016

COLUMN B CONSISTING OF:
records of agency-wide compliance with Federal laws and regulations

COLUMN C WHICH ARE:
governing information resources management

COLUMN D DISPOSITION:
Cut off annually. Destroy/delete when 5 years old.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 31 R 05.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 4.00
AUTHORITY: GRS 27, ITEM 05

DATE CREATED: 16 / May / 2005
DATE MODIFIED: 03 / Sep / 2008
FROZEN RECORD: No
DATE RESCINDED: 03 / Sep / 2008
DATE APPROVED: 09 / Feb / 2016

COLUMN B CONSISTING OF:
PREVIOUS TITLE: CIO Committee Records - CIO commitee records

COLUMN C WHICH ARE:
meeting minutes, summaries, agendas, transcripts, reports, studies, publications, membership records, correspondence, mailing, distribution records, and other administrative committee records

COLUMN D DISPOSITION:
Cut off annually. Destroy/delete when 5 years old.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Records of Government-wide committees sponsored by CIOs, such as the Federal Chief Information Officers Council, are not covered by this item.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Records of Government-wide committees sponsored by CIOs, such as the Federal Chief Information Officers Council, are not covered by this item.

This item applies only to records of the CIO, not of the office's subordinate staff. See GRS 23/5 for coverage of the latter.
COLUMNS B CONSISTING OF:
records of short-term interest regardless of how they were created, including electronic mail messages, with minimal or no documentary or evidential value and those that have been filed according to the Records Disposition Schedule on shared drives according to an approved file plan will be deleted 180 days after receipt. Examples are routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research or reply; and records that have no further administrative value after the recordkeeping copy has been filed.

COLUMNS C WHICH ARE:
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

COLUMNS D DISPOSITION:
Destroy within 180 days or sooner. This rule allows implementation of the auto-delete feature of electronic mail systems.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:
copies of electronic mail and word processing maintained in addition to recordkeeping copy

COLUMNS C WHICH ARE:
copies used for dissemination, revision, or updating

COLUMNS D DISPOSITION:
Destroy/delete when dissemination, revision, or updating is complete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 32 R 00.00</th>
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<tbody>
<tr>
<td>AUTHORITY: N/A</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE RESCINDED: 01 / Jan / 1900</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 32 R 01.00</th>
<th>TITLE: Administrative Systems Studies at HQ USAF and MAJCOM Approving Authorities</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE MODIFIED: 14 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

approved administrative systems study proposals

COLUMN C WHICH ARE:

at HQ USAF and MAJCOM approving authorities

COLUMN D DISPOSITION:

Destroy 1 year after system terminated or when no longer needed for reference, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 32 R 02.00</th>
<th>TITLE: Administrative Systems Studies at Other Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE MODIFIED: 14 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

approved administrative systems study proposals

COLUMN C WHICH ARE:

at other activities

COLUMN D DISPOSITION:

Destroy when system is terminated.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at MAJCOM/IMX, base IMX and MET

COLUMN D DISPOSITION:
Destroy when records are 3 years old or when all management actions are completed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 32 R 06.00
TITLE: Source Documents Other Than Those Described In Rule 5
AUTHORITY: N1-AFU-89-28

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
source documents (i.e., forms from which data is extracted, working papers, etc.)

COLUMN C WHICH ARE:
at MAJCOM/IMX, base IMX, MET or functional units

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 32 R 07.00
TITLE: Reports Control Files
AUTHORITY: DAA-GRS-2017-0008-0004

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 32 R 08.00

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<th>DATE APPROVED</th>
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<td>Information Collection Budget Files</td>
<td>23 / Jan / 2018</td>
<td>No</td>
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</table>

**AUTHORITY:** DAA-GRS-2017-0008-0005

**COLUMN B CONSISTING OF:**
- information collection budget files

**COLUMN C WHICH ARE:**
- 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

**COLUMN D DISPOSITION:**
- Destroy after 7 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 32 R 09.00

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<th>DATE APPROVED</th>
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<tr>
<td>Feasibility studies</td>
<td>05 / Feb / 2016</td>
<td>No</td>
<td>Yes</td>
<td>05 / Feb / 2016</td>
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**AUTHORITY:** DAA-GRS-2013-0005-0007

**COLUMN B CONSISTING OF:**
- feasibility studies

**COLUMN C WHICH ARE:**
- 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 efficiency and effectiveness to be expected from the proposed system

**COLUMN D DISPOSITION:**
- Destroy 5 years after completion or cancellation of the study.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 32 R 10.00

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<td>Studies, Analyses and Summaries</td>
<td>14 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORITY:** NC1-AFU-80-50

**COLUMN B CONSISTING OF:**
- studies, analyses, and summaries

**COLUMN C WHICH ARE:**
- 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 efficiency and effectiveness to be expected from the proposed system

**COLUMN D DISPOSITION:**
- Destroy after completion or cancellation of the study.

### NOTES
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
accumulated at functional staff offices having primary responsibility for managing the program or system

COLUMN D DISPOSITION:
Retire as permanent (transfer to National Archives when 25 years old.)

T 33 - 33: COMMUNICATIONS AND INFORMATION - ADMINISTRATION OF POSTAL ACCOUNTS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 33 R 01.00</th>
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<tbody>
<tr>
<td>TITLE:             Money Orders</td>
</tr>
<tr>
<td>AUTHORITY:        N1-AFU-90-03</td>
</tr>
</tbody>
</table>

| DATE MODIFIED: 14 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

COLUMN B CONSISTING OF:
PS Form (PS) 6019, Military Post Office (MPO) Report of Money Order Business, and supporting records

COLUMN C WHICH ARE:
at postal activities

COLUMN D DISPOSITION:
Destroy after 2 years (EXCEPTION: destroy verification copy after verification or completion of corrective action).

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 33 - 33 R 02.00

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<th>TABLE &amp; RULE: T 33 - 33 R 02.00</th>
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<tbody>
<tr>
<td>TITLE: Records of Money Order Forms &amp; Fund Transactions, Daily Financial Report, Financial Adjustment Memorandum @ Postal Activities</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

| DATE MODIFIED: 19 / Mar / 2007 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

COLUMN B CONSISTING OF:
(DD Form (DD) 885, Money Order Control Record; PS 6990, Invoice Money Order Form; PS Form 17, Stamp Requisition used to requisition money orders

COLUMN C WHICH ARE:
at postal activities

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 33 - 33 R 03.00

TITLE: Stamp Stock, Commercial Mail Stamps Official Mail Activities, Audits at COPE at Postal Activities

AUTHORITY: N1-AFU-90-03

CURRENT: No
FROZEN RECORD: No / Mar / 2007
DATE MODIFIED: 19 / Mar / 2007
DATE APPROVED: Yes

COLUMN B CONSISTING OF:
PS 17, Stamp Requisition

COLUMN C WHICH ARE:
custodian of postal effects' (COPE) copies at postal activities

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 33 R 04.00

TITLE: Window Clerk's Copies at Postal Activities, Audits at Window Clerk at Postal Activities

AUTHORITY: N1-AFU-90-03

CURRENT: Yes
FROZEN RECORD: No / Mar / 2007
DATE MODIFIED: 19 / Mar / 2007
DATE APPROVED: Yes

COLUMN B CONSISTING OF:
PS 17, Stamp Requisition

COLUMN C WHICH ARE:
window clerk's copyies at postal activities

COLUMN D DISPOSITION:
Destroy upon completion of next audit.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 33 R 04.01

TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 3.00

AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 03 / Sep / 2008
FROZEN RECORD: No
DATE RESCINDED: 03 / Sep / 2008

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Commercial Mail Stamps Official Mail Activities - commercial mail stamps

COLUMN C WHICH ARE:
official mail activities

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 33 - 33 R 05.00**

**TITLE:** Commercial Mail Stamps at Postal Activities

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

PS 3295, Daily Record of Stamps, Stamped Paper and Nonpostal Stamps Issued and Received; PS 3958, Main Stock Transaction Record

**COLUMN C WHICH ARE:**

at postal activities

**COLUMN D DISPOSITION:**

Destroy 1 year after completion of form.

---

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 33 - 33 R 06.00**

**TITLE:** PS 3220, Claim for Stamped Envelope Discount

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

PS 3220

**COLUMN C WHICH ARE:**

claims for stamped envelope discount

**COLUMN D DISPOSITION:**

Destroy when credit is received from source of supply.

---

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 33 - 33 R 07.00**

**TITLE:** Unit Stamp and Money Order Purchases

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

---

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
DD 1118, Unit Mail Clerk's Receipts for Funds and Purchase Record

COLUMN C WHICH ARE:
at unit mail room

COLUMN D DISPOSITION:
Destroy 90 days after transaction completed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 33 R 08.00
TITLE: Official Postage Meter Licenses at Offices Using Official Postage Meters
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PS Form 3601-A, License to Use Postage Meters

COLUMN C WHICH ARE:
at offices using official postage meters

COLUMN D DISPOSITION:
Forward terminated license to US Postal Service (USPS).

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 33 R 08.01
TITLE: Official Postage Meter Licenses Monitoring Copy at Postal Activities
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
copies of PS Form 3601-A, License to Use Postage Meter, maintained for monitoring purposes

COLUMN C WHICH ARE:
at postal activities

COLUMN D DISPOSITION:
Destroy when postage meters are terminated.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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<td>TITLE: (RESERVED)</td>
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<tr>
<td>DATE MODIFIED: 14 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

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<th>TABLE &amp; RULE: T 33 - 33 R 10.00</th>
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<tr>
<td>TITLE: Duty and Travel Restrictions Reminder Letters</td>
</tr>
<tr>
<td>DATE MODIFIED: 14 / Jun / 2005</td>
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<td>DATE APPROVED:</td>
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<tr>
<td>AUTHORITY: DISPOSITION PENDING</td>
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</table>

**COLUMN B CONSISTING OF:**
reminder letters

**COLUMN C WHICH ARE:**
duty and travel restrictions reminder letters

**COLUMN D DISPOSITION:**
Unscheduled

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
<td>TITLE: Postal Meter Operation (Not Covered in Rule 14)</td>
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<tr>
<td>DATE MODIFIED: 14 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
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**COLUMN B CONSISTING OF:**
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 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

**COLUMN C WHICH ARE:**
at postal activities and offices using official postage meters

**COLUMN D DISPOSITION:**
Destroy 2 years after date of final entry.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or...
**NOTES**

no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 33 - 33 R 12.00

**TITLE:** Permit Imprint Mailing Statements

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

PS 3602, Statement of Mailing With Permit Imprints; PS 3602-PC, Statement of Mailing Bulk Rates; PS 3605, Statement of Mailing Bulk Zone Rate

**COLUMN C WHICH ARE:**

at official mail activities

**COLUMN D DISPOSITION:**

Destroy 1 year after date of mailing.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 33 - 33 R 13.00


**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 20 / Dec / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

PS 1412-B, Daily Financial Report, and supporting records used for postal operations

**COLUMN C WHICH ARE:**

at postal activities and subject to auditing by the United States Postal Service (USPS) which requires all military post offices to keep PS Form 1412 Daily Financial Reports, for a minimum of four years

**COLUMN D DISPOSITION:**

Destroy when no longer needed for audit purposes or 4 years after created, whichever is longer.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 33 - 33 R 14.00

**TITLE:** Postage Expenditure Reports

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 33 - 33 R 17.00
TITLE: Audits at Postal Activities
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
audit record--PS 3368, Stamp Credit Examination Record

COLUMN C WHICH ARE:
at postal activities

COLUMN D DISPOSITION:
Destroy 1 year after account is withdrawn.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 33 R 18.00
TITLE: Fixed Credit Receipts
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PS 3369, Stamp Credit Receipt

COLUMN C WHICH ARE:
fixed credit receipts

COLUMN D DISPOSITION:
Destroy when superseded or upon reassignment of individual, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 33 R 19.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 2.00
AUTHORITY: N1-AFU-88-36

COLUMN B CONSISTING OF:
PREVIOUS TITLE: 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

COLUMN C WHICH ARE:
at postal activities

COLUMN D DISPOSITION:
Destroy after 2 years.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 33 R 20.00
TITLE: Financial Adjustment Memorandum (FAM) at Monitoring Activities
AUTHORITY: N1-AFU-88-36

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tr>
<td>PS Form 1908, letters or memos used to identify/correct postage meter, money order, or stamp stock financial accounts/transactions</td>
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<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
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</thead>
<tbody>
<tr>
<td>at monitoring activities</td>
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</table>

<table>
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<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 1 year.</td>
</tr>
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</table>

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 33 R 21.00
TITLE: PS Form 1098
AUTHORITY: N1-AFU-88-36

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS Form 1098</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>letters for dishonored personal checks and other supporting records</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 3 months after resolution.</td>
</tr>
</tbody>
</table>

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 33 - 34 R 01.00
**TITLE:** Appointment of Unit Mail Clerk or Mail Orderly, Standing Delivery Order  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 19 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
DD 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly

**COLUMN C WHICH ARE:**
at postal activities, unit mail rooms and official mail activities

**COLUMN D DISPOSITION:**
Destroy 2 years after cancellation.

**NOTES**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

### TABLE & RULE: T 33 - 34 R 02.00
**TITLE:** DD 2260, Unit Mail Clerk/Orderly Designation Log  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 14 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
DD 2260, Unit Mail Clerk/Orderly Designation Log

**COLUMN C WHICH ARE:**
at postal activities, unit mail rooms and official mail activities

**COLUMN D DISPOSITION:**
Destroy 2 years after last entry on log has been revoked.

**NOTES**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

### TABLE & RULE: T 33 - 34 R 03.00
**TITLE:** Dispatch & Delivery Receipts on Accountable Mail, Receipt Authorizations, Acct Certification of Official Mail  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 24 / Sep / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
Receipt for Certified or Registered Mail; Delivery Notice or Receipt; Delivery Reminder or Receipt; Record of Delivery; Registered, Numbered Insured, Certified and COD Mail; Manifold Registry Dispatch Book; Receipt Authorizations; Firm Mailing Book for Registered, Insured, COD, Certified and Express Mail; Firm Delivery Book-Registered, Certified and Numbered Insured Mail; Transportation Control and Movement Document

COLUMN C WHICH ARE:
at postal activities, unit mail rooms, and functional offices where official mail activities occur to include records documenting receipt of official mail

COLUMN D DISPOSITION:
Destroy when superseded, or 2 years after creation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

49 When an APO or Aerial Mail Terminal is closed, records of accountable mail on USPS forms are mailed to serving postmaster (Military Records Unit).

TABLE & RULE: T 33 - 34 R 04.00
TITLE: Mail Call or Hours of Collection Notices
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 14 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
DD 1115, Mailroom; USPS Label 55, Mail Collection Times

COLUMN C WHICH ARE:
at postal activities, unit mail rooms and official mail activities

COLUMN D DISPOSITION:
Destroy when new forms are posted.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 34 R 05.00
TITLE: Postal Directory
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 14 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
directory cards on persons assigned Postal Service Center (PSC) postal receptacles or authorized to receive mail through general delivery

COLUMN C WHICH ARE:
at postal activities, unit mail rooms and official mail activities

COLUMN D DISPOSITION:
Destroy 1 year after permanently assigned personnel depart, or 3 months after transient personnel depart.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 34 R 05.01

**TITLE:** Postal Directory Customers' Copies  
**DATE MODIFIED:** 14/06/2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- Directory cards on persons assigned Postal Service Center (PSC) postal receptacles or authorized to receive mail through general delivery

**COLUMN C WHICH ARE:**
- Postal directory customers' copies

**COLUMN D DISPOSITION:**
If not covered elsewhere in this regulation, destroy 2 years after forms listed thereon have been issued or otherwise accounted for.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 34 R 06.00

**TITLE:** Mail Seizure Reports, Mail Covers at Postal Activities, Recall of Mail...[cont.]  
**DATE MODIFIED:** 19/03/2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- Records pertaining to the seizure of mail  
- Also: Accountable Containers Dispatched Via Other Than Registered Mail

**COLUMN C WHICH ARE:**
- At postal activities

**COLUMN D DISPOSITION:**
Destroy after 1 year.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 34 R 07.00

**TITLE:** Mail Covers  
**DATE MODIFIED:** 14/06/2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**
**COLUMN B CONSISTING OF:**  
records, including reports, resulting from mail covers

**COLUMN C WHICH ARE:**  
at investigative agency

**COLUMN D DISPOSITION:**  
Destroy after 8 years.

### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

**TABLE & RULE:** T 33 - 34 R 07.01  
**TITLE:**  
DELETED - (19 Mar 07) - Incorporated into Rule 6.00  
**DATE MODIFIED:** 03 / Sep / 2008  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 03 / Sep / 2008  
**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03  

**COLUMN B CONSISTING OF:**  
PREVIOUS TITLE: Mail Covers at Postal Activities - approval/request letters from investigative agency

**COLUMN C WHICH ARE:**  
at postal activities

**COLUMN D DISPOSITION:**  
Destroy after 1 year.

### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

**TABLE & RULE:** T 33 - 34 R 08.00  
**TITLE:** Change of Address, Mail Change Notice, Status of PSC Customers  
**DATE MODIFIED:** 19 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03  

**COLUMN B CONSISTING OF:**  
new mailing address information

**COLUMN C WHICH ARE:**  
at PSCs

**COLUMN D DISPOSITION:**  
Destroy when no longer needed.

### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |
TABLE & RULE: T 33 - 34 R 09.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 8.00
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No
DATE MODIFIED: 03 / Sep / 2008
DATE RESCINDED: 03 / Sep / 2008
DATE APPROVED: 

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Mail Change Notice - DD 2258, Temporary Mail Disposition Instructions

COLUMN C WHICH ARE:
at PSCs

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 34 R 10.00
TITLE: Issuing Postal Receptacles
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No
DATE MODIFIED: 14 / Jun / 2005
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
DD 2262, Receptacle Record

COLUMN C WHICH ARE:
at PSCs or unit mail rooms

COLUMN D DISPOSITION:
Destroy after recording first entry on a new form, indicating box reissued.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 34 R 11.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 8.00
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No
DATE MODIFIED: 03 / Sep / 2008
DATE RESCINDED: 03 / Sep / 2008
DATE APPROVED: 

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Status of PSC Customers - notifications to units

COLUMN C WHICH ARE:
at PSCs

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 34 R 12.00

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 1.00  
**DATE MODIFIED:** 03 / Sep / 2008  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 03 / Sep / 2008  
**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Standing Delivery Order - PS 3801, Standing Delivery Order

**COLUMN C WHICH ARE:**
at PSCs

**COLUMN D DISPOSITION:**
Destroy 2 years after cancellation.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 34 R 13.00

**TITLE:** Recall of Mail  
**DATE MODIFIED:** 14 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
PS 1509, Senders Application for Recall of Mail

**COLUMN C WHICH ARE:**
at postal activities

**COLUMN D DISPOSITION:**
Destroy after 1 year.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 34 R 14.00

**TITLE:** Accountable Container Receipts  
**DATE MODIFIED:** 14 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

Report generated: 01 / Oct / 2018 - 08:00:00

1051
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at postal activities, originating offices and official mail activities

COLUMN D DISPOSITION:
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).

NOTES
21   Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21   Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21   Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 34 R 15.00
TITLE: Accountable Container Receipts Unsigned Duplicate Copies Used for Tracer and Control Purposes
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 14 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
accountable container receipts unsigned duplicate copies used for tracer and control purposes

COLUMN C WHICH ARE:
at postal activities, originating offices and official mail activities

COLUMN D DISPOSITION:
Destroy after 90 days or when no longer needed, whichever is later.

NOTES
21   Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21   Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21   Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 34 R 16.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 3.00
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 03 / Sep / 2008
FROZEN RECORD: No
DATE RESCINDED: 03 / Sep / 2008
DATE APPROVED: 

COLUMN B CONSISTING OF:
PREVIOUS TITLE: 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

COLUMN C WHICH ARE:
at originating offices and official mail activities

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21   Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21   Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21   Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
### TABLE & RULE: T 33 - 34 R 17.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREVIOUS TITLE: Accountable Containers Dispatched via other than Registered Mail - AF Form 627 or PS Form 3877 used to obtain a receipt for sealed</td>
</tr>
</tbody>
</table>

### COLUMN C WHICH ARE:

- at originating offices and official mail activities

### COLUMN D DISPOSITION:

- Destroy after 1 year.

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
  - Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 34 R 18.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tbody>
<tr>
<td>PREVIOUS TITLE: AF Form 627 Used in Place of an Accountable Container Receipt</td>
</tr>
</tbody>
</table>

### COLUMN C WHICH ARE:

- AF Form 627 used in place of an accountable container receipt

### COLUMN D DISPOSITION:

- Destroy on return of signed document receipt.

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
  - Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 34 R 19.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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</thead>
<tbody>
<tr>
<td>PREVIOUS TITLE: Weapons System Pouch (WSP) Service at MAJCOMs</td>
</tr>
</tbody>
</table>

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:

### NOTES
COLUMNS B CONSISTING OF:
correspondence, including letters of authority, to establish and discontinue WSP service

COLUMNS C WHICH ARE:
at MAJCOMs

COLUMNS D DISPOSITION:
Destroy 1 year after termination of the WSP service.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 34 R 20.00
TITLE: Weapons System Pouch (WSP) Service at Requesting Activities
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
correspondence, including letters of authority, to establish and discontinue WSP service

COLUMNS C WHICH ARE:
at requesting activities

COLUMNS D DISPOSITION:
Destroy 3 months after cancellation of the WSP service, or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 34 R 21.00
TITLE: Postal Analyses and Summaries
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
analysis/summary records from Transit Time Information System for Military Mail, Postal Activity Reporting System and Postal Net Alerts and Container Receipt Summaries

COLUMNS C WHICH ARE:
at postal activities

COLUMNS D DISPOSITION:
Destroy after 6 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### T 33 - 35: COMMUNICATIONS AND INFORMATION - DELETED

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 35 R 03.00</th>
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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

### T 33 - 36: COMMUNICATIONS AND INFORMATION - POSTAL ADMINISTRATION RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 36 R 01.00</th>
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<tbody>
<tr>
<td>TITLE:</td>
<td>Board of Officers Proceedings and Reports of Survey</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
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<tr>
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<td>CURRENT:</td>
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<tr>
<td>DATE APPROVED:</td>
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COLUMN B CONSISTING OF:

- records on circumstances on loss, damage, unserviceability, or destruction of USPS funds or property or accountable mail and determining pecuniary or other responsibility

COLUMN C WHICH ARE:

- at field activities

COLUMN D DISPOSITION:

- Destroy 1 year after final disposition or when no longer needed, whichever is sooner.

NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

2. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
<td>TITLE:</td>
<td>Postal Offense Case Files at MAJCOM Postal Squadrons</td>
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<tr>
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<td>N1-AFU-90-03</td>
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COLUMN B CONSISTING OF:

- postal offense reports, investigative (OSI) reports and related reports on investigation of offenses against the postal service under AF jurisdiction

COLUMN C WHICH ARE:

- at MAJCOM postal squadrons

COLUMN D DISPOSITION:

- Destroy 2 years after case is closed.

NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 33 - 36 R 03.00
TITLE: Postal Offense Case Files at Field Activities
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 14 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
Postal offense reports, investigative (OSI) reports and related reports on investigation of offenses against the postal service under AF jurisdiction

COLUMN C WHICH ARE:
At field activities

COLUMN D DISPOSITION:
Destroy 3 months after case is closed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 36 R 04.00
TITLE: Utilization of APO Facilities Approved/Disapproved
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 14 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
Approved/disapproved

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 36 R 05.00
TITLE: Utilization of APO Facilities Suspensions
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 14 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
COLUMN B CONSISTING OF:
utilization of APO facilities suspensions

COLUMN C WHICH ARE:
withdrawals of use of APO privileges from individuals/organizations

COLUMN D DISPOSITION:
Destroy 3 months after suspension is withdrawn, or on reassignment or separation of individual.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 36 R 06.00
TITLE: Utilization of APO Facilities Revocations
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
utilization of APO facilities revocations

COLUMN C WHICH ARE:
withdrawals of use of APO privileges from individuals/organizations

COLUMN D DISPOSITION:
Destroy 1 year after privileges are reinstated or 1 year after reassignment or separation of individual.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 36 R 07.00
TITLE: Utilization of APO Facilities Limitations
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
utilization of APO facilities limitations

COLUMN C WHICH ARE:
withdrawals of use of APO privileges from individuals/organizations

COLUMN D DISPOSITION:
Destroy 3 months after limitation is withdrawn or on reassignment or separation of individual.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 33 - 36 R 08.00

#### TITLE: Claims Paid by USPS and UPS

**AUTHORITY:** N1-AFU-90-03

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**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
- Claims paid by USPS and UPS

**COLUMN D DISPOSITION:**
- Destroy after 2 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 36 R 09.00

#### TITLE: Complaints and Inquiries

**AUTHORITY:** N1-AFU-90-03

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**COLUMN B CONSISTING OF:**
- Complaints and inquiries

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
- Destroy 1 year after case closed or when no longer needed, whichever is later.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 36 R 10.00

#### TITLE: Unit Mail Service Inspection

**AUTHORITY:** N1-AFU-90-03

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**COLUMN B CONSISTING OF:**
- Unit Mail Service Inspection

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
- Destroy 1 year after case closed or when no longer needed, whichever is later.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 33 - 36 R 13.00

**TITLE:** Registry Balance and Inventory  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 14 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
DD 2261, Registered Mail-Balance and Inventory

**COLUMN C WHICH ARE:**
registry balance and inventory

**COLUMN D DISPOSITION:**
At postal activities destroy after 2 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 36 R 14.00

**TITLE:** (RESERVED)  
**AUTHORITY:** N/A  
**DATE MODIFIED:** 14 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

### TABLE & RULE: T 33 - 36 R 15.00

**TITLE:** Postal Operations Proficiency Training  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 14 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
Master Job Qualification Standard (JQS)

**COLUMN C WHICH ARE:**
at MAJCOM postal squadrons and postal activities

**COLUMN D DISPOSITION:**
Destroy when superseded.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 33 - 36 R 16.00
TITLE: Postal Bulletins
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 14 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
postal bulletins

COLUMN C WHICH ARE:
at postal activities

COLUMN D DISPOSITION:
Destroy after 6 months and/or after bulletin matter entered in a USPS publication.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 36 R 17.00
TITLE: Distribution and Location Listings
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 14 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
mail distribution scheme, MPO location lists and related records

COLUMN C WHICH ARE:
distribution and location listings

COLUMN D DISPOSITION:
Destroy on receipt of a later revision, or on inactivation of using activity, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 36 R 18.00
TITLE: Inventories of Postal Supplies and USPS Equipment
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 14 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
PS 1586, Supply Record; PS 1590, Supplies and Equipment Receipt

COLUMN C WHICH ARE:
at postal activities

COLUMN D DISPOSITION:
Destroy when superseded.

NOTES
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 36 R 19.00

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COLUMN B CONSISTING OF:
PS 1567, Requisition for Rubber and Steel Stamps Only; PS 1578-B, Requisition for Non-Standard Facing Slips and Labels; PS 1957-C, Request for Military Tags and Labels; PS 1957-D Request for Tags and Labels; PS 4868-A Shipping Order; PS 4984, Repair Parts Requisition; PS 7380, Supply Center Requisition; PS 7381, Requisition for Supplies, Services or Equipment

COLUMN C WHICH ARE:
at postal activities

COLUMN D DISPOSITION:
Destroy after requisition is filled or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 36 R 20.00

<table>
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COLUMN B CONSISTING OF:
equipment history-PS 4805, Work Record Sheet

COLUMN C WHICH ARE:
at postal activities

COLUMN D DISPOSITION:
Transfer with unserviceable equipment to the accountable USPS postmaster.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 33 - 37 R 01.00**

| COLUMN B CONSISTING OF: | forms, other records and related correspondence used to requisition or establish requirements for publications/forms |
| COLUMN C WHICH ARE: | at customer |
| COLUMN D DISPOSITION: | Destroy when superseded, obsolete or no longer needed. |

### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 37 R 02.00**

| COLUMN B CONSISTING OF: | stock record cards, re-order markers, inventory control records, distribution record cards and similar control media |
| COLUMN C WHICH ARE: | Destroy when superseded, obsolete or no longer needed. |

### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 37 R 03.00**

| COLUMN B CONSISTING OF: | |
| COLUMN C WHICH ARE: | |
| COLUMN D DISPOSITION: | |

### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
forms

COLUMN C WHICH ARE:
accountable forms distribution status

COLUMN D DISPOSITION:
Destroy 2 years after removal from active file.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

49 Do not retire to staging area. Retain in accumulating office until eligible for destruction. (On inactivation of office, see AFI 37-138, Chapter 5).

TABLE & RULE: T 33 - 37 R 04.00
TITLE: Accountable Forms Accountability
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
receipts, destruction certificates and related correspondence showing the issue, receipt or destruction of blank accountable forms

COLUMN C WHICH ARE:
suspense copies of receipts

COLUMN D DISPOSITION:
Destroy when signed receipt is received.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

49 For guidance concerning the destruction of unissued accountable forms, see AFI 37-161. This manual does not provide disposition instructions for forms in their blank (unused) state.

TABLE & RULE: T 33 - 37 R 05.00
TITLE: Signed Receipt and Destruction Certificates
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
signed receipt and destruction certificates

COLUMN C WHICH ARE:
receipts, destruction certificates and related correspondence showing the issue, receipt or destruction of blank accountable forms

COLUMN D DISPOSITION:
Destroy 2 years after last serially numbered form in series has been issued or destroyed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Do not retire to staging area. Retain in accumulating office until eligible for destruction. (On inactivation of office, see AFI 37-138, Chapter 5).

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 33 - 37 R 09.00

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### Table & Rule: T 33 - 37 R 09.01

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### TABLE & RULE: T 33 - 38 R 01.00

**TITLE:** Directives, Instructions, Manuals, Supplements, Staff Digests, Pamphlets, Visual Aids (VA), Periodicals...[cont.]

**AUTHORITY:** NC1-AFU-77-41

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<tr>
<td>record set of each publication which have AF-wide or MAJCOM applicability</td>
<td>19 / Mar / 2007</td>
<td>No</td>
<td>Yes</td>
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<td>ALSO: Directives, Instructions, Manuals, Supplements, Staff Digests, Pamphlets, VAs, Periodicals Below Major Subordinate Commands; Headquarters Operating Instructions (HOIs) at HQ USAF OPRs; TIG Brief Record Set</td>
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<tr>
<td>at HQ USAF/MAJCOMs/major subordinate commands</td>
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</table>

**COLUMN D DISPOSITION:**
Retire as permanent.

**NOTES**

7  Transfer to the National Archives in 5-year increments when 25 years old.

86  Retain as current records until the publication is rescinded, superseded, or obsolete. (Superseded means that the publication has been replaced by one bearing either the same or a different number and subject. Reprints, including those incorporating changes since issuance of the basic, are not considered superseding publications.) Then remove from the active file, place in an inactive file which will be cutoff 31 December each year, and retire or dispose of as indicated. Background material is retained by HQ USAF OPRs until the related publication is rescinded, superseded, or obsolete, and then retired with the record set to WNRC 2 years after annual cutoff. Field OPRs retain background material for standard publications dated before 1 Jan 68, and retire it when the related publication is rescinded, superseded, or obsolete. Field OPRs send background material for standard publications dated 1 Jan 68 to the publications management office for retention and retirement, except for digest, bulletins, and operating instructions (other than HOIs).

49  HQ USAF OPRs file and retain a duplicate copy of AF Form 673, Request for Issuances of Publication, with related record set and background material. SAF/AAD retires the original AF Form 673. Below HQ USAF level, the original AF Form 673 is filed and retained with the record set of publications.

49  Air Force activities designated as Executive Agent for DOD publications will be responsible for creation, maintenance, and retirement of the publication and all records pertaining to it.

---

### TABLE & RULE: T 33 - 38 R 02.00

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 1.00

**AUTHORITY:** NC1-AFU-77-41

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<tbody>
<tr>
<td>PREVIOUS TITLE: Directives, Instructions, Manuals, Supplements, Staff Digests, Pamphlets, VAs, Periodicals Below Major Subordinate Commands - record set of each publication which have AF-wide or MAJCOM applicability</td>
<td>03 / Sep / 2008</td>
<td>No</td>
<td>03 / Sep / 2008</td>
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<tr>
<td><strong>COLUMN C WHICH ARE:</strong></td>
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<tr>
<td>below major subordinate commands which</td>
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**COLUMN D DISPOSITION:**
Retire as permanent.

**NOTES**

7  Transfer to the National Archives in 5-year increments when 25 years old.

86  Retain as current records until the publication is rescinded, superseded, or obsolete. (Superseded means that the publication has been replaced by one bearing either the same or a different number and subject. Reprints, including those incorporating changes since issuance of the basic, are not considered superseding publications.) Then remove from the active file, place in an inactive file which will be cutoff 31 December each year, and retire or dispose of as indicated. Background material is retained by HQ USAF OPRs until the related publication is rescinded, superseded, or obsolete, and then retired with the record set to WNRC 2 years after annual cutoff. Field OPRs retain background material for standard publications dated before 1 Jan 68, and retire it when the related publication is rescinded, superseded, or obsolete. Field OPRs send background material for standard publications dated 1 Jan 68 to the publications management office for retention and retirement, except for digest, bulletins, and operating instructions (other than HOIs).

49  If the record set of a publication is in microform, then the microfilm of the record set must meet all archival standards and specifications. Otherwise, a durable paper copy must be created to satisfy the permanent retention requirements. Viewer/printer copies are not authorized for this purpose. Approval to use archival microform must be granted by AF/SCTIR.
### NOTES

Air Force Departmental publications prepared by the Air Force Standard Information Systems Center are retired as HQ USAF record sets. Responsibility for maintaining the record sets, including background material, is assigned to the Center OPR responsible for the particular automated data system which the directive records. When retiring the record set to WNRC, the HQ USAF OPR is shown in Item 6f (SERIES DESCRIPTION block) of the SF 135. "343" is shown as the Record Group in Item 6a and accession number is shown in Item 6c.

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<td>TITLE: Directives, Instructions, Manuals, Supplements, Staff Digests, Pamphlets, VAs, Periodicals Do Not Have AF-wide or MAJ</td>
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COLUMN B CONSISTING OF:
record sets of publications, manuals, staff digests and supplements

COLUMN C WHICH ARE:
major subordinate commands and below

COLUMN D DISPOSITION:
Destroy 7 years after superseded or obsolete.

NOTES

Retain as current records until the publication is rescinded, superseded, or obsolete. (Superseded means that the publication has been replaced by one bearing the same or a different number and subject. Reprints, including those incorporating changes since issuance of the basic, are not considered superseding publications.) Then remove from the active file, place in an inactive file which will be cutoff 31 December each year, and retire or dispose of as indicated. Background material is retained by HQ USAF OPRs until the related publication is rescinded, superseded, or obsolete, and then retired with the record set to WNRC 2 years after annual cutoff. Field OPRs retain background material for standard publications dated before 1 Jan 68, and retire it when the related publication is rescinded, superseded, or obsolete. Field OPRs send background material for standard publications dated 1 Jan 68 to the publications management office for retention and retirement, except for digest, bulletins, and operating instructions (other than HOIs).

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 38 R 04.00

| TITLE: Recurring & One-Time Pamphlets, Visual Aids, Operating Instructions Below Major Subordinate Commands, Bulletins...[cont.] |
| DATE MODIFIED: 19 / Mar / 2007 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

COLUMN B CONSISTING OF:
handbooks, booklets or brochures containing informative and instructional (rather than directive) material... ALSO: Recurring Periodicals

COLUMN C WHICH ARE:
pamphlets that do not have AF-wide or MAJCOM applicability

COLUMN D DISPOSITION:
Destroy when rescinded, superseded or obsolete, or when no longer needed.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report material of historical or other significant value considered worthy of permanent preservation to AFCIC/ITC.
COLUMN B CONSISTING OF:
PREVIOUS TITLE: Visual Aids - charts, posters or other graphic illustrations issued for either permanent or temporary display on walls, bulletin boards, etc

COLUMN C WHICH ARE:
visual aids that do not have AF-wide or MAJCOM applicability

COLUMN D DISPOSITION:
Destroy when rescinded, superseded or obsolete, or when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
49 Report material of historical or other significant value considered worthy of permanent preservation to AFCIC/ITC.

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Headquarters Operating Instructions (HOIs) at HQ USAF OPRs - record set of each publication

COLUMN C WHICH ARE:
as prescribed in AFI 33-360V1

COLUMN D DISPOSITION:
Retire as permanent.

NOTES
7 Transfer to the National Archives in 5-year increments when 25 years old.
86 Retain as current records until the publication is rescinded, superseded, or obsolete. (Superseded means that the publication has been replaced by one bearing either the same or a different number and subject. Reprints, including those incorporating changes since issuance of the basic, are not considered superseding publications.) Then remove from the active file, place in an inactive file which will be cutoff 31 December each year, and retire or dispose of as indicated. Background material is retained by HQ USAF OPRs until the related publication is rescinded, superseded, or obsolete, and then retired with the record set to WNRC 2 years after annual cutoff. Field OPRs retain background material for standard publications dated before 1 Jan 68, and retire it when the related publication is rescinded, superseded, or obsolete. Field OPRs send background material for standard publications dated 1 Jan 68 to the publications management office for retention and retirement, except for digest, bulletins, and operating instructions (other than HOIs).
49 Air Force Department publications prepared by a MAJCOM/FOA are retired as HQ USAF record sets. Responsibility for maintaining the record sets, including all essential background material, is as agreed upon between the HQ USAF OPR and the preparing command. When retiring the record set, the HQ USAF OPR is shown in Item 5 (FROM block) of the SF 135, and "341" is shown as the Record Group in Item 6a. An accession number is obtained from the HQ USAF OPR Staff Records Manager and entered in Item 6c of the SF 135, per AFI 37-138 (to become AFMAN 33-322V3), paragraph 6.9 and figure 6.3. Show the preparing activity (MAJCOM/FOA and office) in Item 6f of the SF 135.
**TABLE & RULE: T 33 - 38 R 06.01**

**TITLE:** Headquarters Operating Instructions (HOIs) Applies to the Entire Headquarters  
**AUTHORITY:** N1-AFU-90-03

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<tr>
<td>record set of each publication as prescribed in AFI 33-360</td>
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<td>at MAJCOMs and major subordinate commands,</td>
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<td>Destroy 2 years after superseded, rescinded or obsolete.</td>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

49 Report material of historical or other significant value considered worthy of permanent preservation to AFCIC/ITC.

**TABLE & RULE: T 33 - 38 R 07.00**

**TITLE:** Operating Instructions (OIs)  
**AUTHORITY:** N1-AFU-90-03

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<th>COLUMN B CONSISTING OF:</th>
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<td>record copies and background material, if any, retained by offices of primary responsibility</td>
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<tr>
<td>at HQ USAF/MAJCOMs/major subordinate commands and do not apply to the entire headquarters (such as directorate, division, branch, etc., OIs)</td>
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<tr>
<td>Destroy when superseded, rescinded, obsolete or no longer needed.</td>
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**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

49 Report material of historical or other significant value considered worthy of permanent preservation to AFCIC/ITC.

**TABLE & RULE: T 33 - 38 R 08.00**

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 4.00  
**AUTHORITY:** N1-AFU-90-03

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<td>PREVIOUS TITLE: Operating Instructions (OIs) Below Major Subordinate Commands - record copies and background material, if any</td>
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<td>retained by offices of primary responsibility</td>
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<tr>
<td>Destroy when superseded, rescinded, obsolete or no longer needed.</td>
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</table>
### Electronic Systems

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**49** Report material of historical or other significant value considered worthy of permanent preservation to AFCIC/ITC.

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### Table & Rule: T 33 - 38 R 09.00

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</table>

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: Bulletins - announcements, notices, temporary instructions or directive material

**COLUMN C WHICH ARE:**

of no permanent reference value, such as base and weekly bulletins (see Table 37-6 for publications bulletins)

**COLUMN D DISPOSITION:**

Destroy when superseded, rescinded, obsolete or no longer needed.

---

### Notes

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**49** Report material of historical or other significant value considered worthy of permanent preservation to AFCIC/ITC.

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### Table & Rule: T 33 - 38 R 10.00

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**AUTHORITY:** N/A

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

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### Table & Rule: T 33 - 38 R 11.00

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**AUTHORITY:** N1-AFU-90-03

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Report generated: 01 / Oct / 2018 - 08:00:00
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy at expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

49 Report material of historical or other significant value considered worthy of permanent preservation to AFCIC/ITC.

PREVIOUS TITLE: Recurring Periodicals - individual issues and related background material of periodicals not having AF-wide or MAJCOM applicability

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

Destroy when superseded, rescinded, obsolete or no longer needed.
TABLE & RULE: T 33 - 38 R 14.00

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COLUMN B CONSISTING OF:

- 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

COLUMN C WHICH ARE:

- at publications management offices or OPRs

COLUMN D DISPOSITION:

- Destroy when recurring periodical is discontinued.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

49 Report material of historical or other significant value considered worthy of permanent preservation to AFCIC/ITC.

TABLE & RULE: T 33 - 38 R 15.00

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COLUMN B CONSISTING OF:

- 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

COLUMN C WHICH ARE:

- at publications management offices

COLUMN D DISPOSITION:

- Retire as permanent when publications system is discontinued.

NOTES

7 Transfer to the National Archives in 5-year increments when 25 years old.

61 When a specialized publication is not described in this publication, submit AF Form 525 and a sample of the publication to SAF/AAIQ requesting establishment of disposition authority under the appropriate functional table.
COLUMNS CONSISTING OF:

- Official record set for each approved system of specialized publications, including initial request and justification for a special system of publications; publication management office approval; printed copy of each form prescribed in the prescribing directive; and other correspondence between the OPR and the publication management office concerning the system.

COLUMNS WHICH ARE:

at OPRs

COLUMNS DISPOSITION:

Destroy when publications system is discontinued.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 38 R 17.00

COLUMNS CONSISTING OF:

COLUMNS WHICH ARE:

COLUMNS DISPOSITION:

(RESERVED)

TABLE & RULE: T 33 - 38 R 18.00

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<td>TITLE: Manuscripts or Proofs</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
manuscripts and drafts of proposed or revised publications, printer's galleys or page proofs and other working or control data

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Destroy when printed publication is received and determined accurate.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 38 R 23.00
TITLE: Manuscripts or Proofs Camera-Ready
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 14 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
manuscripts or proofs camera-ready

COLUMN C WHICH ARE:
at publications management offices or OPRs

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 38 R 24.00
TITLE: Review of Higher Headquarters' Publications for Local Implementation Resulting in
Review of an Existing Supplement
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 14 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
forms used to determine what action an OPR intends to take on a higher headquarters' publications and for follow-up

COLUMN C WHICH ARE:
at publications management offices and

COLUMN D DISPOSITION:
Originals may be filed in supplement's record set as evidence of a special review, and Rules 1 thru 3 apply.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.
### Table & Rule: T 33 - 38 R 25.00

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<tbody>
<tr>
<td>19 / Mar / 2007</td>
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</tbody>
</table>

**Title:** Review of Higher Headquarters' Publications for Local Implementation Do Not Result in Review of Existing Supplement...[cont.]

**Authority:** N1-AFU-90-03

**Column B Consisting Of:**
forms used to determine what action an OPR intends to take on a higher headquarters' publications, and for follow-up

**Column C Which Are:**
at publications management offices

**Column D Disposition:**
Destroy on completion of suspense action or after 3 months if follow up on specified suspense action is not required.

**Notes**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

2. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 33 - 38 R 26.00

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**Title:** DELETED -(19 Mar 07) - Incorporated into Rule 25.00

**Authority:** N1-AFU-90-03

**Column B Consisting Of:**
PREVIOUS TITLE: 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

**Column C Which Are:**
at OPRs

**Column D Disposition:**
Destroy on completion of suspense action or after 3 months if follow up on specified suspense action is not required.

**Notes**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

2. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 33 - 38 R 27.00

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<tr>
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<tbody>
<tr>
<td>14 / Jun / 2005</td>
<td>No</td>
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<td></td>
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</table>

**Title:** Master and Functional Publication Libraries at Master and Functional Libraries

**Authority:** N1-AFU-90-03
COLUMN B CONSISTING OF:
inventory record used to record data, discrepancies, corrective action and individual conducting inventory

COLUMN C WHICH ARE:
at master and functional libraries

COLUMN D DISPOSITION:
Destroy upon completion of the next inventory.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE:** T 33 - 38 R 28.00  
**TITLE:** Spot Check Record Used to Record Date, Discrepancies, Corrective Action and Individual Conducting Spot Check  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 14/ Jun/ 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
spot check record

**COLUMN C WHICH ARE:**
used to record date, discrepancies, corrective action and individual conducting spot check

**COLUMN D DISPOSITION:**
Destroy upon completion of the next spot check.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**T 33 - 39: COMMUNICATIONS AND INFORMATION - REPROGRAPHICS**

**TABLE & RULE:** T 33 - 39 R 01.00  
**TITLE:** Controlled Reprographics Equipment Approved (Background Information)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 14/ Jun/ 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
forms and other records that document history of approved reprographics equipment (the requirements evaluations requests, approval, acquisition, maintenance, production volume, transfers and disposal)

**COLUMN C WHICH ARE:**
at HQ USAF/MAJCOMs/FOAs and approving and operating levels

**COLUMN D DISPOSITION:**
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).

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:
Job jacket files containing original matter, negatives, requisitions, correspondence and allied papers for each printing job

### COLUMN C WHICH ARE:
Jobs at printing plants not subject to reprinting

### COLUMN D DISPOSITION:
Destroy 1 month after job completed.

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 33 - 39 R 05.00

**TITLE:** Job Jacket Files - Subject to Reprinting  
**AUTHORITY:** N1-AFU-90-03  

<table>
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<tr>
<th>DATE MODIFIED</th>
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<td>14 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
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</table>

---

### COLUMN B CONSISTING OF:
Job jacket files containing original matter, negatives, requisitions, correspondence and allied papers for each printing job

### COLUMN C WHICH ARE:
Jobs at printing plants subject to reprinting

### COLUMN D DISPOSITION:
Destroy when obsolete.

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 33 - 39 R 06.00

**TITLE:** Forms and Correspondence for Printing  
**AUTHORITY:** N1-AFU-90-03  

<table>
<thead>
<tr>
<th>DATE MODIFIED</th>
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<tr>
<td>14 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

---

### COLUMN B CONSISTING OF:
Forms and correspondence for printing

### COLUMN C WHICH ARE:
At requesting activities

### COLUMN D DISPOSITION:
Destroy upon receipt of job or if used to prepare budget. Destroy after 1 year.

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 33 - 39 R 07.00
TITLE: Receipts and Distribution of Reprographics Jobs
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 14 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
forms and correspondence that document the receipt and distribution of reprographics jobs

COLUMN C WHICH ARE:
at printing, duplicating and micrographics activities

COLUMN D DISPOSITION:
Destroy after 1 month.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 39 R 08.00
TITLE: Requisitions and Correspondence for Duplicating or Micrographics
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 08 / May / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
forms, including requisitions and correspondence for duplicating or micrographics work

COLUMN C WHICH ARE:
at duplicating and micrographics activities

COLUMN D DISPOSITION:
Destroy when 1 year old (GRS3, Mar 06)

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 39 R 09.00
TITLE: Requisitions for Duplicating or Micrographics Work
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 14 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
forms, including requisitions and correspondence for duplicating or micrographics work

COLUMN C WHICH ARE:
at requesting activities

COLUMN D DISPOSITION:
Destroy upon receipt of job.

NOTES

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 33 - 39 R 10.00**

**TITLE:** Contractor Services Forms for Printing, Duplicating and Micrographics

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
forms, including requisitions and correspondence related to printing, duplicating and micrographics work

**COLUMN C WHICH ARE:**
at contractor facilities

**COLUMN D DISPOSITION:**
Hold for audit trail, then destroy 2 years after all exceptions have been cleared.

---

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 33 - 39 R 11.00**

**TITLE:** Public Printer Services & Other Federal Printing Sources/Forms, Public Printer Services & Other Printing Sources/Account Recs

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
forms, including requisitions, correspondence, invoices and specifications from reprographics procurement activities to the printing sources

**COLUMN C WHICH ARE:**
at AF reprographics procurement activities

**COLUMN D DISPOSITION:**
Destroy 3 years after period covered by related account

---

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 33 - 39 R 12.00**

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 11.00

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

TABLE & RULE: T 33 - 39 R 15.00
TITLE: Printing/Duplicating/Micro-Graphics/Copying Reports
AUTHORITY: N1-AFU-90-03

date modified: 14 / Jun / 2005
frozen record: No
current: Yes
date approved:

Column B Consisting Of:
in-plant printing, duplicating, micrographic and copying cost, production and inventories; commercial cost and production; production standards

Column C Which Are:
at MAJCOMs/FOAs and management reporting activities

Column D Disposition:
Destroy 1 year after reporting period.

Notes
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 39 R 16.00
TITLE: Copier Operating Rules
AUTHORITY: N1-AFU-90-03

date modified: 15 / May / 2006
frozen record: No
current: Yes
date approved:

Column B Consisting Of:
Information on copying machine limitations and unlawful reproduction, office copy machine identification restrictions; and local operating notices

Column C Which Are:
posted on or near copiers

Column D Disposition:
Destroy when superseded or when machine has been permanently removed.

Notes
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 39 R 17.00
TITLE: Copier Case File (Leased/Rented Copier)
AUTHORITY: N1-AFU-90-03

date modified: 14 / Jun / 2005
frozen record: No
current: Yes
date approved:

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
forms, letters and other records that document the history of an individual leased/rented or Copy Service Plan copier

COLUMN C WHICH ARE:
at copy manager's offices

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 39 R 18.00
TITLE: Copier Case File (Owned Copier)
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
forms, letters and other records that document the history of an individual owned copier

COLUMN C WHICH ARE:
at copy manager's offices

COLUMN D DISPOSITION:
Destroy 1 year after close 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).

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 39 R 19.00
TITLE: Printing Plants, Duplicating Centers and Microform Production Facilities
AUTHORITY: N1-AFU-90-24

COLUMN B CONSISTING OF:
requests to establish with supporting records and records of approval

COLUMN C WHICH ARE:
at approving offices

COLUMN D DISPOSITION:
Destroy 10 years after inactivation of plant, center or facility.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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<tr>
<td><strong>TITLE:</strong> Printing Plants, Duplicating Centers and Microform Production Facilities Implementing Levels at Other Than Approving Offices</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-24</td>
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<td><strong>DATE MODIFIED:</strong> 14 / Jun / 2005</td>
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</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
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</table>

**NOTES**

COLUMN B CONSISTING OF:
requests to establish with supporting records and records of approval

COLUMN C WHICH ARE:
at other than approving offices

COLUMN D DISPOSITION:
Destroy on inactivation of plant, center or facility.

<table>
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<tr>
<th>TABLE &amp; RULE: T 33 - 39 R 21.00</th>
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<tr>
<td><strong>TITLE:</strong> Printing Plants, Duplicating Centers and Microform Production Facilities Requests to Establish at Approving Offices</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-24</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 14 / Jun / 2005</td>
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<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
<th>TABLE &amp; RULE: T 33 - 39 R 22.00</th>
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<tr>
<td><strong>TITLE:</strong> Requests to Establish at Levels Other Than Approval Offices</td>
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<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-24</td>
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<tr>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 33 - 40: COMMUNICATIONS AND INFORMATION - SPECIALIZED PUBLICATIONS

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| COLUMN B CONSISTING OF:          |                                 |
| COLUMN C WHICH ARE:             |                                 |
| COLUMN D DISPOSITION:           | (RESERVED)                      |

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| COLUMN B CONSISTING OF:          |                                 |
| COLUMN C WHICH ARE:             |                                 |
| COLUMN D DISPOSITION:           | (RESERVED)                      |

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<td>TITLE: Technical Orders (TOs)</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
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</table>
COLUMN B CONSISTING OF:
record copy of each TO in the Air Force TO System (AFPD 21-3, Technical Orders)

COLUMN C WHICH ARE:
at USAF TO Archives, USAF Technical Order System Section, 558 CBSS/GBHCA, Tinker AFB OK 73145

COLUMN D DISPOSITION:
Destroy 6 years after TO is rescinded, contracts are closed and equipment is dropped from AF inventory.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

50 Prior to authorizing OC-ALC/MMEDU to destroy TOs on expiration of retention period, the responsible Air Logistics Center (ALC) will: a. Ensure that all AF obligations to other users (Air National Guard, Air Force Reserve, Military Assistance Pact countries and Foreign Military Sales customers, etc.) have been satisfied. b. Ensure through the ALC Staff Judge Advocate and HQ USAF/JAC that there are no unsettled claims, litigation or other incomplete actions involving a rescinded TO. c. Provide a listing and offer the TOs to the Director, Air Force Museum, Wright-Patterson AFB OH 45433. d. Obtain written permission from the data source to release TOs for museum use if they contain proprietary data. If any conditions are imposed by the contractor, they will be stipulated in the transfer agreement.

TABLE & RULE: T 33 - 40 R 04.00
TITLE: Background Material Such As Forms Reports
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 14 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
correspondence and other records concerning initiation, preparation and issuance of and changes to TOs

COLUMN C WHICH ARE:
at issuing activities

COLUMN D DISPOSITION:
Destroy 2 years after TO is superseded, obsolete or rescinded.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 40 R 04.01
TITLE: Technical Order Requests and Requisitions
AUTHORITY: N1-AFU-90-41
DATE MODIFIED: 14 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
technical order requests and requisitions

COLUMN C WHICH ARE:
AFTO Form 187, Technical Order Publication Request, AFTO Form 276, Special Requisition for AFTOs or other authorized AFTO Form 187 format source document

COLUMN D DISPOSITION:
Destroy 2 years after date of signature.

NOTES
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 40 R 04.02
TITLE: Technical Order Notification
AUTHORITY: DAA-GRS-2013-0002-0016

COLUMN B CONSISTING OF:
AFTO Form 215, Notification

COLUMN C WHICH ARE:
at Technical Order Distribution Offices (TODOs), Technical Order Distribution Activities (TODAs), or Technical Order Distribution Subaccounts (TODSs)

COLUMN D DISPOSITION:
Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 40 R 04.03
TITLE: Code Selected Reconciliation Listing (CSRL)
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Code Selected Reconciliation Listing (CSRL)

COLUMN C WHICH ARE:
at Technical Order Distribution Offices (TODOs)

COLUMN D DISPOSITION:
Destroy upon receipt of next CSRL.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 40 R 05.00
TITLE: (RESERVED)
AUTHORITY: N/A

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
| TABLE & RULE: T 33 - 40 R 06.00 | DATE MODIFIED: 14 / Jun / 2005 |
| TITLE: (RESERVED) | FROZEN RECORD: No |
| AUTHORITY: N/A | CURRENT: Yes |
| DATE APPROVED: |

| DATE APPROVED: |

| COLUMN B CONSISTING OF: |
| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |
| (RESERVED) |

| COLUMN B CONSISTING OF: |
| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |
| (RESERVED) |

| TABLE & RULE: T 33 - 40 R 07.00 |
| DATE MODIFIED: 14 / Jun / 2005 |
| TITLE: (RESERVED) |
| FROZEN RECORD: No |
| AUTHORITY: N/A |
| CURRENT: Yes |
| DATE APPROVED: |

| DATE APPROVED: |

| COLUMN B CONSISTING OF: |
| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |
| (RESERVED) |

| COLUMN B CONSISTING OF: |
| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |
| (RESERVED) |

| TABLE & RULE: T 33 - 40 R 08.00 |
| DATE MODIFIED: 14 / Jun / 2005 |
| TITLE: Communications Security (COMSEC) Codes and Authenticator Systems Publications |
| FROZEN RECORD: No |
| AUTHORITY: N1-AFU-91-20 |
| CURRENT: Yes |
| DATE APPROVED: |

| DATE APPROVED: |

| COLUMN B CONSISTING OF: |
| Communications Security (COMSEC) codes and authenticator systems publications |
| COLUMN C WHICH ARE: |
| at HQ AIA/LG and AFCSC as applicable |
| COLUMN D DISPOSITION: |
| Retire as permanent each edition containing a change in content, format, or production principle (code generation media). |

### NOTES

Retain as current records until the publication is rescinded, superseded, or obsolete. (Superseded means that the publication has been replaced by one bearing either the same or a different number and subject. Reprints, including those incorporating changes since issuance of the basic, are not considered superseding publications.) Then remove from the active file, place in an inactive file which will be cutoff 31 December each year, and retire or dispose of as indicated. Background material is retained by HQ USAF OPRs until the related publication is rescinded, superseded, or obsolete, and then retired with the record.
set to WNRC 2 years after annual cutoff. Field OPRs retain background material for standard publications dated before 1 Jan 68, and retire it when the related publication is rescinded, superseded, or obsolete. Field OPRs send background material for standard publications dated 1 Jan 68 to the publications management office for retention and retirement, except for digest, bulletins, and operating instructions (other than HOIs).

HQ AIA is the office of record for records of longtime retention. Records appraised as permanent will be transferred to the National Archives when 50 years old or when their sensitivity no longer prevent their use for purposes of historical and other research whichever is later. Sensitive records will be periodically reviewed every 10 years.

Regeneration criteria may be destroyed after they have been used and authorized for destruction by using units.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Retain as current records until the publication is rescinded, superseded, or obsolete. (Superseded means that the publication has been replaced by one bearing either the same or a different number and subject. Reprints, including those incorporating changes since issuance of the basic, are not considered superseding publications.) Then remove from the active file, place in an inactive file which will be cutoff 31 December each year, and retire or dispose of as indicated. Background material is retained by HQ USAF OPRs until the related publication is rescinded, superseded, or obsolete, and then retired with the record set to WNRC 2 years after annual cutoff. Field OPRs retain background material for standard publications dated before 1 Jan 68, and retire it when the related publication is rescinded, superseded, or obsolete. Field OPRs send background material for standard publications dated 1 Jan 68 to the publications management office for retention and retirement, except for digest, bulletins, and operating instructions (other than HOIs).
### TABLE & RULE: T 33 - 40 R 09.00

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 8.02  
**AUTHORITY:** N1-AFU-88-43  
**DATE MODIFIED:** 19 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: AFOSH Standards at HQ USAF/SGPA and HQ AFISA/SEGO - AFOSH standards

**COLUMN C WHICH ARE:**

- at HQ USAF/SGPA and HQ AFISA/SEGO

**COLUMN D DISPOSITION:**

Retire as permanent.

**NOTES**

7 Transfer to the National Archives in 5-year increments when 25 years old.

---

### TABLE & RULE: T 33 - 40 R 09.01

**TITLE:** AFOSH Standards at MAJCOMs and Major Subordinate Commands  
**AUTHORITY:** N1-AFU-88-43  
**DATE MODIFIED:** 14 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

supplements to AFOSH standards with command-oriented information not contained in the basic standard or with more detailed or stringent criteria than contained in the basic standard

**COLUMN C WHICH ARE:**

- at MAJCOMs and major subordinate commands

**COLUMN D DISPOSITION:**

Destroy after 5 years, or when superseded, rescinded, obsolete or no longer needed, whichever is later.

**NOTES**

7 Transfer to the National Archives in 5-year increments when 25 years old.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

50 Prior to destroying MBs, HQ AIA/IMOR will contact AFCSC/MAV to ensure records are eligible for destruction.

---

### TABLE & RULE: T 33 - 40 R 10.00

**TITLE:** Air Force Global Strike Command Civil Engineering Manuals (AFGSC CEMs)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 02 / Jun / 2015  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

- record copy of each AFGSC CEM

**COLUMN C WHICH ARE:**

- at issuing activities

**COLUMN D DISPOSITION:**

Destroy 6 years after supersession or rescission.

**NOTES**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 40 R 11.00**

<table>
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<th>TITLE: USSTRATCOM CEMs Background Material</th>
<th>DATE MODIFIED: 14 / Jun / 2005</th>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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**COLUMN B CONSISTING OF:**
such as forms reports, correspondence and other documentation concerning initiation, preparation, issuance and changes to USSTRATCOM CEMs

**COLUMN C WHICH ARE:**
at issuing activities

**COLUMN D DISPOSITION:**
Destroy 2 years after USSTRATCOM CEM is superseded, obsolete or rescinded.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**TABLE & RULE: T 33 - 40 R 12.00**

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

**TABLE & RULE: T 33 - 40 R 13.00**

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**TABLE & RULE: T 33 - 40 R 14.00**

<table>
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<th>DATE MODIFIED: 14 / Jun / 2005</th>
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**COLUMN B CONSISTING OF:**
record copies

**COLUMN C WHICH ARE:**
at the Air Force Medical Logistics Office (AFMLO)

**COLUMN D DISPOSITION:**
Destroy after 25 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

50 Retain in current file until eligible for destruction.

---

**TABLE & RULE: T 33 - 40 R 15.00**

<table>
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<tr>
<th>TITLE: Copies of the AFMLLs</th>
<th>DATE MODIFIED: 14 / Jun / 2005</th>
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<td>AUTHORITY: N1-AFU-90-03</td>
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<td>DATE APPROVED:</td>
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**COLUMN B CONSISTING OF:**
copies of the AFMLLs

**COLUMN C WHICH ARE:**
at medical treatment facilities, HQ USAF/ Surgeon General, HQ Air Force Medical Service activities, MAJCOM/ FOAs, and USAF Reserve

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

50 Retain in current file until eligible for destruction.
COLUMNS B CONSISTING OF:
 record copies

COLUMNS C WHICH ARE:
 at HQ AFCESA

COLUMNS D DISPOSITION:
 Destroy 2 years after supersession or rescission.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
 Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 40 R 17.00
TITLE: Energy Techdata Copies, MWRS Letters at MWRS Activities
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
 energy techdata copies

COLUMNS C WHICH ARE:
 at Energy and Civil Engineering activities

COLUMNS D DISPOSITION:
 Destroy when superseded or rescinded.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
 Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 40 R 18.00
TITLE: MWRS Letters at HQ AFSVA
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
 record copies

COLUMNS C WHICH ARE:
 at HQ AFSVA

COLUMNS D DISPOSITION:
 Destroy 2 years after supersession or rescission.

NOTES

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 40 R 19.00

**TITLE:** MWRS Letters at MWRS Activities

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 14 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

copies

**COLUMN C WHICH ARE:**
at MWRS activities

**COLUMN D DISPOSITION:**

Destroy when superseded or rescinded.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 40 R 20.00

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 8.02

**AUTHORITY:** N1-AFU-86-49

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: 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

**COLUMN C WHICH ARE:**
at Technical Operations Division

**COLUMN D DISPOSITION:**

Retire as permanent.

### NOTES

Transfer to the National Archives in 5-year increments when 25 years old.

### TABLE & RULE: T 33 - 40 R 21.00

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 8.02

**AUTHORITY:** N1-AFU-88-14

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**
HQ AIA is the office of record for records of longtime retention. Records appraised as permanent will be transferred to the National Archives when 50 years old or when their sensitivity no longer prevent their use for purposes of historical and other research whichever is later. Sensitive records will be periodically reviewed every 10 years.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**
AFROTC all units/area unit letter copies

**COLUMN C WHICH ARE:**
at HQ AFROTC staff offices, area commandant offices, and senior units

**COLUMN D DISPOSITION:**
Destroy after expiration date.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**COLUMN B CONSISTING OF:**
record copies

**COLUMN C WHICH ARE:**
at HQ USAF/SGHR

**COLUMN D DISPOSITION:**
Destroy after 10 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

50 Retain in current file until eligible for destruction.

---

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

50 Retain in current file until eligible for destruction.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

50 Retain in current file until eligible for destruction.

T 33 - 41: COMMUNICATIONS AND INFORMATION - FORMS MANAGEMENT

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 41 R 01.00</th>
<th>DATE MODIFIED: 14 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Air Force Forms Management Program</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at HQ USAF and MAJCOMs

COLUMN D DISPOSITION:
Destroy when 6 years old; earlier disposal is authorized if the records are superseded, obsolete or no longer needed for reference.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 41 R 02.00</th>
<th>DATE MODIFIED: 14 / Jun / 2005</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Functional Forms Files</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
functional forms files

COLUMN C WHICH ARE:
collection of current forms used for control, precedent, comparison and general reference

COLUMN D DISPOSITION:
Destroy immediately discontinued, superseded, revised or replaced.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**NOTES**

**TABLE & RULE: T 33 - 41 R 03.00**

**TITLE:** Numerical Forms Files, Forms Register (AF Form 1797)  
**DATE MODIFIED:** 19 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
numerical form files

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 1 year after obsolescence.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Printed copy of each prescribed form, copy of request for approval of the form, and the document that established the requirement will be filed with the record set of the prescribing directive.

**TABLE & RULE: T 33 - 41 R 04.00**

**TITLE:** (RESERVED)  
**DATE MODIFIED:** 14 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**AUTHORITY:** N/A

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

**TABLE & RULE: T 33 - 41 R 05.00**

**TITLE:** Forms Management Reports Consolidated Reports at HQ USAF  
**DATE MODIFIED:** 14 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
reports of forms management activities, progress, status and costs

COLUMN C WHICH ARE:
at HQ USAF

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 41 R 06.00

| TITLE: Forms Management Reports at MAJCOS/Major Subordinate Commands, Forms Management Activity Record (AF Form 1798) |
| DATE MODIFIED: 19 / Mar / 2007 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
reports of forms management activities, progress, status and costs

COLUMN C WHICH ARE:
at MAJCOMs and major subordinate commands

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 41 R 07.00

| TITLE: Forms Management Reports at Activities Below Major Subordinate Commands |
| DATE MODIFIED: 14 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
reports of forms management activities, progress, status and costs

COLUMN C WHICH ARE:
at activities below major subordinate commands

COLUMN D DISPOSITION:
Destroy on completion of next report.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 33 - 41 R 08.00

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 6.00  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 19 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Forms Management Activity Record (AF Form 1798) - AF Form 1798, Forms Management Activity Record

**COLUMN C WHICH ARE:**
reports of forms management activities, progress, status and costs

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**
1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records:  
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 41 R 09.00

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 3.00  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 19 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Forms Register (AF Form 1797) - AF Form 1797, Forms Register

**COLUMN C WHICH ARE:**
control cards on command and office forms; show forms numbers, OPR, prescribing directives, reproduction actions and costs

**COLUMN D DISPOSITION:**
Destroy 1 year after date form became obsolete.

**NOTES**
1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records:  
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 41 R 31.00

**TITLE:** DELETED  
**AUTHORITY:** N/A  
**DATE MODIFIED:**  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 01 / Jan / 1900  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
### COLUMN B CONSISTING OF:

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. ALSO: General Correspondence (Permanent) Computer Database Index, Staff Meetings and Conferences (Not Covered Elsewhere)

### COLUMN C WHICH ARE:

at HQ USAF/MAJCOMs/major subordinate commands functional OPRs

### COLUMN D DISPOSITION:

Retire as permanent.

### NOTES

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

16 Staff packages signed by the Secretariat offices, this includes SECAF, USECAF, CSAF, and VCSAF.

50 Items covered under rule 1 including non-paper data as described in AFI 37-138, paragraph 2.11 and not filed in a separate series identified elsewhere in the Records Disposition Schedule (RDS) need not be screened or further segregated after removal of duplicates and non-record materials in accordance with AFI 37-138, paragraph 6.3.1, (to become AFI 33-364). Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

### TABLE & RULE: T 33 - 42 R 01.01

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DELETED - (19 Mar 07) - Incorporated into Rule 1.00</th>
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<tr>
<td>DATE MODIFIED:</td>
<td>19 / Mar / 2007</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
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<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:

PREVIOUS TITLE: 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

### COLUMN C WHICH ARE:

at HQ USAF/ES (Executive Services Division)

### COLUMN D DISPOSITION:

Retire as permanent.

### NOTES

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

50 Items covered under rule 1 including non-paper data as described in AFI 37-138, paragraph 2.11 and not filed in a separate series identified elsewhere in the Records Disposition Schedule (RDS) need not be screened or further segregated after removal of duplicates and non-record materials in accordance with AFI 37-138, paragraph 6.3.1, (to become AFI 33-364). Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

### TABLE & RULE: T 33 - 42 R 01.02

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DELETED - (19 Mar 07) - Incorporated into Rule 1.00</th>
</tr>
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<tbody>
<tr>
<td>DATE MODIFIED:</td>
<td>19 / Mar / 2007</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
### NOTES

**25** Transfer extracts to NARA when paper records are transferred. Place paper copy of numerical index in first box of Rule 1.1 records when retired to WNRC.

### TABLE & RULE: T 33 - 42 R 01.03

| TITLE: | (RESERVED) |
| AUTHORITY: | N/A |
| DATE MODIFIED: | 14 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:

(RESERVED)

### TABLE & RULE: T 33 - 42 R 02.00

| TITLE: | General Correspondence (Temporary), General Correspondence (Temporary) Duplicate Files...[cont.] |
| AUTHORITY: | N1-AFU-90-03 |
| DATE MODIFIED: | 19 / Mar / 2007 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:

(RESERVED)

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 42 R 02.11

| TITLE: | DELETED |
| AUTHORITY: | N/A |
| FROZEN RECORD: | No |
| DATE RESCINDED: | 01 / Jan / 1900 |
| DATE APPROVED: | |

Report generated: 01 / Oct / 2018 - 08:00:00
TABLE & RULE: T 33 - 42 R 03.00

COLUMN B CONSISTING OF:

PREVIOUS TITLE: General Correspondence (Temporary) Duplicate Files - record copies or official file copies are filed elsewhere in the same organizational element

COLUMN C WHICH ARE:
kept by action officers, supervisors or supervisory or monitoring offices

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

50 Offices which are subject to conditions in Rule 1 will use Rules 1 and 3.1 for their correspondence files.

TABLE & RULE: T 33 - 42 R 03.01

COLUMN B CONSISTING OF:

PREVIOUS TITLE: Correspondence Files Not Making Policy - that portion of the correspondence files that does not document policy making and program guidance

COLUMN C WHICH ARE:
at HQ USAF/ MAJCOMs/major subordinate commands functional OPRs

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

50 Offices which are subject to conditions in Rule 1 will use Rules 1 and 3.1 for their correspondence files.
**TABLE & RULE: T 33 - 42 R 04.00**

**TITLE:** Transitory Material  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 14 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
transitory material

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 42 R 05.00**

**TITLE:** Reading File  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 14 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
reading file

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 1 year after monthly cutoff or when no longer needed, whichever is sooner.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 42 R 06.00**

**TITLE:** Message File  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 14 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**NOTES**

Report generated: 01 / Oct / 2018 - 08:00:00  
1106
COLUMN B CONSISTING OF:
message file

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 6 months after monthly cutoff or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 42 R 06.01
TITLE: Copies of Separate Series Messages
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
copies of separate series messages
COLUMN C WHICH ARE:
maintained as a policy reference file
COLUMN D DISPOSITION:
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).

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 42 R 06.02
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 2.00
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Copies of ALPERSCOM and AIG 8106 - copies of ALPERSCOM and AIG 8106 used as a policy reference file and are in control number sequence within a calendar year
COLUMN C WHICH ARE:
at MAJCOMs, MPFs, satellite personnel activities and geographically separated unit personnel offices
COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
81 Retain in active file until eligible for destruction.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 42 R 06.03**

**TITLE:** Record Set of ALPERSCOM and AIG
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>record set of ALPERSCOM and AIG</td>
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</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>at HQ USAF/MPEA and HQ AFPC</td>
<td></td>
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<table>
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<tr>
<th>COLUMN D DISPOSITION:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 2 years.</td>
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</table>

**NOTES**

81 Retain in active file until eligible for destruction.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 42 R 07.00**

**TITLE:** Office Projects/Studies
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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&amp;D projects/studies in 61-series tables, or any other project or study covered elsewhere in this schedule)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>at OPRs at any level and which result in issuance of a publication</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Include as background material to the publication and dispose of according to Table 33-38.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 33 - 42 R 08.00
**TITLE:** Office Projects/Studies at Major Subordinate Command OPRs and Above  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 14 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
office projects/studies that do not result in issuance of a publication

**COLUMN C WHICH ARE:**  
at major subordinate command OPRs and above

**COLUMN D DISPOSITION:**  
Destroy 20 years after completion of project/study or when no longer needed.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 42 R 09.00
**TITLE:** Office Projects/Studies Below Major Subordinate Command OPRs  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 14 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
office projects/studies that do not result in issuance of a publication

**COLUMN C WHICH ARE:**  
below major subordinate command OPRs

**COLUMN D DISPOSITION:**  
Destroy 2 years after project/study is closed.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 42 R 10.00
**TITLE:** Office Projects/Studies Background & Working Materials, Office Projects/Studies Needed to Document Other Records Series  
**AUTHORITY:** DAA-GRS-2017-0003-0001  
**DATE MODIFIED:** 23 / Jan / 2018  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
office projects/studies background and working material

**COLUMN C WHICH ARE:**  
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

**COLUMN D DISPOSITION:**  
Destroy when no longer needed or on completion of the project/study, whichever is sooner.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 42 R 10.11</th>
<th>DATE MODIFIED: 09 / Feb / 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Base Realignment and Closure (BRAC)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2015-0001-0004</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED: 09 / Feb / 2016</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

records maintained and created by the group or committee and reflecting activities related to the local BRAC efforts such as appointment of members, charters, agendas, policy statements, statistical data files, financial operating plans, reports, and operation and termination of activities

COLUMN C WHICH ARE:

used to document process, methodology, and decisions on activities and way ahead.

COLUMN D DISPOSITION:

Destroy/delete 6 years after closure or termination of BRAC activities.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 42 R 11.00</th>
<th>DATE MODIFIED: 19 / Mar / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 10.00</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

PREVIOUS TITLE: Office Projects/Studies Needed to Document Other Records Series - any of the material identified in Table 37-11, Rules 7-10

COLUMN C WHICH ARE:

at offices other than OPRs (such as monitoring, control or feeder offices)

COLUMN D DISPOSITION:

Destroy when no longer needed or on completion of the project/study, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 42 R 12.00</th>
<th>DATE MODIFIED: 19 / Mar / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 1.00</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: NC1-AFU-80-08</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
PREVIOUS TITLE: 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
COLUMN C WHICH ARE:
at major subordinate commands and above

COLUMN D DISPOSITION:
Retire as permanent.

NOTES

50 Items covered under rule 1 including non-paper data as described in AFI 37-138, paragraph 2.11 and not filed in a separate series identified elsewhere in the Records Disposition Schedule (RDS) need not be screened or further segregated after removal of duplicates and non-record materials in accordance with AFI 37-138, paragraph 6.3.1, (to become AFI 33-364). Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

TABLE & RULE: T 33 - 42 R 12.01
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 2.00
DATE MODIFIED: 19 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Staff Meetings and Conferences Recorded In Other Series
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:
destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 42 R 13.00
TITLE: Staff Meetings and Conference Record and Information Copies Not Filed With Another Series
DATE MODIFIED: 19 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
staff meetings and conference record copies not files with another series
COLUMN C WHICH ARE:
below major subordinate commands
COLUMN D DISPOSITION:
Destroy after 1 year, on inactivation of activity or when no longer needed, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 33 - 42 R 14.00
**Title:** Deleted - (19 Mar 07) - Incorporated into Rule 13.00  
**Authority:** N1-AFU-90-03  
**Date Modified:** 19 / Mar / 2007  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**  
**Previous Title:** Staff Meetings and Conferences Information Copies Not Filed with Another Series - staff meetings and conference information copies

**Column C Which Are:**  
not files with another series

**Column D Disposition:**  
Destroy after 1 year, on inactivation of activity or when no longer needed, whichever is sooner.

### Notes
1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records:
   - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 33 - 42 R 15.00
**Title:** Block Assignment of Address Indicating Groups (AIG) Numbers  
**Authority:** N1-AFU-90-03  
**Date Modified:** 14 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**  
messages/letters correspondence relating to initial assignment of AIG block and any subsequent changes or adjustments

**Column C Which Are:**  
at MAJCOM AIG managers (or at any lower level to which AIG management authority is delegated)

**Column D Disposition:**  
Place in inactive file on cancellation of the block; destroy after 1 year.

### Notes
1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records:
   - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 33 - 42 R 16.00
**Title:** Address Indicating Group Case Files  
**Authority:** N1-AFU-90-03  
**Date Modified:** 14 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**  
messages/letters of promulgation, copies of each modification or recap and related correspondence

**Column C Which Are:**  
at cognizant authorities and AIG managers

**Column D Disposition:**  
Destroy after 3 months.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

51 Cut off as of end of month in which cancelled or in which recapped, except retain initial promulgation message/letter with background material with recap correspondence until AIG is cancelled.

TABLE & RULE: T 33 - 42 R 17.00

TITLE: Form or Guide Letters

AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 14 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
coordination copy of form or guide letters

COLUMN C WHICH ARE:
at approving authorities

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 42 R 20.00

TITLE: DELETED

AUTHORITY: N/A

FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 33 - 42 R 27.00

TITLE: DELETED

AUTHORITY: N/A

FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:
T 33 - 42: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION AND CONTROL

TABLE & RULE: T 33 - 42 R 40.00
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:

T 33 - 43: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION AND CONTROL

TABLE & RULE: T 33 - 43 R 01.00
TITLE: Communications Distribution
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 14 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 43 R 01.01
TITLE: Terminated Message Traffic by the Message Distribution Function of Telecom Centers
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 14 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
forms or similar media prepared for subject routing

terminated message traffic by the message distribution function of telecom centers

Destroy when superseded or obsolete.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

message registers/logs

Destroy after 6 months or when no longer needed, whichever is sooner.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

message/correspondence review/improvement check lists and similar records

used to review message or correspondence management

Destroy when no longer needed.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

NOTE

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 33 - 44: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE ORDERS

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
**TABLE & RULE: T 33 - 44 R 01.00**

**TITLE:** Background Material to Orders in Rules 2, 2.1 And 4

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 02 / Aug / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes

- **COLUMN B CONSISTING OF:**
  - letter request for orders, amendments, etc., justification files on special authorizations when required by orders publishing activity

- **COLUMN C WHICH ARE:**
  - required by orders publishing activity

- **COLUMN D DISPOSITION:**
  - Destroy after 1 year.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

- 51 Justification files for special authorizations, theater clearances, and other coordinations, approvals, or other records such as letters, messages, etc., which support the content or need for the orders, are maintained by orders-issuing/approval officials per AFI 37-128.

**TABLE & RULE: T 33 - 44 R 01.11**

**TITLE:** Temporary Duty Orders to AOR During Conflicts, Peace Maintenance, Disaster Recovery or Similar Activities

**AUTHORITY:** N1-AFU-95-01

**DATE MODIFIED:** 25 / Sep / 2007
**FROZEN RECORD:** No
**CURRENT:** Yes

- **COLUMN B CONSISTING OF:**
  - TDY orders to areas of conflict, peace maintaining efforts, response to natural or man-made disaster or disaster recovery efforts, etc.

- **COLUMN C WHICH ARE:**
  - used to travel to areas of conflict, regardless of reason, for a period of less than one year and provide the only evidence member has been in country, responded to a conflict, aided during recovery efforts, participated in peace-keeping services, etc. and could affect the individuals health, welfare and benefits.

- **COLUMN D DISPOSITION:**
  - Permanent

**NOTES**

- 14 Transfer to the National Archives in 10-year blocks when latest document is 25 years old.

**TABLE & RULE: T 33 - 44 R 02.00**

**TITLE:** Permanent Orders

**AUTHORITY:** NC1-AFU-85-04

**DATE MODIFIED:** 14 / Jun / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes

- **COLUMN B CONSISTING OF:**
  - originals or record copies of G-series special orders and movement orders (MO)

- **COLUMN C WHICH ARE:**
  - organized and maintained per AFI 33-328, Administrative Orders

- **COLUMN D DISPOSITION:**
  - Retire as permanent.

**NOTES**
NOTES

Transfer to the National Archives in 10-year blocks when latest document is 25 years old.

---

### TABLE & RULE: T 33 - 44 R 02.01

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED: 28 / Sep / 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE &amp; RULE: T 33 - 44 R 02.01</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-96-20</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

Originals or record copies of A-series, O-series, X-series, aeronautical and reserve orders. Additionally, include D-series and J-series reserve orders issued prior to FY95.

**COLUMN C WHICH ARE:**

Organized and maintained per AFI 33-328, Administrative Orders (see Note 1)

**COLUMN D DISPOSITION:**

Destroy after 56 years after the end of the fiscal year of individual's separation.

---

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

51 Aeronautical, reserve, and A-series orders dated prior to May 1964 may be retained at NPRC for reconstruction of military personnel records destroyed by the 1973 fire, until no longer needed. When no longer needed, apply approved retention period.

51 The "Y", "O", and "X" series of orders are shredouts of certain types of civilian travel. The "Y" order replaces the "T" for all civilian TDY to attend training. "T" is used for all other temporary duty actions for both military and civilian employees. "O" replaces "A" for all PCS-AFCPMC funded career program selections. "A" series is used for all military PCS orders, separations and certain appointments. "X" replaces "A" for all other civilian PCS orders.

---

### TABLE & RULE: T 33 - 44 R 02.02

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED: 28 / Sep / 2018</th>
</tr>
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<tbody>
<tr>
<td>TABLE &amp; RULE: T 33 - 44 R 02.02</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-96-20</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

Originals or record copies of D-series and J-series reserve orders issued after FY94

**COLUMN C WHICH ARE:**

At AFRES units and ARPC

**COLUMN D DISPOSITION:**

Destroy after 7 years.

---

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

51 Aeronautical, reserve, and A-series orders dated prior to May 1964 may be retained at NPRC for reconstruction of military personnel records destroyed by the 1973 fire, until no longer needed. When no longer needed, apply approved retention period.

67 D-series and J-series reserve orders issued prior to FY95 are retained 56 years according to Table 33-44 Rule 02.01.
### TABLE & RULE: T 33 - 44 R 03.00
**TITLE:** Temporary Orders (M- and P-Series) Issued After CY66
**AUTHORITY:** N1-AFU-90-03
**DATE MODIFIED:** 02 / Aug / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>originals or record copies and background material for M- and P-Series special orders</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 1 year after fiscal cutoff.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

51 Justification files for special authorizations, theater clearances, and other coordinations, approvals, or other records such as letters, messages, etc., which support the content or need for the orders, are maintained by orders-issuing/approval officials per AFI 37-128.

51 The "Y", "O", and "X" series of orders are shredouts of certain types of civilian travel. The "Y" order replaces the "T" for all civilian TDY to attend training. "T" is used for all other temporary duty actions for both military and civilian employees. "O" replaces "A" for all PCS-AFCPMC funded career program selections. "A" series is used for all military PCS orders, separations and certain appointments. "X" replaces "A" for all other civilian PCS orders.

### TABLE & RULE: T 33 - 44 R 04.00
**TITLE:** Temporary Orders (M- And P-Series) Issued Before CY67
**AUTHORITY:** N1-AFU-90-03
**DATE MODIFIED:** 02 / Aug / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

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<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tr>
<td>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)</td>
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<th>COLUMN C WHICH ARE:</th>
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<tr>
<td>issued before calendar year 1967 and used as justification files for special authorizations, clearances, etc.,</td>
<td></td>
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<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 15 years.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

51 Justification files for special authorizations, theater clearances, and other coordinations, approvals, or other records such as letters, messages, etc., which support the content or need for the orders, are maintained by orders-issuing/approval officials per AFI 37-128.

### TABLE & RULE: T 33 - 44 R 05.00
**TITLE:** Copies of Orders Covered by Rules 2 Through 4
**AUTHORITY:** N1-AFU-90-03
**DATE MODIFIED:** 09 / Feb / 2007
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:

#### COLUMN C WHICH ARE:

#### COLUMN D DISPOSITION:

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

51 This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

### TABLE & RULE: T 33 - 45 R 01.00

**Title:** Office Administrative Files and Schedule of Daily Activities  
**Authority:** DAA-GRS-2016-0016-0001  
**Date Modified:** 28 / Jul / 2017  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting of:**

- records and data accumulated by offices relating to the internal administration or housekeeping activities of the office rather than the function(s) for which the office exists

**Column C Which Are:**

- related to the office organization, staffing, procedures and communications; the expenditure of funds, 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

**Column D Disposition:**

- Destroy after 2 years.

### TABLE & RULE: T 33 - 45 R 02.00

**Title:** (RESERVED)  
**Authority:** N/A  
**Date Modified:** 14 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting of:**

**Column C Which Are:**

**Column D Disposition:**

(RESERVED)
COLUMN B CONSISTING OF:
project control and support

COLUMN C WHICH ARE:
memoranda, reports, and other records documenting assignments, progress and completion of projects

COLUMN D DISPOSITION:
Destroy 1 year after the year in which the project is closed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE:  T 33 - 45 R 04.00
TITLE: Electronically Stored Information (ESI) Project Control & Support Background, Working Papers, Draft Documents
AUTHORITY: DAA-GRS-2013-0002-0016

COLUMN B CONSISTING OF:
all media types but specifically focused on Electronically Stored Information (ESI) to include project control and support working papers, background and decision-making data, draft briefings, point papers, correspondence (e-mail and paper) and other information pertaining to a project or event.

COLUMN C WHICH ARE:
searched when responding to a record search and include drafts and works in progress require shared storage/access to comply with the Federal Rules of Civil Procedures (FRCP) relevant to litigation. Exclude working papers, drafts, stenographic notes, tapes and disks that have been transcribed; and charts, diagrams, or other graphic material used during briefings and data that is summarized in final or other conclusion records.

COLUMN D DISPOSITION:
Destroy or delete when 2 years old, or 2 years after the date of the latest change, whichever is applicable.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE:  T 33 - 45 R 04.01
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AUTHORITY: N/A

FROZEN RECORD: No
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TITLE: DELETED

AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED: 

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 33 - 45 R 04.06
TITLE: DELETED

AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED: 

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 33 - 45 R 05.00
TITLE: Finding Aids

AUTHORITY: DAA-GRS-2013-0002-0016
FROZEN RECORD: No
DATE RESCINDED: 
DATE APPROVED: 05 / Feb / 2016
CURRENT: Yes

COLUMN B CONSISTING OF:
finding aids

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy or delete with the related records.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 33 - 45 R 06.00

**TITLE:** Reports, Controlled/Uncontrolled and Uncontrolled Information Copies, Schedule of Daily Activities Substantive Information  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 19 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
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)

**COLUMN C WHICH ARE:**  
at preparing, monitoring and intermediate activities

**COLUMN D DISPOSITION:**  
Destroy when no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

51 When reports which are covered elsewhere in this regulation are maintained as feeder reports, summaries, or only for information purposes, they may be filed and disposed of under the provisions of Rule 8, this Table.  
4. Transfer records to the National Archives in 5-year blocks when latest records is 25 years old.

### TABLE & RULE: T 33 - 45 R 07.00

**TITLE:** Reports, Controlled and Uncontrolled at Requiring Activities  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 03 / Dec / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
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)

**COLUMN C WHICH ARE:**  
at requiring activities

**COLUMN D DISPOSITION:**  
Submit a records disposition recommendation per AFI 33-364.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 45 R 08.00

**TITLE:** (RESERVED)  
**AUTHORITY:** N/A  
**DATE MODIFIED:** 14 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:

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<td>TITLE: Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]</td>
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<td>DATE MODIFIED: 19 / Mar / 2007</td>
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<td>DATE APPROVED:</td>
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</tbody>
</table>

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

precedent files

**COLUMN C WHICH ARE:**

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

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<td>DATE MODIFIED: 19 / Mar / 2007</td>
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<tr>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
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</table>

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: Office Instructions, Additional Duty Handbooks/Workbooks - office instructions, additional duty handbooks/workbooks

**COLUMN C WHICH ARE:**

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)

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
## Column B Consisting Of:

### Column C Which Are:

### Column D Disposition:

#### Notes

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- **21** Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE:** T 33 - 45 R 10.11

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**TABLE & RULE:** T 33 - 45 R 11.00

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**TABLE & RULE:** T 33 - 45 R 12.00

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<td>Current:</td>
<td>Yes</td>
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<tr>
<td>Date Approved:</td>
<td></td>
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</tbody>
</table>

---

**PREVIOUS TITLE:** Building or Office Services (Not Covered Elsewhere) - building or office service, not covered elsewhere

**Column C Which Are:**

- 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

**Column D Disposition:**

Destroy when superseded, obsolete or no longer needed, whichever is sooner.

---

**PREVIOUS TITLE:** Presentation Aids (Not Covered Elsewhere) - presentation aids, not covered elsewhere

**Column C Which Are:**

- Schedules, written or recorded speeches, talking and briefing papers, graphic and speech aids and related records

**Column D Disposition:**

Destroy when superseded, obsolete or no longer needed, whichever is sooner.

---

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- **21** Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 33 - 45 R 13.00
TITLE: (RESERVED)  
AUTHORITY: N/A

CURRENT: No  
FROZEN RECORD: No  
DATE MODIFIED: 14 / Jun / 2005  
DATE APPROVED:  

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

---

TABLE & RULE: T 33 - 45 R 14.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 9.00  
AUTHORITY: N1-AFU-90-03

CURRENT: Yes  
FROZEN RECORD: No  
DATE MODIFIED: 19 / Mar / 2007  
DATE APPROVED:  

COLUMN B CONSISTING OF:

PREVIOUS TITLE: General Reference Publications - general reference publications

COLUMN C WHICH ARE:
master, functional, or operational files of publications (see AFI 33-360, Publications and Forms Management) and publications of other government agencies or private organizations which are not record copies and are maintained for general reference

COLUMN D DISPOSITION:
Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 33 - 45 R 15.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 9.00  
AUTHORITY: N1-AFU-90-03

CURRENT: Yes  
FROZEN RECORD: No  
DATE MODIFIED: 19 / Mar / 2007  
DATE APPROVED:  

COLUMN B CONSISTING OF:


COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
**NOTES**

no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 33 - 45 R 16.00**

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<td>DATE APPROVED:</td>
</tr>
<tr>
<td>technical/specialized reference materials NOT record copies of reference material covered by Rule 15 of this table.</td>
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**COLUMN C WHICH ARE:**

considered worthy of permanent retention or disposition by other than actual destruction; materials have value and may be used indefinitely as reference materials, and may include comprehensive plans that may be used by Air Force members to determine efforts, outcomes, risks, and events.

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

---

**NOTES**

39 Identify if necessary general reference publications and technical/specialized reference materials for disposition control purposes on AF Forms 80 and 82 at the discretion of the command records management officer.

---

**TABLE & RULE: T 33 - 45 R 17.00**

<table>
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<td>DATE APPROVED:</td>
</tr>
<tr>
<td>organizational and functional charts; personnel charts, indicating grades and ratings; and other organizational planning records not covered elsewhere</td>
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</table>

**COLUMN C WHICH ARE:**

at HQ USAF/MAJCOMs/major subordinate commands staff offices down to and including directorate or comparable level

**COLUMN D DISPOSITION:**

Retire as permanent one record copy.

---

**NOTES**

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

---

**TABLE & RULE: T 33 - 45 R 18.00**

<table>
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<tr>
<th>TITLE: Organizational Planning Below HQ USAF/MAJCOMs/ Major Subordinate Commands Staff Offices Down to and Including Directorate Or</th>
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<tr>
<td><strong>COLUMN B CONSISTING OF:</strong></td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>organizational and functional charts; personnel charts, indicating grades and ratings; and other organizational planning records not covered elsewhere</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN C WHICH ARE:**

below organizational levels cited in Rule 17

**COLUMN D DISPOSITION:**

Destroy when superseded or obsolete.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 45 R 18.08</th>
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<td>AUTHORITY: N/A</td>
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<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE RESCINDED: 01 / Jan / 1900</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

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 substantive information relating to official activities, the substance of which is not incorporated into official files

COLUMN D DISPOSITION:

Destroy or delete after 2 years.

NOTES

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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<td>TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 1.00</td>
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<td>AUTHORITY: GRS 23, ITEM 05A</td>
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<tr>
<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
</tr>
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</table>

COLUMN B CONSISTING OF:

PREVIOUS TITLE: Schedule of Daily Activities - schedule of daily activities

COLUMN C WHICH ARE:

calendar, 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 substantive information relating to official activities, the substance of which is not incorporated into official files

COLUMN D DISPOSITION:

Destroy or delete when no longer needed.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 45 R 21.00

| TITLE: Schedule of Daily Activities Which Contain Unique Substantive Information | DATE MODIFIED: 23 / Jan / 2018 |
| AUTHORITY: DAA-GRS-2016-0016-0001 | FROZEN RECORD: No |

COLUMN B CONSISTING OF:
schedule of daily activities which contain unique substantive information

COLUMN C WHICH ARE:
above Rule 19 records, which contain unique substantive information relating to the activities of high level officials

COLUMN D DISPOSITION:
Permanent. Transfer to the National Archives upon approval of this schedule.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

51 High level officials include the heads of department and independent agencies, their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions. (These officials' offices/commands will send schedule of daily activities to HQ USAF/SC; who will forward it to NARA. NARA will appraise each schedule individually and prescribe the retention period.)

TABLE & RULE: T 33 - 45 R 27.00

| TITLE: DELETED | FROZEN RECORD: No |
| AUTHORITY: N/A | DATE RESCINDED: 01 / Jan / 1900 |

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
## T 33 - 46: COMMUNICATIONS AND INFORMATION - ADMINISTRATIVE RECORDS

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<tr>
<td>TITLE: Secretary of the Air Force Orders (SAFOs)</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: NC1-AFU-80-08</td>
<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
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**COLUMN B CONSISTING OF:**
formal delegations and assignments of authority and responsibilities issued by (or by order of) the Secretary HOI 90-1[B22] and related background data

**COLUMN C WHICH ARE:**
record sets

**COLUMN D DISPOSITION:**
Retire as permanent.

### NOTES

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 46 R 02.00</th>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

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<tr>
<td>TITLE: Secretary of the Air Force Orders (SAFOs) at HQ USAF and MAJCOM Which Are Not the Basis for an AF Publication</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: NC1-AFU-80-08</td>
<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**
formal delegations and assignments of authority and responsibilities issued by (or by order of) the Secretary HOI 90-1[B22] and related background data

**COLUMN C WHICH ARE:**
at HQ USAF and MAJCOM which are not the basis for an AF Publication

**COLUMN D DISPOSITION:**
Retire as permanent.

### NOTES

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

<table>
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<tr>
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<tr>
<td>TITLE: Secretary of the Air Force Orders (SAFOs) Information Copies</td>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
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Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
formal delegations and assignments of authority and responsibilities issued by (or by order of) the Secretary
COLUMN C WHICH ARE:
information copies
COLUMN D DISPOSITION:
Destroy when superseded, obsolete or no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 46 R 05.00
TITLE: (RESERVED)  
AUTHORITY: N/A  
DATE MODIFIED: 15 / Jun / 2005  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED:  

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 33 - 46 R 06.00
TITLE: Secretary of the Air Force Orders (SAFOs) Drafts and Related Background Data  
AUTHORITY: N1-AFU-90-03  
DATE MODIFIED: 15 / Jun / 2005  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED:  

COLUMN B CONSISTING OF:
Secretary of the Air Force Orders (SAFOs) drafts and related background data
COLUMN C WHICH ARE:
disapproved for issuance as a SAFO or AF publication
COLUMN D DISPOSITION:
Destroy after 2 years or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TITLE: (RESERVED)  
AUTHORITY: N/A  
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<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
<td></td>
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</tbody>
</table>
TABLE & RULE: T 33 - 46 R 11.00
TITLE: Fund-Raising Campaigns
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- fund-raising campaigns

COLUMN C WHICH ARE:
- correspondence, receipts, invoices and similar or related records

COLUMN D DISPOSITION:
Destroy on completion of next equivalent campaign or after 1 year if there is no next equivalent campaign.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 46 R 12.00
TITLE: GAO and Defense Audit Service (DAS) Reports at HQ USAF
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- 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

COLUMN C WHICH ARE:
- at HQ USAF

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 46 R 13.00
TITLE: GAO and Defense Audit Service (DAS) Reports Below HQ USAF
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- 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
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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
### Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

### Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<th>DATE MODIFIED: 23 / Jan / 2018</th>
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<tr>
<td>TITLE: Project, Function, Working Group, IPT, Tiger Team, AFSO 21, etc. Meeting Minutes</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2017-0008-0003</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
correspondence and documentation of meetings or events in which an exchange of information occurs between individuals or groups or discussions take place about workload, goals, projects, etc. This rule includes notices and meeting minutes described in the deleted Table 37-17, Rule 16 and meetings on a program, project or initiative. Refer to Note 258 for exceptions.

**COLUMN C WHICH ARE:**
relavent to meetings or document committees and or events, relate to meetings and or conferences, working group and IPT sessions. Meeting minute examples include United States Air Force Academy Committees, Military Review Committees, Scheduling Committees, Review Boards, AFSO21 or Tiger Teams, etc.

**COLUMN D DISPOSITION:**
Destroy two years after the issues are resolved, program deactivation, iniatiative desolved, solution implmented, or when no longer needed. Refer to Note 258 for the exceptions / exemptions to this disposition.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 46 R 16.00</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
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<tr>
<td>TITLE: Official Visits/Staff Visits at Intermediate, Monitoring or Evaluating Offices</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
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**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at intermediate, monitoring or evaluating offices

**COLUMN D DISPOSITION:**
Destroy 1 year after all action has been completed.

### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Visit Schedules

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.
### Table & Rule: T 33 - 46 R 20.00

<table>
<thead>
<tr>
<th>Title: Officer of the Day (OD) and Charge of Quarters (CQ)</th>
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</thead>
<tbody>
<tr>
<td><strong>Authority</strong>: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**
- Officer of the Day (OD) and Charge of Quarters (CQ)

**Column C Which Are:**
- reports of OD, SDO, CQ, and comparable duty officers

**Column D Disposition:**
- Destroy after 3 months.

### NOTES

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 33 - 46 R 21.00

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**Column B Consisting Of:**

**Column C Which Are:**

**Column D Disposition:**
- (Reserved)

### Table & Rule: T 33 - 46 R 22.00

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**Column B Consisting Of:**

**Column C Which Are:**

**Column D Disposition:**
- (Reserved)
### Table 1

**Title:** Community Service Program @ HQ AFPC/MPCASC, Community Service Program Legal Agreements & Permits Obligating the AF

**Authority:** N1-AFU-90-03

**Notes:**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table 2

**Title:** Community Service Program At Other Than HQ AFPC/MPCASC

**Authority:** N1-AFU-90-03

**Notes:**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE RESCINDED: 21 / Aug / 2008</td>
</tr>
<tr>
<td>DATE APPROVED: 21 / Aug / 2008</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: Community Service Program Legal Agreements and Permits Obligating the AF - Community Service Program legal agreements and permits

**COLUMN C WHICH ARE:**

obligating the Air Force

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
<td>TITLE: Locator or Personnel Data</td>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
<td></td>
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</table>

**COLUMN B CONSISTING OF:**

locator or personnel data

**COLUMN C WHICH ARE:**

cards, machine listings, rosters and comparable data

**COLUMN D DISPOSITION:**

Destroy when superseded or on reassignment or separation of individual.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

51 When the bottom of AF Form 624 is used to record a disclosure of personal information covered by the Privacy Act, the form must be kept for at least 5 years from the date of the last disclosure or the life of the record, whichever is longer. (See AFI 33-329, Base and Unit Personnel Locators, and 33-332, Air Force Privacy Act Program.)

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 46 R 28.00</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Duty Rosters</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**Table & Rule: T 33 - 46 R 29.00**

**Title:** Individual Record of Duty for Military Personnel

**Authority:** N1-AFU-90-03

**Notes**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**Table & Rule: T 33 - 46 R 30.00**

**Title:** Individual Record of Duty Cards Used To Record Attendance

**Authority:** N1-AFU-90-03

**Notes**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories

COLUMN C WHICH ARE:
not a part of or needed to document another record series covered elsewhere

COLUMN D DISPOSITION:
Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
gifts from foreign governments to AF personnel, consultants and their dependents

COLUMN D DISPOSITION:
Destroy after 30 years or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
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<th>DATE MODIFIED: 15 / Jun / 2005</th>
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<tr>
<td>TITLE: (RESERVED) Flexitime Sheets are Covered by Table 65-22 Rule 3</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N/A</td>
<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
<td></td>
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</table>

**NOTES**

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
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</tr>
<tr>
<td>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
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</table>

T 33 - 47: COMMUNICATIONS AND INFORMATION - WAKE ISLAND VITAL STATISTICS AND NOTORIAL RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 47 R 01.00</th>
<th>DATE CREATED: 15 / May / 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**NOTES**

COLUMN B CONSISTING OF:
applications, licenses, certificates, reports, registers, logs, etc., pertaining to marriages, births, deaths, divorce, dissolution of marriage, annulments and related records

COLUMN C WHICH ARE:
at Wake Island

COLUMN D DISPOSITION:
Dispose of by transferring to Government of Hawaii when Air Force administration of Wake Island is terminated.

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
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<th>TABLE &amp; RULE: T 33 - 47 R 01.01</th>
<th>FROZEN RECORD: No</th>
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<tr>
<td>TITLE: DELETED</td>
<td>DATE RESCINDED: 15 / May / 2003</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

| TABLE & RULE: T 33 - 47 R 02.00 | DATE CREATED: | 15 / May / 2003 |
| TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 1.00 | DATE MODIFIED: | 19 / Mar / 2007 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Notaries Public: applications for appointment as notary, recommendations, letters of appointment, logs and registers used to record notarization of records and related records

COLUMN C WHICH ARE:
at Wake Island

COLUMN D DISPOSITION:
Dispose of by transferring to Government of Hawaii when Air Force administration of Wake Island is terminated.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 33 - 48: COMMUNICATIONS AND INFORMATION - USAFA ADMINISTRATIVE RECORDS

| TABLE & RULE: T 33 - 48 R 01.00 | DATE CREATED: | 15 / Jun / 2005 |
| TITLE: Mechanically Produced Output Products Not Covered Elsewhere in this Regulation | DATE MODIFIED: | 15 / Jun / 2005 |
| AUTHORITY: NC1-461-82-15 | FROZEN RECORD: | No |
| CURRENT: | No |
| DATE APPROVED: | Yes |

COLUMN B CONSISTING OF:
computer generated listings and rosters produced for scheduling, reference, statistics, and other purposes

COLUMN C WHICH ARE:
not covered elsewhere in this regulation

COLUMN D DISPOSITION:
Destroy when superseded or no longer needed, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 33 - 48 R 02.00

**Title:** Cadet Sponsor Programs, Scheduling Committee Actions

**Authority:** NC1-461-82-15

<table>
<thead>
<tr>
<th>Current</th>
<th>Frozen Record</th>
<th>Date Modified</th>
<th>Date Approved</th>
</tr>
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<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>19 / Mar / 2007</td>
<td></td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**
- names of sponsors/participants and related records

**Column C Which Are:**
- at Cadet Extracurricular Activities

**Column D Disposition:**
- Destroy after 1 year.

**Notes**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 48 R 03.00

**Title:** Command Post Administration; Change of Quarters, Element Leader Weekly Report, Squadron Duty Officer Report...[cont.]

**Authority:** NC1-461-82-15

<table>
<thead>
<tr>
<th>Current</th>
<th>Frozen Record</th>
<th>Date Modified</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>19 / Mar / 2007</td>
<td></td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**
- 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
- ALSO: Request to Exceed Limits

**Column C Which Are:**
- at Cadet Command Post

**Column D Disposition:**
- Destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner.

**Notes**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 33 - 48 R 04.00

**Title:** Cadet Squadron Administration

**Authority:** NC1-461-82-15

<table>
<thead>
<tr>
<th>Current</th>
<th>Frozen Record</th>
<th>Date Modified</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>15 / Jun / 2005</td>
<td></td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**
- forms and reports including Restriction Sign-In, Squadron Tour, Cadet in Charge of Quarters Report, Sign-In/Out Register and other related records

**Column C Which Are:**
- at each cadet squadron

**Column D Disposition:**
- Destroy 1 year after end of academic year or when no longer needed, whichever is sooner.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 48 R 05.00**

**TITLE:** Charge of Quarters, Element Leader Weekly Report, Squadron Duty Officer Report, Request to Exceed Limits  
**AUTHORITY:** NC1-461-82-15

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**  
forms and reports including other related records

**COLUMN C WHICH ARE:**  
at each cadet squadron

**COLUMN D DISPOSITION:**  
Destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 48 R 06.00**

**TITLE:** Cadet Squadron Administration Report of Offense  
**AUTHORITY:** NC1-461-82-15

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**  
Cadet Squadron Administration Report of Offense

**COLUMN C WHICH ARE:**  
at each cadet squadron

**COLUMN D DISPOSITION:**  
Destroy 6 months after daily cutoff.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 48 R 07.00**

**TITLE:** Optical Scanning Service Request  
**AUTHORITY:** NC1-461-82-15

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
forms specifying requirements on the optical scanner

at Academic Computing Services (DFTC)

Destroy after 6 months or when no longer needed, whichever is sooner.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 33 - 48 R 08.00

Title: Optical Scanner

Authority: NC1-461-82-15

Date Modified: 15/Jun/2005
Frozen Record: No
Current: Yes
Date Approved:

Table & Rule: T 33 - 48 R 09.00

Title: Military Review Committee (MRC), Physical Education Review Committee (PERC)

Authority: NC1-461-82-15

Date Modified: 19/Mar/2007
Frozen Record: No
Current: Yes
Date Approved:

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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 33 - 48 R 10.00
TITLE: Curriculum Committee, Academy Board, USAFA Curriculum Handbooks, USAFA Catalogs
AUTHORITY: N1-461-92-05
DATE MODIFIED: 19 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
- meeting minutes, change proposals and related records on curriculum changes

COLUMN C WHICH ARE:
- record copy at Office of the Registrar

COLUMN D DISPOSITION:
- Retire as permanent.

NOTES
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

TABLE & RULE: T 33 - 48 R 11.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 2.00
AUTHORITY: NC1-461-82-15
DATE MODIFIED: 19 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
- PREVIOUS TITLE: 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

COLUMN C WHICH ARE:
- DESTROY after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 48 R 12.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 10.00
AUTHORITY: N1-461-92-05
DATE MODIFIED: 19 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
- PREVIOUS TITLE: Academy Board - minutes, results and decisions of the Academy Board meetings and background material

COLUMN C WHICH ARE:
- record copy at Director of Admissions

COLUMN D DISPOSITION:
- Retire as permanent.

NOTES
8 Backups are performed yearly with a set of four tapes. Backups contain current fiscal year data plus two previous fiscal year's data.
COLUMN B CONSISTING OF:
computer printout of cadets academically deficient, including recommendations/decisions by the committee made to the Academy Board

COLUMN C WHICH ARE:
at Office of the Registrar on enrolled cadets

COLUMN D DISPOSITION:
Destroy 1 year after graduation or when no longer needed, whichever is sooner.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 48 R 14.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 9.00
AUTHORITY: NC1-461-82-15
DATE MODIFIED: 19 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
COLUMN B CONSISTING OF:
PREVIOUS TITLE: 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

COLUMN C WHICH ARE:
record copy at Physical Education Department

COLUMN D DISPOSITION:
Destroy after 4 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 33 - 48 R 15.00
TITLE: Cadet Administration and Meeting Minutes
DATE MODIFIED: 25 / Jun / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

AUTHORITY: NC1-461-82-15

COLUMN B CONSISTING OF:
forms, reports and correspondence used for administering club funds and activities

COLUMN C WHICH ARE:
at Cadet Extracurricular Activities

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 33 - 48 R 16.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 15.00
DATE MODIFIED: 19 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

AUTHORITY: NC1-461-82-15

COLUMN B CONSISTING OF:
PREVIOUS TITLE: 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

COLUMN C WHICH ARE:
info copies

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
**Notes**

no longer needed for administrative, legal, audit, or other operational purposes.

**Table & Rule: T 33 - 48 R 17.00**

<table>
<thead>
<tr>
<th>Title: Cadet Administrative Management Information System</th>
<th>Date Modified: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: NC1-461-82-15</td>
<td>Frozen Record: No</td>
</tr>
<tr>
<td>Current: Yes</td>
<td>Date Approved:</td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**

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

**Column C Which Are:**

used as working file for personnel transactions and producing various output products for statistical studies and management purposes

**Column D Disposition:**

Destroy after 6 years or transfer to the Educational Research Data Base, as applicable.

---

### Notes

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**Table & Rule: T 33 - 48 R 18.00**

<table>
<thead>
<tr>
<th>Title: DELETED - (19 Mar 07) - Incorporated into Rule 10.00</th>
<th>Date Modified: 19 / Mar / 2007</th>
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<tr>
<td>Authority: NC1-461-85-02</td>
<td>Frozen Record: No</td>
</tr>
<tr>
<td>Current: Yes</td>
<td>Date Approved:</td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**

PREVIOUS TITLE: USAFA Curriculum Handbooks - final decisions of curriculum committee regarding the course contents

**Column C Which Are:**

record copy at curriculum and scheduling

**Column D Disposition:**

Retire as permanent.

---

### Notes

6. Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

11. Also see Table 33-14.

16. The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

---

**Table & Rule: T 33 - 48 R 19.00**

<table>
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<td>Frozen Record: No</td>
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### T 33 - 49: COMMUNICATIONS AND INFORMATION - ELECTRONIC RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
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<tr>
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<td>01 / Jan / 1900</td>
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<td>DATE APPROVED:</td>
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</table>

**COLUMNS**

**B:** Consisting of:

**C:** Which are:

**D:** Disposition:

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 33 - 49 R 01.00</th>
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<tbody>
<tr>
<td>TITLE:</td>
<td>Files/Records Created in Central ADP Facilities to Create/Use/Maintain Master Files...[cont.]</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
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<tr>
<td>DATE MODIFIED:</td>
<td>01 / May / 2007</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMNS**

**B:** Consisting of:

**C:** Which are:

**D:** Disposition:

---

1. Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

2. Also see Table 33-14.

3. The terms "destroy" and "delete" in column D mean to "scratch," "erase," or "blank" the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.
COLUMN B CONSISTING OF:
electronic files, background materials, notes, papers, drafts, and or records used to create or update a master file, record keeping system, or system of records

COLUMN C WHICH ARE:
including but not limited to working files, valid transaction files and intermediate input/output records, logs, etc., which are formalized after input into the master file or final record

COLUMN D DISPOSITION:
Delete after information is transferred to the master file and verified.

NOTES

11 Also see Table 33-14.

16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
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<th>DATE MODIFIED:</th>
<th>10 / Aug / 2007</th>
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<tr>
<td>AUTHORITY:</td>
<td>GRS 20, ITEM 01C</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
PREVIOUS TITLE: 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

COLUMN C WHICH ARE:
used to assess charges for system use

COLUMN D DISPOSITION:
Delete when no longer needed for administrative, legal, audit or other operational purposes.

NOTES

11 Also see Table 33-14.

16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
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<th>DATE MODIFIED:</th>
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<tr>
<td>TITLE:</td>
<td>Input/Source Records Used Solely to Create, Update, or Modify Final Records</td>
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<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
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<td></td>
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<tr>
<td>AUTHORITY:</td>
<td>GRS 20, ITEM 02A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
non-electronic records or forms, background information, notes, logs, etc. not covered by rule 1 or 2 of this table and are

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
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.

NOTES

11 Also see Table 33-14.

16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 33 - 49 R 05.00</th>
<th>DATE MODIFIED:</th>
<th>28 / Jul / 2017</th>
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<tbody>
<tr>
<td>TITLE:</td>
<td>Electronic Records Entered into the System During an Update Process/Received from Another Agency</td>
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<td>CURRENT:</td>
<td>Yes</td>
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<td></td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>DAA-GRS-2017-0003-0002</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
electronic records entered into the system during an update process, except as noted in Rule 6

COLUMN C WHICH ARE:
not required for audit and legal purposes

COLUMN D DISPOSITION:
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.

NOTES
11 Also see Table 33-14.
16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

TABLE & RULE: T 33 - 49 R 06.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 5.00
AUTHORITY: GRS 20, ITEM 02C
DATE MODIFIED: 19 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Electronic Records Received from Another Agency - electronic record received from another agency

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
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, the master file or database, whichever is later.

NOTES
11 Also see Table 33-14.
16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

TABLE & RULE: T 33 - 49 R 06.01
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 33 - 49 R 07.00
TITLE: Computer Files or Records Containing Uncalibrated and Unvalidated Digital or Analog Data Collected During Observation
AUTHORITY: DAA-GRS-2017-0003-0002
DATE MODIFIED: 28 / Jul / 2017
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 05 / Feb / 2016
COLUMN B CONSISTING OF:
measurement activities or research and development programs and used as input for a digital master file or database

COLUMN C WHICH ARE:
collected during observation

COLUMN D DISPOSITION:
Delete after the necessary data is incorporated into a master file.

NOTES
11 Also see Table 33-14.

16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

TABLE & RULE: T 33 - 49 R 08.00
TITLE: Master Files Relating To Administrative Function
AUTHORITY: GRS 20, ITEMS 03A & 03B
DATE MODIFIED: 15 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
master files that are components of database management systems

COLUMN D DISPOSITION:
Delete after the expiration of the retention period authorized for the disposable hard copy file or when no longer needed, whichever is later.

NOTES
11 Also see Table 33-14.

16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

52 Excluded are data files created as disclosure-free files to allow public access to the data; or created from a master file or database that is unscheduled for disposition, that was scheduled as permanent records but no longer exists, or are no longer authorized for deletion

TABLE & RULE: T 33 - 49 R 09.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 1.00
AUTHORITY: GRS 20, ITEM 04
DATE MODIFIED: 13 / Aug / 2007
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
PREVIOUS TITLE: 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

COLUMN C WHICH ARE:
authorized for deletion

COLUMN D DISPOSITION:
Delete when no longer needed.

NOTES
11 Also see Table 33-14.

16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

52 Excluded are data files created as disclosure-free files to allow public access to the data; or created from a master file or data base that is unscheduled for disposition, that was scheduled as permanent records but no longer exists, or are no longer

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NOTES

accessible; all such records retained until their disposition is approved.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 49 R 10.00</th>
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</thead>
<tbody>
<tr>
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<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: GRS 20, ITEM 05</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: Extracted Information - electronic files consisting solely of records extracted from a single master file or database

**COLUMN C WHICH ARE:**

approved for deletion

**COLUMN D DISPOSITION:**

Delete when no longer needed.

NOTES

11 Also see Table 33-14.

16 The terms "destroy" and "delete" in column D mean to "scratch," "erase," or "blank" the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

52 Excluded are extracts produced as disclosure-free files to allow public access to the data; or produced from a master file or database that is unscheduled for disposition, that was scheduled as permanent records but no longer exists, or are no longer accessible; or produced by an extraction process which changes the informational content of the source master file or database; all such records retained until their disposition is approved.

<table>
<thead>
<tr>
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<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: GRS 20, ITEM 06</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: Extracted Information - electronic files consisting solely of records extracted from a single master file or database

**COLUMN C WHICH ARE:**

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

**COLUMN D DISPOSITION:**

Delete when no longer needed.

NOTES

11 Also see Table 33-14.

16 The terms "destroy" and "delete" in column D mean to "scratch," "erase," or "blank" the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

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<thead>
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<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: GRS 20, ITEM 07</td>
</tr>
</tbody>
</table>
**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Technical Reformat Files - technical reformat files

**COLUMN C WHICH ARE:**
electronic file consisting of data copied from a master file or database for specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives

**COLUMN D DISPOSITION:**
Delete when no longer needed.

### NOTES

11 Also see Table 33-14.

16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

<table>
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<tr>
<td>TITLE: Security Backup Files</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0006-0007</td>
</tr>
<tr>
<td>DATE MODIFIED: 05 / Feb / 2016</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED: 05 / Feb / 2016</td>
</tr>
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</table>

**COLUMN B CONSISTING OF:**
security backup files

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
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.

### NOTES

11 Also see Table 33-14.

16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

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<tr>
<th>TABLE &amp; RULE: T 33 - 49 R 14.00</th>
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<tr>
<td>TITLE: Security Backup Files Identical to Records Authorized for Disposal in other Tables</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0006-0008</td>
</tr>
<tr>
<td>DATE MODIFIED: 05 / Feb / 2016</td>
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<td>FROZEN RECORD: No</td>
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<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED: 05 / Feb / 2016</td>
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</table>

**COLUMN B CONSISTING OF:**
security backup files identical to records authorized for disposal in other tables

**COLUMN C WHICH ARE:**
above Rule 13 records

**COLUMN D DISPOSITION:**
Delete when the identical records are deleted or when replaced by a subsequent security backup file.

### NOTES

11 Also see Table 33-14.

16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

<table>
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<tr>
<td>TITLE: Finding Aids (or Indexes)</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0002-0016</td>
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<td>DATE MODIFIED: 05 / Feb / 2016</td>
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<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED: 05 / Feb / 2016</td>
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</table>
COLUMN B CONSISTING OF:
electronic indexes, lists, registers and other finding aids used only to provide access to records

COLUMN C WHICH ARE:
approved for deletion. EXCLUDE records containing abstracts or other information that can be used as an information source apart from the related records

COLUMN D DISPOSITION:
Delete with related records or when no longer needed, whichever is later.

NOTES
11 Also see Table 33-14.

16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

TABLE & RULE: T 33 - 49 R 16.00
TITLE: Special Purpose Programs
AUTHORITY: DAA-GRS-2013-0005-0008
DATE MODIFIED: 05 / Feb / 2016
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 05 / Feb / 2016

COLUMN B CONSISTING OF:
application software necessary solely to use or maintain a master file or database

COLUMN C WHICH ARE:
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.

COLUMN D DISPOSITION:
Delete when related master file or database is deleted.

NOTES
11 Also see Table 33-14.

16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

TABLE & RULE: T 33 - 49 R 17.00
TITLE: Documentation
AUTHORITY: GRS 20, ITEM 11A
DATE MODIFIED: 10 / Aug / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
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.

COLUMN D DISPOSITION:
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.

NOTES
11 Also see Table 33-14.

16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 49 R 18.00</th>
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</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Word Processing Files Hard Copy Maintained in Organized File</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> DAA-GRS-2016-0016-0002</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 28 / Jul / 2017</td>
</tr>
<tr>
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</tr>
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<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong> 05 / Feb / 2016</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

maintained in organized files

**COLUMN D DISPOSITION:**

Delete from the word processing system when no longer needed for updating or revision.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 49 R 18.01</th>
</tr>
</thead>
<tbody>
<tr>
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<td><strong>FROZEN RECORD:</strong> No</td>
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<td><strong>DATE RESCINDED:</strong> 01 / Jan / 1900</td>
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<tr>
<td><strong>DATE APPROVED:</strong></td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 49 R 19.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Word Processing Files Maintained Only In Electronic Form</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> GRS 20, ITEM3A, 3B(1), 3B(2), 3B(3)</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 15 / Jun / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

Rule 18 records, when maintained only in electronic form and duplicate information or take the place of records that would otherwise be maintained in hard copy

**COLUMN C WHICH ARE:**

authorized for destruction

**COLUMN D DISPOSITION:**

Delete after the expiration of the retention period authorized by the GRS or when no longer needed, whichever is later.

**NOTES**

11 Also see Table 33-14.

16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.
### Table 1 - Disposition of Media

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>word processing files</td>
<td>electronic forms when hard copy is maintained</td>
<td>Delete electronic version when the agency determines that it is no longer needed for administrative, legal, audit or other operational purposes.</td>
</tr>
</tbody>
</table>

### Notes

11  Also see Table 33-14.

16  The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

### Table & Rule: T 33 - 49 R 19.02

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN B CONSISTING OF: word processing file</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE: electronic replacements for hard copies</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

### Notes

11  Also see Table 33-14.

16  The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

### Table & Rule: T 33 - 49 R 19.03

<table>
<thead>
<tr>
<th>TITLE: Hard Copy Printouts</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN B CONSISTING OF: printouts</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE: hard copy printouts</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION: Destroy when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes.</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

### Notes

11  Also see Table 33-14.

16  The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

### Table & Rule: T 33 - 49 R 20.00

<table>
<thead>
<tr>
<th>TITLE: Administrative Databases</th>
<th>DATE MODIFIED: 16 / Aug / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

### Notes

16  The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.
**COLUMN B CONSISTING OF:**
administrative databases

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
delete information in the database when no longer needed.

### NOTES

11 Also see Table 33-14.

16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Explosive Ordnance Disposal Incident Management System (EODIMS) (Electronic Database)</td>
<td>DATE MODIFIED: 20 / Sep / 2007</td>
</tr>
<tr>
<td>AUTHORITY: 62FR6621, MIL MUNITIONS RULE</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**
operational response records developed and input into EODIMS by each EOD unit, approved at the Major Command, and added to the Air Force database.

**COLUMN D DISPOSITION:**
retain records in the database for 25 years. Contact your base or command records manager for guidance on transfer to the National Archives when the records are 25 years old.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 49 R 21.00</th>
<th>DATE MODIFIED: 28 / Jul / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Electronic Spreadsheets</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2016-0016-0002</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED: 05 / Feb / 2016</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
electronic spreadsheets

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
delete when no longer needed to update or produce hard copy.

### NOTES

11 Also see Table 33-14.

16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 49 R 22.00</th>
<th>DATE MODIFIED: 28 / Jul / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Spreadsheets Recorded on Electronic</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2016-0016-0002</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED: 05 / Feb / 2016</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
- spreadsheets recorded on electronic

COLUMN C WHICH ARE:
- spreadsheets that are recorded on electronic media such as hard disks or floppy diskettes, when maintained only in electronic form

COLUMN D DISPOSITION:
Delete after the expiration of the retention period authorized for the hard copy.

NOTES
11 Also see Table 33-14.
16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

TABLE & RULE: T 33 - 49 R 23.00
TITLE: Non-Record Emails--Do NOT Place on File Plan (Auth to Destroy Information Emails)
AUTHORITY: GRS 23, ITEM 07
DATE APPROVED:
DATE MODIFIED: 21 / May / 2007
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
- emails which contain routine information, publications, and 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 transmittal that do not add any information to that contained in the transmitted material, or receiving office copy filed separately from the transmitted material. This is NOT a record category and should not be placed on file plans, this rule provides the authority for each user to destroy these emails after reading, it is the reponsiblity of the jsender, to file the email record.

COLUMN C WHICH ARE:
- quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as holiday notices, charity or fund appeals, bond campaigns, and similar records containing no substantive information and those containing information sent as routine notifications of meetings, scheduling work-related trips and visits, and other scheduling 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.

COLUMN D DISPOSITION:
Destroy immediately after reading/reviewing. This rule allows implementation of the auto-delete of 'live' electronic mail systems and provides the authority for each action officer to destroy emails that are sent as information, mass mailings and other emails that require no action by the recipient.

NOTES
11 Also see Table 33-14.
16 The terms “destroy” and “delete” in column D mean to “scratch,” “erase,” or “blank” the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

TABLE & RULE: T 33 - 49 R 24.00
TITLE: Electronic Mail (E-Mails)
AUTHORITY: DAA-GRS-2016-0016-0002
DATE APPROVED:
DATE MODIFIED: 23 / Jan / 2018
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
e-mails and attachments that meet the definition of Federal records and resident on computer email systems and or back-up tapes beyond 120 days

COLUMN C WHICH ARE:
in/on the senders’ or recipients’ e-mail accounts will be destroyed. DoD Policy Memo, dated 2 Mar 05 and AF CIO Policy dated Memo, 28 Feb 2005, place responsibility for filing these records into electronic record keeping system or the shared drive on the sender. E-mail recipients have copies, not records and do not file unless they have a task to perform or respond to, then the email and response are filed together.

COLUMN D DISPOSITION:
Deleted from e-mail system after 120 days.

NOTES
11 Also see Table 33-14.
The terms "destroy" and "delete" in column D mean to "scratch," "erase," or "blank" the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 49 R 40.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE RESCINDED: 01 / Jan / 1900</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

T 33 - 50: COMMUNICATIONS AND INFORMATION - MAIL MOVEMENT

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 33 - 50 R 01.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Receipt and Dispatch of Mail for Registered Mail</td>
</tr>
<tr>
<td>DATE MODIFIED: 14 / Sep / 2006</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

receipt and dispatch of mail for registered mail

COLUMN C WHICH ARE:

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

COLUMN D DISPOSITION:

Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
receipt and dispatch of mail for nonregistered mail

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 50 R 03.00
TITLE: DD 1372, Mail Manifest, Incoming Command Pouch
DATE MODIFIED: 19 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
DD 1372, Mail Manifest

COLUMN C WHICH ARE:
at postal activities

COLUMN D DISPOSITION:
Destroy after 3 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 33 - 50 R 04.00
TITLE: DD 2277, Transit Time Information System for Military Mail Daily Worksheet
DATE MODIFIED: 14 / Sep / 2006
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
DD 2277, Transit Time Information System for Military Mail Daily Worksheet

COLUMN C WHICH ARE:
at postal activities

COLUMN D DISPOSITION:
Destroy 60 days after message report is submitted.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 50 R 05.00**

**TITLE:** Small-Parcel Shipment Billing or Shipping Records  
**DATE MODIFIED:** 14 / Sep / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
records generated by small-parcel shipping companies

**COLUMN C WHICH ARE:**  
at postal activities

**COLUMN D DISPOSITION:**  
Destroy after 1 year or as specified in contract, whichever is later.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 50 R 05.01**

**TITLE:** Material Sent as part of the Foreign Military Sales/Security Assistance Program  
**DATE MODIFIED:** 14 / Sep / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
which may be needed to answer a Report of Item Discrepancy

**COLUMN C WHICH ARE:**  
at postal activities

**COLUMN D DISPOSITION:**  
Destroy 2 years after shipping/billing date or as specified in delivery service contract, whichever is later.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 50 R 06.00**

**TITLE:** Irregular Makeup and Dispatch of Mail at Cited Postal Activities  
**DATE MODIFIED:** 14 / Sep / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
which may be needed to answer a Report of Item Discrepancy

**COLUMN C WHICH ARE:**  
at postal activities

**COLUMN D DISPOSITION:**  
Destroy after 1 year or as specified in contract, whichever is later.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 50 R 06.01**

<table>
<thead>
<tr>
<th>TITLE: Irregular Makeup and Dispatch of Mail at Other Than Cited Postal Activities</th>
<th>DATE MODIFIED:</th>
<th>14 / Sep / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT:</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
DD 2273, Irregularities in Makeup and Dispatch of Mail

**COLUMN C WHICH ARE:**
at other than cited postal activities

**COLUMN D DISPOSITION:**
Destroy after 6 months.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 50 R 07.00**

<table>
<thead>
<tr>
<th>TITLE: Irregular Handling of Mail at MAJCOM Postal Squadrons</th>
<th>DATE MODIFIED:</th>
<th>14 / Sep / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

DD 2273, Irregularities in Makeup and Dispatch of Mail

**COLUMN C WHICH ARE:**
at MAJCOM Postal Squadrons

**COLUMN D DISPOSITION:**
Destroy after 2 years or when no longer needed, whichever is later.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 33 - 50 R 08.00**

<table>
<thead>
<tr>
<th>TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 2.00</th>
<th>DATE MODIFIED:</th>
<th>25 / Aug / 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>DATE RESCINDED:</td>
<td>25 / Aug / 2008</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 34 - 01 R 01.00

**Title:** Services Programs  
**Authority:** NC1-AFU-80-08  
**Current:** Yes  
**Frozen Record:** No  
**Date Modified:** 06 / Jun / 2005  

**Column B Consisting Of:**  
Service programs

**Column C Which Are:**  
Studies, directives, and analyses reflecting organization of programs, and conduct and result of program activities

**Column D Disposition:**  
Retire as permanent.

**Notes:**  
2 Transfer to the National Archives in 5-year blocks when latest document is 5 years old.

### Table & Rule: T 34 - 01 R 02.00

**Title:** Support for Services Activities, Photography Contests  
**Authority:** N1-AFU-90-03  
**Current:** Yes  
**Frozen Record:** No  
**Date Modified:** 19 / Mar / 2007  

**Column B Consisting Of:**  
Support for services activities

**Column C Which Are:**  
Supply records, fund budgets

**Column D Disposition:**  
Destroy after 1 year.

**Notes:**  
73 Retain property requisitions and property disposal records unit inactivation per AFM 67-1.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 34 - 01 R 03.00

**Title:** Deleted - (19 Mar 07) - Incorporated into Rule 2.00  
**Authority:** N1-AFU-90-03  
**Current:** Yes  
**Frozen Record:** No  
**Date Modified:** 19 / Mar / 2007  

**Column C Which Are:**  
Photo entries in four groups

**Column D Disposition:**  
Destroy after 1 year.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 34 - 01 R 04.00**

**TITLE:** Recreation Programs

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>recreation programs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>records concerning sports, motion pictures, service clubs and entertainment, youth programs, special interest groups, and similar activities not covered elsewhere</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 2 years or when no longer needed, whichever is sooner.</td>
</tr>
</tbody>
</table>

---

**TABLE & RULE: T 34 - 01 R 05.00**

**TITLE:** Professional Entertainers

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>professional entertainers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>locator cards for professional entertainers of foreign nationality performing in overseas military establishments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy on inactivation of activity.</td>
</tr>
</tbody>
</table>

---

**TABLE & RULE: T 34 - 01 R 06.00**

**TITLE:** Triennial Survey and Prioritization

**AUTHORITY:** N1-AFU-90-03

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Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 34 - 01 R 08.00
**TITLE:** Services Facilities Programming List Report Key Punch Cards  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
services facilities programming list report key punch cards

**COLUMN C WHICH ARE:**
used to update or provide new facility information

**COLUMN D DISPOSITION:**
Destroy cards when necessary information has been entered into the system.

**NOTES**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 01 R 09.00
**TITLE:** Services Facilities Programming List Report Correspondence  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
services facilities programming list report correspondence

**COLUMN C WHICH ARE:**
data which provide instructions or facility information

**COLUMN D DISPOSITION:**
Destroy after 1 year or when superseded.

**NOTES**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 01 R 10.00
**TITLE:** Logistics Support Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
logistics support records

**COLUMN C WHICH ARE:**
a variety of records pertaining to the logistics support of service facilities and activities

**COLUMN D DISPOSITION:**
See appropriate functional table and rule to which the records belong.

**NOTES**
NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 34 - 01 R 11.00

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<tr>
<td>AUTHORITY: N1-AFU-88-33</td>
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<td>DATE APPROVED:</td>
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</tbody>
</table>

COLUMN B CONSISTING OF:
involvement of excess property received from Defense Reutilization Marketing Office (DRMO)

COLUMN C WHICH ARE:
at logistics branch

COLUMN D DISPOSITION:
Destroy when property is turned into DRMO.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 34 - 01 R 12.00

<table>
<thead>
<tr>
<th>TITLE: Excess/Surplus Property Registers Control Numbers</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
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<td>AUTHORITY: N1-AFU-88-33</td>
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<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
expandable issue registers, turn-in slips

COLUMN C WHICH ARE:
at logistics branch

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 34 - 01 R 13.00

<table>
<thead>
<tr>
<th>TITLE: Slot Machine Status Reports</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-04</td>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
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</tbody>
</table>
NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 34 - 02: SERVICES - AERO CLUB RECORDS

| TABLE & RULE: T 34 - 02 R 01.00 | DATE MODIFIED: | 06 / Jun / 2005 |
| TITLE: Meetings | FROZEN RECORD: | No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: | Yes |

| COLUMN B CONSISTING OF: | minutes of safety; board of governors; standardization and general membership; and others |
| COLUMN C WHICH ARE: | used for safety, organizational, and operational requirements |
| COLUMN D DISPOSITION: | Destroy after 2 years. |

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 02 R 02.00

| DATE MODIFIED: | 06 / Jun / 2005 |
| TITLE: Pilot Information File (Volume II) | FROZEN RECORD: | No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: | Yes |

| COLUMN B CONSISTING OF: | important flying safety information for pilots |
| COLUMN C WHICH ARE: | necessary to improve the aero club safety program |
| COLUMN D DISPOSITION: | Destroy after 1 year or as safety information item directs. |

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 02 R 03.00
TITLE: Aero Club Membership and Training Folder Requested by Member
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
aero club membership and training folder requested by member

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Release to the individual member on transfer or termination of membership, provided the member's account is cleared.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 02 R 03.01
TITLE: Aero Club Membership & Training Folder Not Requested by Member; Reports & Records, General Correspondence
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
used for membership, administrative, and standardization purposes

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 02 R 04.00
TITLE: FAA Training Records
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
FAA training records

COLUMN C WHICH ARE:
records required by the FAA which reflect the participation and accomplishment of students enrolled in an FAA approved course

COLUMN D DISPOSITION:
Destroy 1 year after student graduates, terminates enrollment or transfers to another school.

NOTES

54 Destroy after 1 year from the date the student graduates from the course to which the record pertains, terminates his or her enrollment in that course or transfers to another school, or as otherwise prescribed by Federal Aviation Regulations (FAA). FAA training records which are used to support VA training and/or certification of training shall be retained in accordance with Rule 5.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 02 R 05.00
TITLE: Individual Veterans' Administration (VA) Training/Certification
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
all records required by the VA which reflect the participation, training and accomplishments of each student enrolled in a VA-approved course

COLUMN C WHICH ARE:
used to certify the training of each student and certification of payments by the VA

COLUMN D DISPOSITION:
Destroy 3 years after termination of enrollment.

NOTES

17 Records and accounts pertaining to each period of training will be kept intact and in good condition for a period of 3 years following termination of enrollment, unless notified by the VA or GAO to keep them for a longer period of time. Include those FAA training records used to support certification of VA training.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 02 R 06.00
TITLE: Daily Aircraft Operational Forms
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
daily aircraft operational forms

COLUMN C WHICH ARE:
reports of flight and aircraft usage and servicing which are used for daily aircraft operation, discrepancies, repair, usage and servicing

COLUMN D DISPOSITION:
Destroy in 100-hour increments.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 02 R 07.00
TITLE: Aircraft Records and Maintenance Records
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
airframe and engine log books, certificates of registration, air worthiness, and associated records

COLUMN C WHICH ARE:
required by FAA

COLUMN D DISPOSITION:
Transfer with aircraft or dispose of as required by appropriate FAA directives.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 02 R 08.00
TITLE: Covenant Not to Sue and Indemnity Agreements
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Covenant Not to Sue and Indemnity Agreements

COLUMN C WHICH ARE:
AF Form 1585, Covenant Not To Sue and Indemnity Agreement

COLUMN D DISPOSITION:
Destroy 6 years after period of agreement.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 02 R 09.00
TITLE: Aero Club Personnel Services Contracts
AUTHORITY: UNSCHEDULED

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
Aero club personnel services contracts

COLUMN C WHICH ARE:
used to obtain Aero club flight instructors, mechanics, and supervisors of flying

COLUMN D DISPOSITION:
Disposition pending...

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<th>NOTES</th>
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<tr>
<th>TABLE &amp; RULE: T 34 - 02 R 10.00</th>
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<tbody>
<tr>
<td>TITLE: Aircraft Lease Agreements</td>
</tr>
<tr>
<td>DATE MODIFIED: 06 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
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</table>

| COLUMN B CONSISTING OF: |
| contracts               |

| COLUMN C WHICH ARE: |
| used to lease Aero club aircraft |

| COLUMN D DISPOSITION: |
| Disposition pending... |

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<tr>
<td>DATE MODIFIED: 19 / Mar / 2007</td>
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</table>

| COLUMN B CONSISTING OF: |
| contracts               |

| COLUMN C WHICH ARE: |
| not covered elsewhere in this table |

| COLUMN D DISPOSITION: |
| Destroy after 1 year. |

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</tbody>
</table>
TABLE & RULE: T 34 - 02 R 12.00
TITLE: Aircraft Accident/Incident Reports
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- reports and related records

COLUMN C WHICH ARE:
- used in reporting and investigating Aero club aircraft accidents/incidents at Aero clubs

COLUMN D DISPOSITION:
- Destroy after 2 years or on inactivation, whichever is sooner.

NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records:
  Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 34 - 03: SERVICES - LIBRARIES

TABLE & RULE: T 34 - 03 R 01.00
TITLE: Library Acquisitions (Locally-Funded)
AUTHORITY: DAA-GRS-2013-0003-0001

COLUMN B CONSISTING OF:
- requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records

COLUMN C WHICH ARE:
- control records accumulated by librarians for materials procured from locally funded appropriated or nonappropriated funds, or received from any other source

COLUMN D DISPOSITION:
- Destroy 10 years after final payment.

NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records:
  Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 03 R 01.01
TITLE: Library Acquisitions (Centrally Funded)
AUTHORITY: DAA-GRS-2013-0003-0001

COLUMN B CONSISTING OF:
- requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records

COLUMN C WHICH ARE:
- control records accumulated by librarians for materials procured from centrally funded appropriated or nonappropriated funds, or received from any other source

COLUMN D DISPOSITION:
- Destroy 10 years after final payment.

NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records:
  Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records

COLUMN C WHICH ARE:
control records accumulated by librarians for materials procured from centrally funded sources

COLUMN D DISPOSITION:
Destroy 10 years after final payment.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

控制记录由馆员积累，用于记录从中央资金资助的材料。

报废10年后支付最终款项。

注释
21 通过电子邮件和文字处理创建的电子副本：在记录保存副本创建并归档后或当不再需要修订、分发或参考时，销毁纸质文件。

用以取代临时纸质记录的电子系统：在先前批准的相应纸质记录保留期届满时销毁。

以补充临时纸质记录的电子系统：当机构确定电子记录已被取代、过时或不再需要用于行政、法律、审计或其他操作目的时销毁。

控制记录由图书馆员为从中央资金资助的材料累积。

报废10年后支付最终款项。

注释
21 通过电子邮件和文字处理创建的电子副本：在记录保存副本创建并归档后或当不再需要修订、分发或参考时，销毁纸质文件。

用以取代临时纸质记录的电子系统：在先前批准的相应纸质记录保留期届满时销毁。

以补充临时纸质记录的电子系统：当机构确定电子记录已被取代、过时或不再需要用于行政、法律、审计或其他操作目的时销毁。

控制记录由图书馆员为从中央资金资助的材料累积。

报废10年后支付最终款项。

注释
21 通过电子邮件和文字处理创建的电子副本：在记录保存副本创建并归档后或当不再需要修订、分发或参考时，销毁纸质文件。

用以取代临时纸质记录的电子系统：在先前批准的相应纸质记录保留期届满时销毁。

用以补充临时纸质记录的电子系统：当机构确定电子记录已被取代、过时或不再需要用于行政、法律、审计或其他操作目的时销毁。

控制记录由图书馆员为从中央资金资助的材料累积。

报废10年后支付最终款项。

注释
21 通过电子邮件和文字处理创建的电子副本：在记录保存副本创建并归档后或当不再需要修订、分发或参考时，销毁纸质文件。

用以取代临时纸质记录的电子系统：在先前批准的相应纸质记录保留期届满时销毁。

用以补充临时纸质记录的电子系统：当机构确定电子记录已被取代、过时或不再需要用于行政、法律、审计或其他操作目的时销毁。
### TABLE & RULE: T 34 - 03 R 04.00

**TITLE:** Cards on Dissolved Library Collections  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**
cards

**COLUMN C WHICH ARE:**
on dissolved library collections

**COLUMN D DISPOSITION:**
Destroy 1 year after dissolution of library.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### TABLE & RULE: T 34 - 03 R 05.00

**TITLE:** Cards on Material Removed From a Collection  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**
cards

**COLUMN C WHICH ARE:**
on material removed from a collection

**COLUMN D DISPOSITION:**
Transfer with record or destroy after 1 year, whichever is applicable.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### TABLE & RULE: T 34 - 03 R 06.00

**TITLE:** Card Catalogs  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**
card catalogs

**COLUMN C WHICH ARE:**
author, title, and subject index to permanent holdings of library collection maintained IAW rules of professional librarianship

**COLUMN D DISPOSITION:**
On transfer of a complete collection, send with collection or destroy on removal from or dissolution of collection.

**NOTES**
### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 03 R 07.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DELETED - (18 May 06) - Previously (RESERVED)</td>
<td>18 / May / 2006</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:

- book cards, reserve cards, overdue notices, and similar records of the charge-out system

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:

(RESERVED)

### TABLE & RULE: T 34 - 03 R 08.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Loans</td>
<td>06 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:

- library loans

### COLUMN C WHICH ARE:

- book cards, reserve cards, overdue notices, and similar records of the charge-out system

### COLUMN D DISPOSITION:

Destroy when expended.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 03 R 09.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Materials Issued to Individuals and Activities for Indefinite Periods</td>
<td>06 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:

- book cards, reserve cards, overdue notices, and similar records of the charge-out system

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:

(RESERVED)
COLUMN B CONSISTING OF:
library materials issued to individuals and activities for indefinite periods

COLUMN C WHICH ARE:
requests for issue or turn-in, duplicate shelf list cards, bookmarks, and comparable records

COLUMN D DISPOSITION:
Destroy when material is returned, on consolidation of records, or on other proper settlement of responsibility.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 03 R 10.00
TITLE: Library Balance on Hand
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
library balance on hand

COLUMN C WHICH ARE:
records containing total number of items in permanent library collections; records of all additions and withdrawals

COLUMN D DISPOSITION:
Destroy 1 year after transfer of the complete collection or on dissolution of library.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 03 R 11.00
TITLE: Reports of Audit
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
reports of audit

COLUMN C WHICH ARE:
reports of library control records

COLUMN D DISPOSITION:
Destroy after 1 year provided any corrective action required has been accomplished.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 34 - 03 R 12.00

**TITLE:** Annual and Semiannual Library Reports  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>annual and semiannual library reports</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>statistics of library holdings and operation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retain in the accumulating office for the life of the library; destroy upon inactivation of the library.</td>
</tr>
</tbody>
</table>

### NOTES

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 03 R 13.00

**TITLE:** Reciprocal Library System Records  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>correspondence and related records establishing a base library as a member of a regional system of cooperating libraries</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at base libraries and monitoring headquarters</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when superseded, obsolete, upon dissolution of agreement, or inactivation of base, whichever is sooner.</td>
</tr>
</tbody>
</table>

### NOTES

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 34 - 04 R 01.00</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Child Care Operations</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at child care centers

**COLUMN D DISPOSITION:**
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.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 34 - 04 R 02.00</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Child Care Operations Registers</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
child care operations registers

**COLUMN C WHICH ARE:**
daily record of attendance, collection of fees, and sign-in/out of patrons; and related records

**COLUMN D DISPOSITION:**
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.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

44 If the child care center is not using a cash register or other prenumbered receipt, a copy of the AF Form 1182, Youth Flight Register, will be made and sent to the Non-Appropriated Fund Financial Management Board (NAFFMB). The AF Form 1182 is backup to the cash report and is retained per Table 34-14, Rules 18 and 18.1. The original of the AF Form 1182 is kept in the child care center.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 34 - 04 R 03.00</th>
<th>DATE MODIFIED: 19 / Mar / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Child Care Operations Medical Permission/Incident Forms, Child Care Operations Attendance Forms, Patron Reservation Forms</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-87-43</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
child care operations medical permission/incident forms

COLUMN C WHICH ARE:
a record of injuries; parental permission to administer medications; and which record serious accidents, illnesses, etc; and related records

COLUMN D DISPOSITION:
Destroy after 3 years or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
44 If litigation is involved, retain until settlement is made.

TABLE & RULE: T 34 - 04 R 04.00
TITLE: Child Care Operations Attendance Forms - child care operations attendance forms
AUTHORITY: N1-AFU-87-43

COLUMN B CONSISTING OF:
forms which record hourly head counts of staff and children, room attendance, and related records

COLUMN C WHICH ARE:
forms which record hourly head counts of staff and children, room attendance, and related records

COLUMN D DISPOSITION:
Destroy after 3 years or may be kept for historical purposes up to 5 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
44 If litigation is involved, retain until settlement is made.

TABLE & RULE: T 34 - 04 R 05.00
TITLE: Child Care Operations Weekly Activities Report
AUTHORITY: N1-AFU-87-43

COLUMN B CONSISTING OF:
child care operations weekly activities report

COLUMN C WHICH ARE:/forms which record weekly activities for children; reports used to provide information to higher headquarters; and related records

COLUMN D DISPOSITION:
Destroy after 3 years or may be kept for historical purposes up to 5 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

If litigation is involved, retain until settlement is made.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
maintained by the family day care coordinator

COLUMN D DISPOSITION:
Destroy 1 year after discontinuance of family day care home or until no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 04 R 09.00
TITLE: Case Files of Inactive or Suspended Family Day Care Homes - case files
AUTHORITY: N1-AFU-87-43

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Case Files of Inactive or Suspended Family Day Care Homes - case files
COLUMN C WHICH ARE:
of inactive or suspended family day care homes
COLUMN D DISPOSITION:
Destroy 1 year after discontinuance of family day care home or until no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 04 R 10.00
TITLE: Case Files of Denied or Cancelled Family Day Care Homes
AUTHORITY: N1-AFU-87-43

COLUMN B CONSISTING OF:
case files
COLUMN C WHICH ARE:
of denied or cancelled family day care homes
COLUMN D DISPOSITION:
Destroy 3 years after date of denial or cancellation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 34 - 04 R 11.00  
**TITLE:** CCTV Video Surveillance  
**AUTHORITY:** DAA-GRS-2017-0006-0012  
**DATE CREATED:** 02 / Mar / 2018  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:** 02 / Mar / 2018

**COLUMN B CONSISTING OF:**
video surveillance recordings

**COLUMN C WHICH ARE:**
used to document daily activities

**COLUMN D DISPOSITION:**
If there is a potential claim against the government, retain for six months or until the administrative claim is resolved or litigation is completed, whichever is later.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 34 - 04 R 26.01  
**TITLE:** DELETED  
**AUTHORITY:** N/A  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 01 / Jan / 1900  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
TABLE & RULE: T 34 - 05 R 01.00

T 34 - 05: SERVICES - CONTROL, PROCUREMENT AND SALE OF ALCOHOLIC BEVERAGES

COLUMN B CONSISTING OF:
establishment of alcoholic beverage outlet

COLUMN C WHICH ARE:
letters and supporting records used as a basis for establishment of an alcoholic beverage function

COLUMN D DISPOSITION:
Destroy 2 years after discontinuance of outlet or instrumentality is dissolved.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 05 R 02.00

COLUMN B CONSISTING OF:
correspondence, records of purchases, and related data

COLUMN C WHICH ARE:
used to plan programs

COLUMN D DISPOSITION:
Destroy after 2 years or when no longer needed, whichever is applicable.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 05 R 03.00

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**
information on pricing, surveys, etc.,

**COLUMN C WHICH ARE:**
used to price alcoholic beverages

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 34 - 05 R 06.00**
**TITLE:** Pricing, Packaged Alcoholic Beverage Sales Slips
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

**NOTES**

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**TABLE & RULE: T 34 - 05 R 07.00**
**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 6.00
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

**PREVIOUS TITLE:** Packaged Alcoholic Beverages Sales Slips - sales slips/purchase register

**COLUMN C WHICH ARE:**
at alcoholic beverage outlets

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**

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**TABLE & RULE: T 34 - 05 R 08.00**
**TITLE:** Sales Slip Book Log
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
sales slip book log

**COLUMN C WHICH ARE:**
sales slip book log used to record the issue, use, and destruction of sales slips

**COLUMN D DISPOSITION:**
Destroy 1 year after last entry.

**NOTES**

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Report generated: 01 / Oct / 2018 - 08:00:00
### T 34 - 06: SERVICES - AIR FORCE OPEN MESS PROGRAM

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 34 - 06 R 01.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Establishment of Air Force Clubs</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 06 / Jun / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
establishment of Air Force Clubs

**COLUMN C WHICH ARE:**
charters with related records

**COLUMN D DISPOSITION:**
Destroy 2 years after discontinuance of open mess or 2 years after the instrumentality is dissolved.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 34 - 06 R 02.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Meetings</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 06 / Jun / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
meetings

**COLUMN C WHICH ARE:**
minutes of nonappropriated funds council, advisory committee, and general membership meetings

**COLUMN D DISPOSITION:**
Destroy 2 years after minutes of meetings no longer apply to or impact on the operation of the open mess.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 34 - 06 R 03.00

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Membership Data or Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>Membership applications, rosters, studies or reports used for planning or promotional purposes</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy upon transfer of member or when no longer needed.</td>
</tr>
</tbody>
</table>

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 34 - 06 R 04.00

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Training Programs, Workshops, or Seminars; Planning, Developing, or Establishing Training Programs or Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>Handouts, pamphlets, training aids, rosters, and related material</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy after 2 years, when superseded, or no longer needed, whichever is applicable.</td>
</tr>
</tbody>
</table>

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 34 - 06 R 05.00

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Deleted - (19 Mar 07) - Incorporated into Rule 4.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Title:</td>
<td>Planning, Developing, or Establishing Training Programs or Policy - policy</td>
</tr>
<tr>
<td>Column C Which Are:</td>
<td>Planning, developing or establishing training programs or policy</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy after 2 years, when superseded, or no longer needed, whichever is applicable.</td>
</tr>
</tbody>
</table>

**Notes**

Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 34 - 06 R 06.00

<table>
<thead>
<tr>
<th>TITLE: Sanitation and Housekeeping</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
sanitation and housekeeping

COLUMN C WHICH ARE:
reports and related records required to operate food and beverage programs

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 34 - 06 R 07.00

<table>
<thead>
<tr>
<th>TITLE: Food Service Sanitation Checklist</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
checklist

COLUMN C WHICH ARE:
food service sanitation checklist

COLUMN D DISPOSITION:
Destroy after 3 months.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 34 - 06 R 08.00

<table>
<thead>
<tr>
<th>TITLE: Supplies and Equipment</th>
<th>DATE MODIFIED: 19 / Oct / 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 06 R 09.00

<table>
<thead>
<tr>
<th>TITLE: Facility Maintenance, Repair, Improvement, or Construction</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
facility maintenance, repair improvement or construction

COLUMN C WHICH ARE:
work orders; service call logs; AF Forms 1391, Group Purchase Voucher for Personal Deposit Fund; project booklets; letters; and related records

COLUMN D DISPOSITION:
Destroy 3 years after fiscal completion.

TABLE & RULE: T 34 - 06 R 10.00

<table>
<thead>
<tr>
<th>TITLE: Essential Feeding</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
essential feeding

COLUMN C WHICH ARE:
designation of an open mess as an essential feeding facility with related records

COLUMN D DISPOSITION:
Destroy 2 years after the open mess is dissolved or when the commander rescinds the essential feeding facility designation.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

- COLUMN B CONSISTING OF: supplies and equipment
- COLUMN C WHICH ARE: forms, letters, lists, requisitions
- COLUMN D DISPOSITION: Destroy after 1 year.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

- COLUMN B CONSISTING OF: work orders; service call logs; AF Forms 1391, Group Purchase Voucher for Personal Deposit Fund; project booklets; letters; and related records
- COLUMN C WHICH ARE: designation of an open mess as an essential feeding facility with related records
- COLUMN D DISPOSITION: Destroy 2 years after the open mess is dissolved or when the commander rescinds the essential feeding facility designation.
TABLE & RULE: T 34 - 06 R 11.00
TITLE: Safety
AUTHORITY: N1-AFU-90-03
CURRENT: Yes
FROZEN RECORD: No
DATE MODIFIED: 06 / Jun / 2005
DATE APPROVED: 

COLUMN B CONSISTING OF:
safety programs

COLUMN C WHICH ARE:
bulletins, rosters, or visual aids needed to encourage safety programs

COLUMN D DISPOSITION:
Destroy when obsolete, superseded, or no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 34 - 06 R 12.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A
CURRENT: Yes
FROZEN RECORD: No
DATE RESCINDED: 12 / Apr / 2006
DATE APPROVED: 

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 34 - 06 R 13.00
TITLE: Advertising, Promotions, Publicity, Public Relations
AUTHORITY: N1-AFU-90-03
CURRENT: Yes
FROZEN RECORD: No
DATE MODIFIED: 06 / Jun / 2005
DATE APPROVED: 

COLUMN B CONSISTING OF:
advertising, promotions, publicity, public relations

COLUMN C WHICH ARE:
posters, calendars, flyers, and planning records

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 34 - 06 R 14.00
TITLE: Reports of Inspection, Audit, or Visit
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
reports of inspection, audit or visit

COLUMN C WHICH ARE:
reports, responses, or related correspondence

COLUMN D DISPOSITION:
Destroy after 4 years or when superseded by a later audit/visit/inspection.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 06 R 15.00
TITLE: Club Operating Continuity Files
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
files

COLUMN C WHICH ARE:
club operating continuity files

COLUMN D DISPOSITION:
Destroy when superseded.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 06 R 16.00
TITLE: Club Management
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
club management

COLUMN C WHICH ARE:
letters, analyses, studies, and other related data used in planning the open mess programs

COLUMN D DISPOSITION:
Destroy after 1 year or when superseded.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 06 R 17.00**

**TITLE:** Papers, Forms, Tapes, Scatter Sheets, and Other Supporting Records

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 06 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
papers, forms, tapes, scatter sheets and other supporting records

**COLUMN C WHICH ARE:**
used to develop policy or programs

**COLUMN D DISPOSITION:**
Destroy after 2 years or when no longer needed, whichever is later.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 06 R 18.00**

**TITLE:** Accounts Control Copies

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 06 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
copies which reflect food and beverage items

**COLUMN C WHICH ARE:**
purchased or charged by member or guest

**COLUMN D DISPOSITION:**
Destroy after 3 months, provided account is clear.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 06 R 19.00**

**TITLE:** Club Guest Checks Package Liquor Sales

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 06 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**Table & Rule: T 34 - 06 R 20.00**

<table>
<thead>
<tr>
<th>TITLE: Club Guest Checks Kitchen Copy</th>
<th>DATE MODIFIED:</th>
<th>06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 34 - 07: SERVICES - GENERAL MEMBERSHIP CLUBS**

**Table & Rule: T 34 - 07 R 01.00**

<table>
<thead>
<tr>
<th>TITLE: Establishment of General Membership Clubs Constitution and By-Laws</th>
<th>DATE MODIFIED:</th>
<th>06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Published directives are controlled by Table 37-7.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 34 - 07 R 02.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Changes to Policy Directives</td>
</tr>
<tr>
<td>TITLE:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
</tr>
<tr>
<td>change to policy directives</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>(except published standards directives), authorizations, and/or background and support papers</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>Destroy when superseded, obsolete, or no longer needed.</td>
</tr>
</tbody>
</table>

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 34 - 07 R 03.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Minutes of Meetings</td>
</tr>
<tr>
<td>TITLE:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
</tr>
<tr>
<td>minutes of meetings</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>minutes of club, advisory, and standing committee meetings</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>Destroy 2 years after minutes no longer impact on the operation of the general membership clubs.</td>
</tr>
</tbody>
</table>

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 34 - 07 R 04.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Inspection Reports Conducted by Command Requirements</td>
</tr>
<tr>
<td>TITLE:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>permissions for the corresponding activities</td>
</tr>
</tbody>
</table>
### COLUMN B CONSISTING OF:
- Inspection reports conducted by command requirements

### COLUMN C WHICH ARE:
- Reports, except those in Rule 5, conducted by command requirements or as directed by higher authority

### COLUMN D DISPOSITION:
- Destroy on discontinuance of a club operation.

### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

### TABLE & RULE: T 34 - 07 R 05.00

| TABLE & RULE: T 34 - 07 R 05.00 | DATE MODIFIED: 06 / Jun / 2005 |
| TITLE: Inspection Reports at Riding Clubs | FROZEN RECORD: No |
| | CURRENT: Yes |

| AUTHORITY: N1-AFU-90-03 |

### COLUMN B CONSISTING OF:
- Inspection reports at riding clubs

### COLUMN C WHICH ARE:
- Reports made of riding clubs, animals, stalls, arena, etc.

### COLUMN D DISPOSITION:
- Destroy 2 months after inspection is recorded.

### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

### TABLE & RULE: T 34 - 07 R 06.00

| TABLE & RULE: T 34 - 07 R 06.00 | DATE MODIFIED: 06 / Jun / 2005 |
| TITLE: Firearms / Ammunition Transactions | FROZEN RECORD: No |
| | CURRENT: Yes |

| AUTHORITY: N1-AFU-90-03 |

### COLUMN B CONSISTING OF:
- 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

### COLUMN C WHICH ARE:
- At membership club offices

### COLUMN D DISPOSITION:
- Destroy 2 years after the end of the year bought.

### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |
Administrative records required by the Bureau of Alcohol, Tobacco and Firearms (BATF) regulations will be sent to the regional BATF within 30 days after dissolution of the Rod and Gun club.

**TABLE & RULE: T 34 - 07 R 07.00**

**TITLE:** Membership Locator Cards and Records  
**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: |  
| membership locator cards and records |
| COLUMN C WHICH ARE: |  
| member's locator cards and dues records |
| COLUMN D DISPOSITION: |  
| Destroy after 2 years or expiration date of membership. |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21 Annual memberships club report

**TABLE & RULE: T 34 - 07 R 08.00**

**TITLE:** Membership Club Information Report  
**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: |  
| membership club information report |
| COLUMN C WHICH ARE: |  
| annual memberships club report |
| COLUMN D DISPOSITION: |  
| Destroy after 1 year. |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

44 Aero Clubs and Open Messes are excluded from this report since they are covered by other reports.
### T 34 - 08: SERVICES - CEMETERY AND BURIAL RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 34 - 08 R 01.00</th>
<th>DATE MODIFIED: 19 / Mar / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Cemetery Operations, Interment Reports, Vital Statistics Reports</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
cemetery operations

**COLUMN C WHICH ARE:**
operating records related to burial space, cost of operations, maintenance and operations of base cemeteries

**COLUMN D DISPOSITION:**
Destroy after 5 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 34 - 08 R 02.00</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Reserving Grave Sites</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
reserving grave sites

**COLUMN C WHICH ARE:**
records reserving sites in Air Force base cemeteries maintained by name of individual

**COLUMN D DISPOSITION:**
Destroy on cancellation of grave site or reservation.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
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<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Reserving Grave Site Cancellations</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Contact HQ USAF/ILCXE for disposition instructions if cemetery is transferred to another Federal agency or to a local government. If cemetery is not transferred, transfer records to the National Archives immediately on inactivation.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Retire as permanent upon inactivation or when cemetery is placed in an inactive status.
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 08 R 05.00
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 11 / Nov / 2003
DATE APPROVED: 20 / Nov / 2015

T 34 - 09: SERVICES - DISPOSITION OF REMAINS OF DECEASED PERSONNEL

T 34 - 09 R 01.00
TITLE: Deceased Air Force and Unknown Personnel
AUTHORITY: N1-AFU-04-04
DATE MODIFIED: 20 / Nov / 2015
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 20 / Nov / 2015

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
used in lieu of above related records. Records created prior to January 2005 must be sent to the National Personal Records Center (NPRC) and records created after January 2005 are sent to HQ AFSVA.

COLUMN D DISPOSITION:
Permanent. Send records created prior to January 2005 to the National Personal Records Center (NPRC), St Louis, MO; send records created after January 2005 to HQ AFSVA.

NOTES
23 Mortuary Affairs Offices should retain closed case files for records covered by Rule 1 for the remainder of the calendar year of death, plus one additional year. Upon expiration of the retention period, the records must be delivered to Base Records Management Office to be retired to the National Personnel Records Center (NPRC). Legal custody of the records will be transferred to the National Archives in 5-year blocks when the most senior record in block is 30 years old.

23 Mortuary affairs offices should not interfile records covered by Rules 2-5 with those covered by Rule 1. In instances where a mortuary affairs office interfiled such records prior to approval of this schedule, the disposition for Rule 1 will apply to all the interfiled records.
COLUMN B CONSISTING OF:
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. ALSO: Air Force Civilian Employees and/or Their Family Members and Contract Technical Representatives and/or Their Family Members, Deceased Civilians of Foreign Nationality Employed at Air Force Installations

COLUMN C WHICH ARE:
used in lieu of the above and related records. Records created prior to January 2005 must be sent to the National Personal Records Center (NPRC) and records created after January 2005 are sent to HQ AFSVA.

COLUMN D DISPOSITION:
Destroy 75 years after case closure. Records created prior to January 2005 must be sent to the National Personal Records Center (NPRC) and records created after January 2005 are sent to HQ AFSVA.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

23 Mortuary affairs offices should not interfile records covered by Rules 2-5 with those covered by Rule 1. In instances where a mortuary affairs office interfiled such records prior to approval of this schedule, the disposition for Rule 1 will apply to all the interfiled records.

23 Mortuary Affairs Offices should retain completed case files covered by Rules 2 - 5 for remainder of the calendar year of death plus one additional year. Upon expiration of the retention period, the records must be delivered to the Base Records Management Office for retirement to the National Personnel Records Center (NPRC).

TABLE & RULE: T 34 - 09 R 03.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
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<tbody>
<tr>
<td>DELETED - (19 Mar 07) - Incorporated into Rule 2.00</td>
<td>19 / Mar / 2007</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
Mortuary Affairs Offices should retain completed case files covered by Rules 2 - 5 for remainder of the calendar year of death plus one additional year. Upon expiration of the retention period, the records must be delivered to the Base Records Management Office for retirement to the National Personnel Records Center (NPRC).

### COLUMN B CONSISTING OF:

**PREVIOUS TITLE:** 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

**COLUMN C WHICH ARE:**

used in lieu of the above and related records

**COLUMN D DISPOSITION:**

Destroy 75 years after case closure.

### NOTES

- **Electronic copies created using electronic mail and word processing:** Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **Electronic systems that replace temporary hard copy records:** Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:** Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- **Mortuary affairs offices should not interfile records covered by Rules 2-5 with those covered by Rule 1. In instances where a mortuary affairs office interfiled such records prior to approval of this schedule, the disposition for Rule 1 will apply to all the interfiled records.**
- **Mortuary Affairs Offices should retain completed case files covered by Rules 2 - 5 for remainder of the calendar year of death plus one additional year. Upon expiration of the retention period, the records must be delivered to the Base Records Management Office for retirement to the National Personnel Records Center (NPRC).**

### COLUMN B CONSISTING OF:

**PREVIOUS TITLE:** 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

**COLUMN C WHICH ARE:**

used in lieu of the above and related records

**COLUMN D DISPOSITION:**

Destroy 75 years after case closure.

### NOTES

- **Electronic copies created using electronic mail and word processing:** Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **Electronic systems that replace temporary hard copy records:** Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:** Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

23 Mortuary affairs offices should not interfile records covered by Rules 2-5 with those covered by Rule 1. In instances where a mortuary affairs office interfiled such records prior to approval of this schedule, the disposition for Rule 1 will apply to all the interfiled records.

23 Mortuary Affairs Offices should retain completed case files covered by Rules 2 - 5 for remainder of the calendar year of death plus one additional year. Upon expiration of the retention period, the records must be delivered to the Base Records Management Office for retirement to the National Personnel Records Center (NPRC).

### TABLE & RULE: T 34 - 09 R 06.00

<table>
<thead>
<tr>
<th>TITLE: Deceased Personnel Records (Copies)</th>
<th>DATE MODIFIED: 20 / Nov / 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED: 20 / Nov / 2015</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
copies of deceased personnel records

**COLUMN C WHICH ARE:**
forwarded to respective agencies (refer to AFI 34-501 for forwarding guidance) or retained within the Air Force History Office

**COLUMN D DISPOSITION:**
Destroy after 3 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 09 R 07.00

<table>
<thead>
<tr>
<th>TITLE: Deceased Personnel Records (Not Covered by Rule 6)</th>
<th>DATE MODIFIED: 18 / Sep / 2007</th>
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</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
copies of records. Personnel from other services such as United States Army, United States Navy, United States Marine Corps, United States Coast Guard, State Department or U.S. citizens furnished mortuary service in overseas areas at State Department request.

**COLUMN C WHICH ARE:**
forwarded to respective agencies or retained within the Air Force

**COLUMN D DISPOSITION:**
Destroy 2 years after fiscal year end (September 30) of the year in which mortuary services were provided in overseas areas and/or at State Department request.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 09 R 08.00

<table>
<thead>
<tr>
<th>TITLE: Military Honors Checklist</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td></td>
<td>CURRENT: Yes</td>
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<td></td>
<td>DATE APPROVED:</td>
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Report generated: 01 / Oct / 2018 - 08:00:00
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<th>TABLE &amp; RULE: T 34 - 09 R 09.00</th>
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<tr>
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<tr>
<td>DATE RESCINDED: 04 / Jan / 2005</td>
<td></td>
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<td>DATE APPROVED:</td>
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<th>COLUMN D DISPOSITION:</th>
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<table>
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### Table: T 34 - 09 R 12.00

**Title:** DELETED  

**Authority:** N/A  

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<th>Frozen Record</th>
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<td>No</td>
<td>26 / Nov / 2003</td>
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</table>

### Table: T 34 - 10 R 01.00

**Title:** Subsistence Credit Allowance Mgt System (SCAMS), A La Carte System (ALACS), or Monetary Credit Allowance Mgt System (MCAMS).  

**Authority:** N1-AFU-88-50  

<table>
<thead>
<tr>
<th>Frozen Record</th>
<th>Date Modified</th>
<th>Date Approved</th>
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</thead>
<tbody>
<tr>
<td>No</td>
<td>19 / Mar / 2007</td>
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</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table: T 34 - 10 R 02.00

**Title:** Receipt for Transfer of Cash and Vouchers  

**Authority:** N1-AFU-88-50  

<table>
<thead>
<tr>
<th>Frozen Record</th>
<th>Date Modified</th>
<th>Date Approved</th>
</tr>
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<tbody>
<tr>
<td>No</td>
<td>06 / Jun / 2005</td>
<td></td>
</tr>
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</table>
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 34 - 10 R 05.00

**TITLE:** Dining Facility Food Control

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 06 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

- food service production logs

**COLUMN C WHICH ARE:**

- used to ensure that food supplies are properly issued, used, and accounted for in appropriated fund dining halls, and to assist food service personnel in controlling food issued in dining halls, or related to the financial status of the dining hall account

**COLUMN D DISPOSITION:**

- Destroy next menu cycle use.

---

### NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records:
   - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 10 R 06.00

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 1.00

**AUTHORITY:** N1-AFU-88-50

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: Inventory of Class Quartermaster Supplies - inventory of class quartermaster supplies

**COLUMN C WHICH ARE:**

- 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

**COLUMN D DISPOSITION:**

- Destroy 1 year after end of accounting period.

---

### NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records:
   - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 10 R 07.00

**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 1.00

**AUTHORITY:** N1-AFU-88-50

**DATE MODIFIED:** 19 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**
COLUMN B CONSISTING OF:
PREVIOUS TITLE: Administration of Central Preparation Facilities - subsistence request, daily control sheet, request for issue or turn-in, comparable forms and related records
COLUMN C WHICH ARE:
accumulated in managing central preparation activities
COLUMN D DISPOSITION:
Destroy 1 year after end of accounting period.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 10 R 08.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 1.00
DATE MODIFIED: 19 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

AUTHORITY: N1-AFU-88-50

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Food Service Report
COLUMN C WHICH ARE:
operations, menu utilization, consumer level subsistence appraisal program, unsatisfactory subsistence reports, and related records
COLUMN D DISPOSITION:
Destroy 1 year after end of accounting period.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 10 R 09.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 1.00
DATE MODIFIED: 19 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

AUTHORITY: N1-AFU-88-50

COLUMN B CONSISTING OF:
PREVIOUS TITLE: 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
COLUMN C WHICH ARE:
used to record the number of meals requested and issued and cash collected for meals passengers
COLUMN D DISPOSITION:
Destroy 1 year after end of accounting period.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 10 R 10.00
TITLE: Recipe & Menu Pricing System (RAMPS), Service Info Mgt System (SIMS), or Site Automated System (SAS) Pricing
AUTHORITY: N1-AFU-88-50

| COLUMN B CONSISTING OF: | portion price index, error audit list, basic daily food allowance component list computation, ALACS item pricing, ALACS price reduction record |
| COLUMN C WHICH ARE: | used to establish menu item prices in ALACS operations |
| COLUMN D DISPOSITION: | Destroy after 1 year. |

NOTES

19 File maintenance and disposition instructions listed in this table apply for computer tapes or discs generated under SIMS or SAS operations.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 10 R 11.00
TITLE: RAMPS/SIMS/SAS Monthly Update Card Deck/Tape
AUTHORITY: N1-AFU-90-03

| COLUMN B CONSISTING OF: | RAMPS/SIMS/SAS monthly update card deck/tape |
| COLUMN C WHICH ARE: | used to update data base |
| COLUMN D DISPOSITION: | Destroy after 2 months. |

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 10 R 11.01
TITLE: DELETED
AUTHORITY: N/A

| FROZEN RECORD: | No |
| DATE RESCINDED: | 26 / Nov / 2003 |
| DATE APPROVED: | |

Report generated: 01 / Oct / 2018 - 08:00:00
### Column B Consisting Of:

### Column C Which Are:

### Column D Disposition:

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 34 - 10 R 12.00</th>
<th>TITLE: Installation Menu Board</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-88-50</td>
<td>FROZEN RECORD: No</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B Consisting Of:**

- minutes of meetings, monthly recapitulation, adjustment papers

**COLUMN C Which Are:**

- used to revise, delete, and add to Air Force worldwide menu

**COLUMN D Disposition:**

摧毁1年完成菜单周期后。

### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 34 - 10 R 13.00</th>
<th>TITLE: Meal Cards</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-88-50</td>
<td>FROZEN RECORD: No</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B Consisting Of:**

- accountable cards

**COLUMN C Which Are:**

- issued to airmen entitled to Subsistence in Kind (SIK)

**COLUMN D Disposition:**

摧毁上交发卡单位。

### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

44 Subject to audit provisions of Table 65-3.
**TABLE & RULE: T 34 - 10 R 14.00**

**TITLE:** Meal Card Control Registers or Computer-Generated Equivalent Forms  
**AUTHORITY:** N1-AFU-89-13

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>pages or forms with all entries completed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 1 year or on inactivation of unit, whichever is sooner.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

44 Subject to audit provisions of Table 65-3.

**TABLE & RULE: T 34 - 10 R 15.00**

**TITLE:** Continuously Ran Meal Card Registers  
**AUTHORITY:** N1-AFU-89-13

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>information, backup data, logs, receipts, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at units where annual recall is waived</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when outdated or 1 year after end of fiscal year, if an audit has occurred.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

44 Subject to audit provisions of Table 65-3.

**TABLE & RULE: T 34 - 10 R 16.00**

**TITLE:** Food Service Receipts/Billings, Contracting Information  
**AUTHORITY:** DAA-GRS-2013-0003-0001

| DATE MODIFIED: | 06 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

<table>
<thead>
<tr>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>-------------</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
used to verify BDO/BPA and prime vendor 1080 billings

COLUMN D DISPOSITION:
Destroy 6 years after final payment.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 10 R 17.00
TITLE: Supporting Payments to Contractors Based on Monthly Meal Counts
AUTHORITY: N1-AFU-88-50

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at full food service contract operations, including base maintenance contracts, and food service attendant contract operations

COLUMN D DISPOSITION:
Destroy 6 years, 3 months after period covered by contract.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 10 R 18.00
TITLE: USAF Subsistence Standardization Files
AUTHORITY: N1-AFU-88-50

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
used by dietitians, quality assurance specialists, and statistical support staff at Air Staff level

COLUMN D DISPOSITION:
Destroy 1 year after intended purpose is served.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 10 R 19.00

<table>
<thead>
<tr>
<th>TITLE: SIMS or SAS</th>
<th>DATE MODIFIED: 28 / Jul / 2015</th>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-88-50</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED: 27 / Jul / 2015</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
tape or disc containing data of sales, daily dining facility summary, flight meal requests, register transactions

**COLUMN C WHICH ARE:**
used to support payments to contractors at bases with food service contracts

**COLUMN D DISPOSITION:**
Destroy 6 years, 3 months after period covered by contract. While the Tobacco Industry Litigation (TIL) has been lifted, records may be needed for Financial Improvement and Audit Readiness (FIAR) - consult with your financial management official before disposing.

### TABLE & RULE: T 34 - 10 R 20.00

<table>
<thead>
<tr>
<th>TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 1.00</th>
<th>DATE MODIFIED: 19 / Mar / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-89-13</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: 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

**COLUMN C WHICH ARE:**
used to establish accountability for subsistence and monetary transactions

**COLUMN D DISPOSITION:**
Destroy 1 year after end of accounting period.

### TABLE & RULE: T 34 - 10 R 21.00

<table>
<thead>
<tr>
<th>TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 16.00</th>
<th>DATE MODIFIED: 19 / Mar / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: GRS 03, ITEM 03A(1)(A)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 34 - 10 R 22.00 | DATE CREATED: 06 / Jun / 2005 |
| TITLE: (RESERVED) | FROZEN RECORD: No |
| AUTHORITY: N/A | DATE RESCINDED: 26 / Nov / 2003 |
| DATE APPROVED: |

| TABLE & RULE: T 34 - 10 R 23.00 | DATE CREATED: 06 / Jun / 2005 |
| TITLE: (RESERVED) | FROZEN RECORD: No |
| AUTHORITY: N/A | DATE RESCINDED: 26 / Nov / 2003 |
| DATE APPROVED: |

| TABLE & RULE: T 34 - 10 R 24.00 | DATE MODIFIED: 14 / Sep / 2017 |
| TITLE: MILSTRIP Receiving, Receiving Documents, Unmatched Receipts, Reports, Itemized Receiving Override Report...[cont.] | FROZEN RECORD: No |
| AUTHORITY: DAA-GRS-2013-0003-0001 | CURRENT: Yes |
| DATE APPROVED: |
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. ALSO: Produce Receiving Report, Daily Receipts Regular (DRR), DPSC Produce Daily Receipts Register, Summary Receiving Report, Summary of Receipts from DPSC Sources.

at food service facilities, PC troop operator or Air Force management activities

Destroy 10 years after close of FY in which final payment is made.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 10 R 25.00

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defense Business Operations Fund (DBOF) Troop Revolving Fund</td>
<td>06 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY</td>
<td>N1-AFU-90-03</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 10 R 26.00

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCN: SD109-Hist.1, Call Number History Register Listing</td>
<td>06 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY</td>
<td>N1-AFU-88-23</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

contract

PCN: SD109-Hist. 1, call number history register listing

Retain for life of contract.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 10 R 27.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 24.00
AUTHORITY: GRS 06, ITEM 01A

COLUMN B CONSISTING OF:
REVIOUS TITLE: Receiving Documents

COLUMN C WHICH ARE:
receiving report (SD001-RCVG.1), receipts discrepancy list (SD001-RCVG.2), reverse posted receipts, summary of receipts from DPSC sources (SD001-SPEC.1)

COLUMN D DISPOSITION:
Destroy 6 years and 3 months after close of FY in which final payment is made.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 10 R 28.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 24.00
AUTHORITY: GRS 06, ITEM 01A

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Unmatched Receipts (SD001-RCV2.1) - receipts

COLUMN C WHICH ARE:
umatched receipts (SD001-RCV2.1)

COLUMN D DISPOSITION:
Destroy 6 years 3 months after close of FY in which final payment is made.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:
PREVIOUS TITLE: Reports

### COLUMN C WHICH ARE:
itemized receiving report (IRR) PCN: SD109.Recv

### COLUMN D DISPOSITION:
Destroy 6 years 3 months after close of FY in which final payment is made.

### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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#### TABLE & RULE: T 34 - 10 R 30.00
**TITLE:** DELETED - (19 Mar 07) - Incorporated into Rule 24.00

<table>
<thead>
<tr>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 / Mar / 2007</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORITY:** GRS 06, ITEM 01A

---

### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:
itemized receiving override report, PCN: AD109.Recv

### COLUMN D DISPOSITION:
Destroy 6 years 3 months after close of FY in which final payment is made.

### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**AUTHORITY:** GRS 06, ITEM 01A

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### COLUMN B CONSISTING OF:
PREVIOUS TITLE: Produce Receiving Report, PCN: SD001-Recv.Prod - reports

### COLUMN C WHICH ARE:
produce receiving report, PCN: SD001-Recv.Prod

### COLUMN D DISPOSITION:
Destroy 6 years 3 months after close of FY in which final payment is made.

### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
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**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Daily Receipts Regular (DRR)(Dayend-2) - receipts

**COLUMN C WHICH ARE:**
daily receipts regular (DRR)(Dayend-2)

**COLUMN D DISPOSITION:**
Destroy 6 years 3 months after close of FY in which final payment is made.

**NOTES**
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**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: DPSC Produce Daily Receipts Register - register

**COLUMN C WHICH ARE:**
DPSC produce daily receipts register

**COLUMN D DISPOSITION:**
Destroy 6 years 3 months after close of FY in which final payment is made.

**NOTES**
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**COLUMN B CONSISTING OF:**
- PREVIOUS TITLE: Summary Receiving Report - reports

**COLUMN C WHICH ARE:**
- summary receiving reports

**COLUMN D DISPOSITION:**
- Destroy 6 years 3 months after close of FY in which final payment is made.

**NOTES**

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**COLUMN B CONSISTING OF:**
- PREVIOUS TITLE: Summary of Receipts from DPSC Sources, PCN:SD109-SREC.1 - receipts

**COLUMN C WHICH ARE:**
- summary of receipts from DPSC sources, PCN: SD109-SREC.1

**COLUMN D DISPOSITION:**
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| COLUMN C WHICH ARE:             |
| COLUMN D DISPOSITION:           |
## T 34 - 11: SERVICES - LAUNDRY AND DRY CLEANING RECORDS

### TABLE & RULE: T 34 - 11 R 01.00

<table>
<thead>
<tr>
<th>TITLE: Collection Point Records</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- collection point records

**COLUMN C WHICH ARE:**
- unit and organizational laundry and dry cleaning records related to receipt, processing, return, and accounting for laundry and dry cleaning

**COLUMN D DISPOSITION:**
- Destroy as soon as laundry or dry cleaning is satisfactorily accounted for.

### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### TABLE & RULE: T 34 - 11 R 02.00

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- operations records

**COLUMN C WHICH ARE:**
- sales tickets and cash collection vouchers

**COLUMN D DISPOSITION:**
- Destroy after 1 year.

### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### TABLE & RULE: T 34 - 11 R 03.00

<table>
<thead>
<tr>
<th>TITLE: Delivery Receipts</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN D DISPOSITION:**
- Destroy as soon as delivery is satisfactorily accounted for.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 34 - 11 R 04.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: <strong>DELETED</strong> - (21 Mar 07) - Incorporated into Rule 2.00</td>
</tr>
<tr>
<td>CURRENT: <strong>Yes</strong></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>DATE MODIFIED: 21 / Mar / 2007</td>
</tr>
<tr>
<td>FROZEN RECORD: <strong>No</strong></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PREVIOUS TITLE:</strong> Linen Inventory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>semiannual inventories used for linen control and distribution</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 1 year.</td>
</tr>
</tbody>
</table>

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>CURRENT: <strong>No</strong></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>DATE RESCINDED: 01 / Jan / 1900</td>
</tr>
<tr>
<td>FROZEN RECORD: <strong>No</strong></td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PREVIOUS TITLE:</strong> Linen Inventory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
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<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
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<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>DATE RESCINDED: 01 / Jan / 1900</td>
</tr>
<tr>
<td>FROZEN RECORD: <strong>No</strong></td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PREVIOUS TITLE:</strong> Linen Inventory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
### T 34 - 12: SERVICES - NONAPPROPRIATED FUND (NAF) PERSONNEL RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 34 - 12 R 01.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> NAF Basic Program - General Personnel Administration, NAF Performance/Appraisal Rating - General...[cont.]</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 21 / Mar / 2007</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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. ALSO: NAF Drug & Alcohol Abuse Program, NAF Incentive Awards Program Reports, NAF Employee Work Schedules, NAF EEO Compliance Reports, NAF Training - Background/Working Papers

**COLUMN C WHICH ARE:**
at all locations, except HQ USAF/DPC, HQ AFPC, and MAJCOMs

**COLUMN D DISPOSITION:**
Destroy after 3 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### T 34 - 12 R 02.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 34 - 12 R 02.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> NAF Basic Program - Employment and Manpower, NAF Employment Statistics</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 21 / Mar / 2007</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
NAF Basic Program - Employment and Manpower

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy after 5 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 34 - 12 R 03.00

<table>
<thead>
<tr>
<th>TITLE: NAF Correspondence and Forms - Personnel Actions</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
correspondence and forms relating to pending personnel actions

**COLUMN C WHICH ARE:**
at CCPOs

**COLUMN D DISPOSITION:**
Destroy when action is completed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 34 - 12 R 04.00

<table>
<thead>
<tr>
<th>TITLE: NAF Retention Registers - Reduction In Force (RIF) Actions</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
NAF Retention Registers - Reduction in Force (RIF) Actions

**COLUMN C WHICH ARE:**
retention registers from which RIF actions have been taken

**COLUMN D DISPOSITION:**
Destroy after 2 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 34 - 12 R 05.00

<table>
<thead>
<tr>
<th>TITLE: DELETED - (21 Mar 07) - Incorporated into Rule 40.00</th>
<th>DATE MODIFIED: 21 / Mar / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: NAF Retention Registers - No RIF Actions

**COLUMN C WHICH ARE:**
retention registers from which no RIF actions have been taken

**COLUMN D DISPOSITION:**
Destroy when superseded or obsolete.

### NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 12 R 06.00**

<table>
<thead>
<tr>
<th>TITLE: NAF Personnel Correspondence &amp; Forms-All Others, NAF Employment Applications-Accepted for Possible Employment/Not Selected</th>
<th>DATE MODIFIED: 21 / Mar / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

| COLUMN B CONSISTING OF:                                                                                                           |
| NAF personnel correspondence and forms - all others                                                                             |

| COLUMN C WHICH ARE:                                                                                                               |
| all other correspondence and forms                                                                                               |

| COLUMN D DISPOSITION:                                                                                                           |
| Destroy after 6 months.                                                                                                          |

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 12 R 07.00**

<table>
<thead>
<tr>
<th>TITLE: NAF Wage Administration</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

| COLUMN B CONSISTING OF:                                                                                                           |
| NAF wage administration                                                                                                         |

| COLUMN C WHICH ARE:                                                                                                               |
| wage administration records that constitute the basis for personnel actions that may require reconstruction at a later date |

| COLUMN D DISPOSITION:                                                                                                           |
| Destroy when termination of system life.                                                                                         |

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 12 R 08.00**

<table>
<thead>
<tr>
<th>TITLE: NAF Wage Schedules</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

| COLUMN B CONSISTING OF:                                                                                                           |
| wage administration records that constitute the basis for personnel actions that may require reconstruction at a later date |

| COLUMN C WHICH ARE:                                                                                                               |
| wage administration records that constitute the basis for personnel actions that may require reconstruction at a later date |

| COLUMN D DISPOSITION:                                                                                                           |
| Destroy when termination of system life.                                                                                         |

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:
NAF wage schedules

### COLUMN C WHICH ARE:
wage schedules used for each occupational group of NAF employees

### COLUMN D DISPOSITION:
Destroy 4 years after superseded or cancelled provided any needed corrective action has been taken per Table 65-3.

### NOTES

<table>
<thead>
<tr>
<th>Notes</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
<tr>
<td>34</td>
<td>An exception to the authorized disposition is made for records: (requests for exception must be submitted through HQ AF/ILCXE to NARA). a. Required in support of legal matters (i.e., claims, criminal, or other actions). Such record is disposed of after action is resolved and the specified retention period has elapsed. b. For which a foreign government law or agreement specifies a longer retention period. c. For non-US employees whose countries have a unique requirement to warrant a longer retention, see AFI 37-138.</td>
</tr>
</tbody>
</table>

### TABLE & RULE: T 34 - 12 R 09.00

| Title: | Supervisor/Manager NAF Personnel Files |
| Authority: | N1-AFU-90-03 |
| Date Modified: | 06 / Jun / 2005 |
| Frozen Record: | No |
| Current: | Yes |
| Date Approved: | |

### COLUMN B CONSISTING OF:
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

### COLUMN C WHICH ARE:
maintained outside CCPO

### COLUMN D DISPOSITION:
Review annually and destroy superseded or obsolete records; or destroy all records relating to an individual employee 1 year after separation or transfer.

### NOTES

<table>
<thead>
<tr>
<th>Notes</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>See Table 36-32 for other supervisor's/manager's personnel records not covered elsewhere in this schedule.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
</tbody>
</table>

### TABLE & RULE: T 34 - 12 R 10.00

| Title: | NAF Position Authorization Listing |
| Authority: | N1-AFU-90-03 |
| Date Modified: | 06 / Jun / 2005 |
| Frozen Record: | No |
| Current: | Yes |
| Date Approved: | |
COLUMN B CONSISTING OF:
BAF position authorization listing

COLUMN C WHICH ARE:
AF Form 684, NAF Position Authorization Listing, used by CCPO to control all authorizations, whether occupied or vacant

COLUMN D DISPOSITION:
Review annually and destroy superseded or obsolete records when 2 years old.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 12 R 11.00
TITLE: NAF Service Control File
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
NAF service control file

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
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.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

34 An exception to the authorized disposition is made for records: (requests for exception must be submitted through HQ AF/ILCXE to NARA). a. Required in support of legal matters (i.e., claims, criminal, or other actions). Such record is disposed of after action is resolved and the specified retention period has elapsed. b. For which a foreign government law or agreement specifies a longer retention period. c. For non-US employees whose countries have a unique requirement to warrant a longer retention, see AFI 37-138.

TABLE & RULE: T 34 - 12 R 12.00
TITLE: NAF Applicant Supply File
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
NAF applicant supply file

COLUMN C WHICH ARE:
rosters indexed to the applications and recruiting lists, authorized racial and ethnic identification and related data, recruiting lists/vacancy announcements used to provide a record of applicant flow process

COLUMN D DISPOSITION:
Destroy 5 years after the end of year in which effective.

NOTES
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

35 Race and National Origin Identification (SF 181 and OPM Form 1468) may be retained temporarily until the data has been entered into the agency's system validity/corrective procedures have been completed, then the form must be destroyed.

**TABLE & RULE:** T 34 - 12 R 13.00

**TITLE:** DELETED - (21 Mar 07) - Incorporated into Rule 6.00

**AUTHORITY:** NC1-330-80-03

**DATE MODIFIED:** 21 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: NAF Applications for Employment - Accepted for Possible Employment

**COLUMN C WHICH ARE:**

including declined offers

**COLUMN D DISPOSITION:**

Destroy after 6 months.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 34 - 12 R 14.00

**TITLE:** DELETED - (21 Mar 07) - Incorporated into Rule 6.00

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 21 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: NAF Applications for Employment - Not Selected

**COLUMN C WHICH ARE:**

including DD Form 359, Referral for Consideration

**COLUMN D DISPOSITION:**

Destroy after 6 months.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
TABLE & RULE: T 34 - 12 R 14.01
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 24 / Jan / 2004
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 34 - 12 R 15.00
TITLE: NAF OF
AUTHORITY: GRS 01, ITEM 01B
FROZEN RECORD: Yes
CURRENT: No
DATE APPROVED:
DATE MODIFIED: 24 / Jun / 2005

COLUMN B CONSISTING OF:
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 eligibility verification. Nationals where ever 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)

COLUMN C WHICH ARE:
at CCPOs

COLUMN D DISPOSITION:
Transfer folder to NPRC/CPR, St. Louis MO, 30 days after separation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplant temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
34 On inactivation of the installation, notify the NPCR (CPR) of the closing date, name, and location of the installation assuming custody of the personnel records and individual earning records of NAF employees. If no installation is assuming custody, send records to th NPCR (CPR).
34 For employees covered by the NAF Automated System, send folder to NPRC (CPR) 30 days after separation.
34 For records of NAF employees who have been separated and reemployed at another installation during authorized local period, transfer OPF to gaining CCPO upon request.
48 Transfer to the NPRC in any volume. NPRC (CPR) will destroy 65 years after separation from Federal service. If re-employed during authorized retention period, forward folder to gaining activity upon request. When an employee is transferred to another NAF instrumentality, transfer the folder directly to the gaining activity.

TABLE & RULE: T 34 - 12 R 16.00
TITLE: NAF Official Personnel Folders - Non-U.S. Citizens in Foreign Areas
AUTHORITY: N1-AFU-90-03
DATE APPROVED:
DATE MODIFIED: 06 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
COLUMNS B CONSISTING OF:
NAF Official Personnel Folders - Non-U.S. citizens in foreign areas

COLUMNS C WHICH ARE:
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)

COLUMNS D DISPOSITION:
Destroy 5 years after separation.

NOTES
74 Retain folders of Turkish employees in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements,
then destroy. Retain folders of Filipino employees in the Philippines for 20 years after termination of employment, then destroy.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

34 For records of NAF employees who have been separated and reemployed at another installation during authorized local period, transfer OPF to
gaining CCPO upon request.

TABLE & RULE: T 34 - 12 R 17.00
TITLE: NAF Temporary Individual Employee Records
DATE MODIFIED: 06 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMNS B CONSISTING OF:
NAF temporary individual employee records

COLUMNS C WHICH ARE:
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.

COLUMNS D DISPOSITION:
Destroy upon separation or transfer of employee, or after 1 year, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 12 R 18.00
TITLE: NAF Involuntary Separation or Resignation Action of Employees Without Appeal Rights
DATE MODIFIED: 06 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMNS B CONSISTING OF:
supervisor's explanation of the reasons for separation of the employee; job-related circumstances or record of oral notice given to the employee
that adversely affected his/her resignation

COLUMNS C WHICH ARE:
filed subjectively according to nature of action separately from employee's OPF

COLUMNS D DISPOSITION:
Destroy 4 years from effective date of action.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Supervisor's explanation, related records of circumstances or oral notice of proposed action affecting resignation will not be forwarded with the employee's OPF either to another federal agency or the NPRC.

**TABLE & RULE: T 34 - 12 R 18.01**

**AUTHORITY:** N/A

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

**TABLE & RULE: T 34 - 12 R 19.00**

**TITLE:** NAF Chronological Journal File, NAF Personnel Operations Statistical Reports...[cont.]

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

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 ALSO: NAF Performance/Appraisal Ratings - Certificates, NAF Employee Awards - Other Agencies, NAF Commendations for Length of Service/Performance - Copies, NAF Federal Unemployment Compensation Data

**COLUMN C WHICH ARE:**

at CCPOs

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**TABLE & RULE: T 34 - 12 R 20.00**

**TITLE:** NAF Position Classification Files - at HQ AFCMPC, NAF Position Classification - Standards Development (HQ AFCMPC)...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 21 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

destroy 5 years after cancellation, revision, or supersession.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

destroy 5 years after cancellation, revision, or supersession.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
**NOTES**

no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
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<th>TABLE &amp; RULE: T 34 - 12 R 23.00</th>
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<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: NAF Position Classification - Standards Development - NAF position classification - standards development

**COLUMN C WHICH ARE:**
at all other offices

**COLUMN D DISPOSITION:**
Destroy 6 months after cancellation, revision, or supersession.

<table>
<thead>
<tr>
<th>NOTES</th>
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</thead>
<tbody>
<tr>
<td>21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
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| 21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

<table>
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<td>FROZEN RECORD:</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: NAF Position Classification - Review File (HQ AFCMPC) - NAF position classification

**COLUMN C WHICH ARE:**
review file (HQ AFCMPC)

**COLUMN D DISPOSITION:**
Destroy 5 years after cancellation, revision, or supersession.

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
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</tbody>
</table>
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<table>
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<tr>
<th>TABLE &amp; RULE: T 34 - 12 R 25.00</th>
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<tr>
<td>TITLE: DELETED - (21 Mar 07) - Incorporated into Rule 21.00</td>
<td>FROZEN RECORD:</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
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</table>

<table>
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<tbody>
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</tbody>
</table>
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Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 34 - 12 R 28.00</th>
<th>TITLE: NAF Classification Survey Reports - Not Request for Personnel Action</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td></td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>classification survey reports (not used as a request for personnel action) on various positions prepared by classification specialists, including any periodic reports</td>
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<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>at office of origin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Destroy after 3 years, when superseded, or upon inactivation, whichever is sooner.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 34 - 12 R 29.00</th>
<th>TITLE: NAF Classification Survey Reports - Request for Personnel Action</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>COLUMN B CONSISTING OF:</td>
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<td>classification survey reports (used as a request for personnel action) on various positions prepared by classification specialists, including any periodic reports</td>
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<td>COLUMN C WHICH ARE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAF classification survey report - request for personnel action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Destroy after 2 years or after a regularly scheduled Air Force or OPM inspection, whichever is sooner.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

35 Use Table 34-12, Rule 35 or 36 (as applicable) for inspections, audit, survey files, correspondence, memoranda, reports, and other records relating to inspections, surveys, desk audits, and evaluations related to position descriptions.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 34 - 12 R 30.00</th>
<th>TITLE: NAF Classification Appeals Case Files</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
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</thead>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td></td>
<td>FROZEN RECORD: No</td>
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<td></td>
<td>DATE APPROVED:</td>
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</table>
**NOTES**

| **21** | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
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| **21** | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

**TABLE & RULE: T 34 - 12 R 30.01**

| **AUTHORITY:** N/A | **FROZEN RECORD:** No |
| **DATE RESCINDED:** 27 / Jan / 2004 | **DATE APPROVED:** |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

Destroy 5 years after final decision or 5 years after any action following decision, whichever is later.

---

**TABLE & RULE: T 34 - 12 R 31.00**

| **DATE CREATED:** 06 / Jun / 2005 |
| **DATE MODIFIED:** 06 / Jun / 2005 |
| **FROZEN RECORD:** No |
| **DATE RESCINDED:** 24 / Jan / 2004 |
| **DATE APPROVED:** |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

---

**TABLE & RULE: T 34 - 12 R 31.01**

<p>| <strong>AUTHORITY:</strong> N/A | <strong>FROZEN RECORD:</strong> No |
| <strong>DATE RESCINDED:</strong> 27 / Jan / 2004 | <strong>DATE APPROVED:</strong> |</p>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
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</table>
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

General or case files of forms, memoranda, and correspondence

Destroy after 3 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 34 - 12 R 36.00

**TITLE:** NAF Performance/Appraisal Ratings - Appeals  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
NAF performance/appraisal ratings - appeals

**COLUMN C WHICH ARE:**  
appeals files containing memoranda, correspondence, and other records relating to employee appeals of performance ratings

**COLUMN D DISPOSITION:**  
Destroy 3 years after date of final decision.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 12 R 37.00

**TITLE:** NAF Conflict of Interest Case Files  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
NAF conflict of interest case files

**COLUMN C WHICH ARE:**  
statements of employment and financial interests and related records

**COLUMN D DISPOSITION:**  
Destroy 3 years after separation of employee or 5 years after employee leaves the position for which statement is required.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 12 R 38.00

**TITLE:** NAF Personnel Counseling  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
NAF personnel counseling

COLUMN C WHICH ARE:
counseling files containing reports of interviews, analyses, and other related records

COLUMN D DISPOSITION:
Destroy 3 years after termination of counseling.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 12 R 39.00
TITLE: DELETED - (21 Mar 07) - Incorporated into Rule 1.00
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 21 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUS TITLE: NAF Drug & Alcohol Abuse Program - NAF drug & alcohol abuse program

COLUMN C WHICH ARE:
alcohol and drug abuse program records created in planning, coordinating, and directing an alcohol and drug abuse program

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 12 R 40.00
TITLE: NAF Standards of Conduct Files, NAF Labor Management Relations - Other Office Copies...[cont.]
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 21 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
NAF standards of conduct files ALSO: NAF Training - Aids, NAF Training - Course Announcements, NAF Retention Registers - No RIF Actions

COLUMN C WHICH ARE:
correspondence, memoranda, and other records relating to code of ethics and standards of conduct

COLUMN D DISPOSITION:
Destroy when obsolete or superseded.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
| COLUMN B CONSISTING OF: | 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. |
| COLUMN C WHICH ARE: | Destroy 2 years after close of year in which final action is taken. |
| COLUMN D DISPOSITION: | Destroy after 2 years. |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Copies of letters of commendation and appreciation recognizing length of service, retirement and performance, excluding copies filed in the OPF
Destroy after 2 years.

Reports pertaining to operation of the Incentive Awards Program
Destroy after 3 years.
NOTES

no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 12 R 46.00

<table>
<thead>
<tr>
<th>TITLE: NAF Grievance &amp; Appeal Case Files, NAF Adverse Action Case Files</th>
<th>DATE MODIFIED: 28 / Jul / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: DAA-GRS-2015-0007-0017</td>
<td>FROZEN RECORD: No</td>
</tr>
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<td>CURRENT: Yes</td>
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</table>

COLUMN B CONSISTING OF:
NAF grievance & appeal case files

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 4 years after case is closed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 12 R 47.00

<table>
<thead>
<tr>
<th>TITLE: DELETED - (21 Mar 07) - Incorporated into Rule 46.00</th>
<th>DATE MODIFIED: 21 / Mar / 2007</th>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
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</tbody>
</table>

COLUMN B CONSISTING OF:
PREVIOUS TITLE: NAF Adverse Action Case Files

COLUMN C WHICH ARE:
adverse action case 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

COLUMN D DISPOSITION:
Destroy 4 years after case is closed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 12 R 48.00

<table>
<thead>
<tr>
<th>TITLE: NAF Labor Management Relations - Negotiating Office</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>CURRENT: Yes</td>
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</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMNS B CONSISTING OF:
correspondence, memoranda, reports, and other records relating to relationship between management and employee unions or other groups (see also Table 36-31)

COLUMNS C WHICH ARE: at office negotiating agreement

COLUMNS D DISPOSITION:
Destroy when superseded, obsolete, or no longer needed for reference.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 12 R 49.00
TITLE:_DELETED - (21 Mar 07) - Incorporated into Rule 40.00
DATE MODIFIED: 21 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
PREVIOUS TITLE: 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)

COLUMNS C WHICH ARE: at other offices

COLUMNS D DISPOSITION:
Destroy when superseded or obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 12 R 50.00
TITLE: NAF Labor Arbitration
DATE MODIFIED: 06 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
NAF labor arbitration

COLUMNS C WHICH ARE:
labor arbitration general and case files containing correspondence, forms, and background papers relating to labor arbitration cases

COLUMNS D DISPOSITION:
Destroy 5 years after final resolution of case.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### COLUMN B CONSISTING OF:

**PREVIOUS TITLE:** NAF Employee Work Schedules - NAF employee work schedules

**COLUMN C WHICH ARE:**

- Schedules showing the employee’s tour of duty and records reflecting approval of uncommon tour of duty

**COLUMN D DISPOSITION:**

Destroy after 3 years.

### NOTES

Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:

- Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 12 R 51.00

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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
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</tbody>
</table>

### COLUMN B CONSISTING OF:

**PREVIOUS TITLE:** NAF Federal Unemployment Compensation Data - NAF federal unemployment compensation data

**COLUMN C WHICH ARE:**

- Forms used to furnish state employment security agencies payroll data of personnel paid from NAF, copies of ES 931 and other related data

**COLUMN D DISPOSITION:**

Destroy after 2 years.

### NOTES

Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:

- Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 12 R 52.00

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
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</tbody>
</table>

### COLUMN B CONSISTING OF:

**PREVIOUS TITLE:** NAF Medical Data

**COLUMN C WHICH ARE:**

- NAF Medical Data

**COLUMN D DISPOSITION:**

Current: 06 / Jun / 2005

NOTES generated: 01 / Oct / 2018 - 08:00:00
**COLUMN B CONSISTING OF:**
NAF medical data

**COLUMN C WHICH ARE:**
cards, certificates, examination schedules and reports, and other related information required for such NAF employees as barbers, beauticians, food handlers, and similar services

**COLUMN D DISPOSITION:**
Destroy when superseded, or when individual is transferred from NAF services.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 12 R 54.00**
**TITLE:** NAF EEO Complaint Case Files - Record Copy
**DATE MODIFIED:** 06 / Jun / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
NAF EEO complaint case files - record copy

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 4 years after resolution of case.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 12 R 55.00**
**TITLE:** NAF EEO Complaint Case Files - Duplicate
**DATE MODIFIED:** 06 / Jun / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
NAF EEO complaint case files - duplicate

**COLUMN C WHICH ARE:**
duplicate copies of complaint case files or records pertaining to case files retained in the official discrimination complaint case file

**COLUMN D DISPOSITION:**
Destroy 1 year after resolution of case.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
### TABLE & RULE: T 34 - 12 R 56.00

<table>
<thead>
<tr>
<th>TABLE &amp; RANGE: T 34 - 12 R 56.00</th>
<th>DATE MODIFIED:</th>
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<tbody>
<tr>
<td>TITLE: NAF EEO Complaint Background Files</td>
<td>FROZEN RECORD:</td>
<td>No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT:</td>
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<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td>NAF EEO complaint background files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>background files containing background records not filed in the official discrimination complaint case file</td>
<td></td>
<td></td>
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<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Destroy 2 years after final resolution of case.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 12 R 57.00

<table>
<thead>
<tr>
<th>TABLE &amp; RANGE: T 34 - 12 R 57.00</th>
<th>DATE MODIFIED:</th>
<th>06 / Jun / 2005</th>
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<tbody>
<tr>
<td>TITLE: NAF EEO Compliance Records</td>
<td>FROZEN RECORD:</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
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<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
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<tr>
<td>NAF EEO compliance records</td>
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<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>compliance records such as compliance review files that contain reviews, background papers, and correspondence relating to contractor employment practices</td>
<td></td>
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<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Destroy after 7 years.</td>
<td></td>
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</table>

#### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 12 R 58.00

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<tr>
<th>TABLE &amp; RANGE: T 34 - 12 R 58.00</th>
<th>DATE MODIFIED:</th>
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#### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Employee housing requests asking for assistance from the Air Force in housing matters, such as rental or purchase: Destroy after 1 year.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

EEO Affirmative Action Plan (AAP)

consolidated AAPs

Destroy 5 years from date of plan.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 34 - 12 R 63.00

**TITLE:** NAF EEO Affirmative Action Plan (AAP) - Feeder Plan  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
EEO Affirmative Action Plan (AAP)

**COLUMN C WHICH ARE:**  
base feeder plan to consolidated AAPs

**COLUMN D DISPOSITION:**  
Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 12 R 64.00

**TITLE:** NAF Ladder Diagrams  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
forms used for each occupational group of positions

**COLUMN C WHICH ARE:**  
NAF ladder diagrams

**COLUMN D DISPOSITION:**  
Destroy when superseded or cancelled.

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 12 R 65.00

**TITLE:** NAF Personal Injury Files  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
forms used for each occupational group of positions

**COLUMN C WHICH ARE:**  
NAF ladder diagrams

**COLUMN D DISPOSITION:**  
Destroy when superseded or cancelled.

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
maintained by and located at base-level Human Resource Offices

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 12 R 65.01
TITLE: DELETED - (21 Mar 07) - Incorporated into Rule 65.00
DATE CREATED: 16 / Jun / 2004
DATE MODIFIED: 21 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
PREVIOUS TITLE: NAF Personal Injury Files - Forms, reports, correspondence, 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

COLUMN C WHICH ARE:
maintained by and located at base-level Human Resource Offices

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 12 R 66.00
TITLE: NAF Temporary Records Relating to Promotions
DATE MODIFIED: 06 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
NAF temporary records relating to promotions

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 2 years after the personnel action or after the action has been audited, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Contact HQ USAF/ILCXE for disposition instructions if cemetery is transferred to another Federal agency or to a local government. If cemetery is not transferred, transfer records to the National Archives immediately on inactivation.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

N1-AFU-90-03

NAF Employee Training Records

COLUMN B CONSISTING OF:
NAF employee training records

COLUMN C WHICH ARE:
employee training records such as correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs

COLUMN D DISPOSITION:
Destroy after 5 years or when superseded or obsolete whichever is sooner.

Notes

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

PREVIOUS TITLE: NAF Training - Course Announcements

COLUMN B CONSISTING OF:
PREVIOUS TITLE: NAF Training - Aids

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy when obsolete or superseded.

Notes

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
no longer needed for administrative, legal, audit, or other operational purposes.

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COLUMN D DISPOSITION:

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**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

**T 34 - 13: SERVICES - NAF ADMINISTRATIVE MANAGEMENT RECORDS**

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<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N1-AFU-86-04</td>
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**COLUMN B CONSISTING OF:**

- 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

**COLUMN C WHICH ARE:**

- at the Air Force Morale, Welfare, and Recreation Advisory Board (MWRAB)Board at HQ AFSVA

**COLUMN D DISPOSITION:**

Retire as permanent.

**NOTES**

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

<table>
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<th>TABLE &amp; RULE: T 34 - 13 R 01.01</th>
<th>DATE MODIFIED: 06 / Jun / 2005</th>
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<tr>
<td>TITLE: Historical Files at all Other NAF Activities</td>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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</table>
COLUMN B CONSISTING OF:
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.

COLUMN C WHICH ARE:
at all other NAF activities.

COLUMN D DISPOSITION:
Destroy 7 years after dissolution of NAF instrumentality.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 13 R 01.02
TITLE: Historical Files Records Changing Policy Directives, Organizational Charts Supporting Data/Changes/Other Correspondence
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 21 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMNS B CONSISTING OF:
PREVIOUS TITLE: Historical File 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.
COLUMN C WHICH ARE:
changes to policy directives.
COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 13 R 02.00
TITLE: Inspection Reports, Organizational Charts of the NAF Organization
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 21 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMNS B CONSISTING OF:
inspection reports.
COLUMN C WHICH ARE:
inspections conducted by command requirements or as directed by higher authority.
COLUMN D DISPOSITION:
Destroy on discontinuance of an activity, or fund, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 13 R 03.00

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<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
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**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: Organizational Charts of the NAF Organization - organizational charts of the NAF organization

**COLUMN C WHICH ARE:**

separate charts outlining in detail each segment of the NAF organization

**COLUMN D DISPOSITION:**

Destroy on discontinuance of an activity, or fund, whichever is sooner.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**PREVIOUS TITLE:** Organizational Charts of the NAF Organization - organizational charts of the NAF organization

**COLUMN C WHICH ARE:**

separate charts outlining in detail each segment of the NAF organization

**COLUMN D DISPOSITION:**

Destroy on discontinuance of an activity, or fund, whichever is sooner.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**PREVIOUS TITLE:** Organizational Charts Supporting Data, Changes, and Other Correspondence - organizational charts supporting data, changes and other correspondence

**COLUMN C WHICH ARE:**

supporting data, pertinent changes, and related correspondence

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
## T 34 - 14: SERVICES - NAF FINANCIAL MANAGEMENT

### TABLE & RULE: T 34 - 14 R 01.00

**TITLE:** Budgetary Data [on Advanced Approvals of Expenditures for Fixed Assets], Financial Statements & Reports...[cont.]

**AUTHORITY:** N1-AFU-90-03

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<td>21 / Mar / 2007</td>
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**COLUMN B CONSISTING OF:**
merchandise, payroll, profit/loss, cash flow, and capital expenditure budgets  ALSO: Financial Statements & Reports (Monthly & Quarterly Consolidated Command Reports)

**COLUMN C WHICH ARE:**
at NAF Accounting Office (AO) as a result of monthly, quarterly, or yearly budgeting practices

**COLUMN D DISPOSITION:**
Destroy after 5 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 14 R 02.00

**TITLE:** DELETED - (21 Mar 07) - Incorporated into Rule 1.00

**AUTHORITY:** N1-AFU-90-03

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**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Budgetary Data on Advanced Approvals of Expenditures for Fixed Assets - such as authorizations for improvements, additions to buildings, purchase and installation of equipment, etc.

**COLUMN C WHICH ARE:**
at NAF Accounting Office (AO) as a result of monthly, quarterly, or yearly budgeting practices

**COLUMN D DISPOSITION:**
Destroy after 5 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 14 R 02.01

**TITLE:** Budgetary Data at NAF Activities

**AUTHORITY:** N1-AFU-90-03

<table>
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COLUMN B CONSISTING OF:
copies of documents described in Rules 1 and 2

COLUMN C WHICH ARE:
at NAF activities

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 14 R 03.00
TITLE: DELETED - (21 Mar 07) - Incorporated into Rule 1.00
DATE MODIFIED: 21 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N1-AFU-90-03

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
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21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Financial Statements and Reports - statements (including consolidated), reports of audit and of inspections

COLUMN C WHICH ARE:
at preparing activities above base level

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 14 R 04.00
TITLE: Financial Statements and Reports (Monthly and Quarterly)
DATE MODIFIED: 06 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
substantiating data compiled in the statements and reports

COLUMN C WHICH ARE:
at preparing activities at base or unit level

COLUMN D DISPOSITION:
Destroy after 4 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 34 - 14 R 04.01

**TITLE:** Financial Statements & Reports Not at Preparing Activities; Working Papers & Other Support Data...[cont.]

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 21 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
substantiating data for the financial statements and reports  
**ALSO:** Financial Statements & Reports (Informational Copies of Unit Fund Statements & Reports)

**COLUMN C WHICH ARE:**
at other than preparing activities

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 14 R 05.00

**TITLE:** DELETED - (21 Mar 07) - Incorporated into Rule 4.01

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 21 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Financial Statements and Reports, Working Papers and other Support Data - financial statements and reports, working papers and other support data

**COLUMN C WHICH ARE:**
working papers, statements and other support data used in financial statements and reports in Rules 3 and 4

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 14 R 06.00

**TITLE:** DELETED - (21 Mar 07) - Incorporated into Rule 4.01

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 21 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Notes

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 34 - 14 R 07.00
**TITLE:** Claims Reports of Incidents

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>supporting and background evidence, related correspondence that reflect on the loss of funds, accidents, entries/omissions, military disciplinary actions and/ or criminal actions</td>
<td>in official records</td>
<td>Destroy 4 years after claim is settled or otherwise closed.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 14 R 08.00
**TITLE:** Board Proceedings

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>board proceedings</td>
<td>reports, supporting data, and related correspondence that relate to NAF losses and investigations thereof</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 14 R 09.00
**TITLE:** NAF Custodian Certificate  at Financial Management Officers

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>supporting and background evidence, related correspondence that reflect on the loss of funds, accidents, entries/omissions, military disciplinary actions and/ or criminal actions</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
memorandum receipts of cash, other negotiable instruments, certificates of inventories of assets and liabilities assumed by a temporary replacement or successor custodian

COLUMN C WHICH ARE:
with financial management officers

COLUMN D DISPOSITION:
Destroy 12 years after change of custodian.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 34 - 14 R 09.01</th>
<th>DATE MODIFIED:</th>
<th>06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>NAF Custodian Certificate at NAF Activities</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
memorandum receipts of cash, other negotiable instruments, certificates of inventories of assets and liabilities assumed by a temporary replacement or successor custodian

COLUMN C WHICH ARE:
at NAF activities

COLUMN D DISPOSITION:
Destroy 1 year after change of custodian.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 34 - 14 R 10.00</th>
<th>DATE MODIFIED:</th>
<th>06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Insurance and Claim Information</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
maintained by and located at (HQ AFSCA/SVXSBW)

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
no longer needed for administrative, legal, audit, or other operational purposes.

21 Store one copy in office workspace and one copy in a separate location to ensure safety of the information.

TABLE & RULE: T 34 - 14 R 10.01
TITLE: Self-Insured Carrier Workers' Compensation Claims
AUTHORITY: N1-AFU-90-03
DATE CREATED: 16 / Jun / 2004
DATE MODIFIED: 06 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
two copies of NAF Employees Workers' Compensation claims files

COLUMN C WHICH ARE:
maintained by and located at HQ AF Services Agency's Office of Workers’ Compensation (HQ AFSA/SVSBW)

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
21 Store one copy in office workspace and one copy in a separate location to ensure safety of the information.

TABLE & RULE: T 34 - 14 R 11.00
TITLE: Insurance Control Registers, Month-End Working Papers, Prepaid Expense (Deferred Charge)...[cont.]
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 21 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
control registers which provide a detailed record of all policies and self-insurance owed ALSO: Bingo Record Copy, Machine Reports (Record Copy), Theater Accounts, Control Records on Accountable Coupons/Tokens/Chits/Etc., Field Ration Mess Sheets (Record Copies), Golf Course Fee Registers/Swimming Lessons and Pool Registers/Etc. (Record Copies)

COLUMN C WHICH ARE:
used to compute the charges to be amortized each month

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 14 R 12.00
TITLE: Loans and Grants
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 06 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
requests for loan/grant, legal instruments (contract or agreement), and related control data

COLUMN C WHICH ARE:
used for control of payments made, balances due, etc.

COLUMN D DISPOSITION:
Destroy 5 years after expiration, cancellation or termination of loan or grant.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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TABLE & RULE: T 34 - 14 R 13.00
TITLE: Investments (Government or Government Agency Securities)
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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.

COLUMN C WHICH ARE:
Government or government agency securities

COLUMN D DISPOSITION:
Destroy 5 years after transfer or liquidation of the security.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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TABLE & RULE: T 34 - 14 R 14.00
TITLE: General Ledger
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
general ledger

COLUMN C WHICH ARE:
ledger sheets in accounting books of final entry

COLUMN D DISPOSITION:
Destroy after 6 years, 3 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### TABLE & RULE: T 34 - 14 R 15.00
**TITLE:** Journals, Registers and Ledgers  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- journals, registers and ledgers

**COLUMN C WHICH ARE:**
- 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

**COLUMN D DISPOSITION:**
Destroy after 3 years.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### TABLE & RULE: T 34 - 14 R 15.01
**TITLE:** Transaction Machine Cards and Listings  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- transaction machine cards and listings

**COLUMN C WHICH ARE:**
- 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 status report, critical inventory, out of stock report, slow moving item report, control ledger report)

**COLUMN D DISPOSITION:**
Destroy 45 days after completing necessary reconciliations with pertinent records.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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### TABLE & RULE: T 34 - 14 R 16.00
**TITLE:** Working Funds  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- transaction machine cards and listings

**COLUMN C WHICH ARE:**
- 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 status report, critical inventory, out of stock report, slow moving item report, control ledger report)

**COLUMN D DISPOSITION:**
Destroy after 3 years.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**COLUMN B CONSISTING OF:**
reports, bank checks (triplicate copy), petty cash vouchers (duplicate), and copies of bank deposit slips

**COLUMN C WHICH ARE:**
record copies at NAF AO reflecting all deposits, reimbursements, and a running balance of cash in the bank

**COLUMN D DISPOSITION:**
Destroy after 4 years or on liquidation of the funds, provided a terminal audit is satisfied.

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
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</tr>
</tbody>
</table>

**TABLE & RULE: T 34 - 14 R 16.01**
**TITLE:** Working Funds at Preparing Activities, Consolidated Daily Reports (Other Copies)...[cont.]
**DATE MODIFIED:** 21 / Mar / 2007
**FROZEN RECORD:** No
**CURRENT:** Yes
**AUTHORITY:** N1-AFU-90-03
**TITLE:** Working Funds at Preparing Activities, Consolidated Daily Reports (Other Copies)...[cont.]
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
reports, bank checks (triplicate copy), petty cash vouchers (duplicate), and copies of bank deposit slips

**COLUMN C WHICH ARE:**
copies at preparing activities

**COLUMN D DISPOSITION:**
Destroy 120 days after month prepared.

**NOTES**

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
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</tr>
</tbody>
</table>

**TABLE & RULE: T 34 - 14 R 17.00**
**TITLE:** Month-End Working Papers
**DATE MODIFIED:** 06 / Jun / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
**AUTHORITY:** N1-AFU-90-03
**TITLE:** Month-End Working Papers
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
records of bank Cash Management and Investment Program (CMIP) reconciliations, and other audit working papers

**COLUMN C WHICH ARE:**
used for detailing general ledger control account balances

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
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| TABLE & RULE: T 34 - 14 R 18.00 | DATE MODIFIED: 21 / Mar / 2007 |
| TITLE: Daily Reports, Accounts Receivable Copies Reflecting Merchandise Sale on Credit Basis | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
- record copies reflecting in summary a report on cash and charge sales used to support entries on the consolidated daily report

**COLUMN D DISPOSITION:**
- Destroy after 4 years, provided account is clear.

**NOTES**
- Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 34 - 14 R 18.01 | DATE MODIFIED: 27 / Jul / 2015 |
| TITLE: Daily Reports (All Other Copies) | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

**COLUMN B CONSISTING OF:**
- daily reports

**COLUMN C WHICH ARE:**
- all other copies

**COLUMN D DISPOSITION:**
- Destroy 120 days after month prepared. While the Tobacco Industry Litigation (TIL) has been lifted, records may be needed for Financial Improvement and Audit Readiness (FIAR) - consult with your financial management official before disposing.

**NOTES**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 34 - 14 R 19.00 | DATE MODIFIED: 06 / Jun / 2005 |
| TITLE: Consolidated Daily Reports (Record Copies) | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21
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**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Accounts Receivable (Other than Office of Record) - individual subsidiary records of amounts due the fund, and supporting documents

**COLUMN C WHICH ARE:**
at using activities

**COLUMN D DISPOSITION:**
Destroy 120 days after month prepared.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Prepaid Expense (Deferred Charge) - accounts control data used to determine charges to be amortized each month reflecting the balance of an expenditure carried forward to be written off in one or more following periods

**COLUMN C WHICH ARE:**
used to determine charges to be amortized each month

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 14 R 23.00**

**TITLE:** Disbursements Checks, Collection Record Copy (Cash Receipts), Book Department Data, Hospital Fund Accounts Ledgers  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 21 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
separate accounts payable vouchers with supporting purchase orders, receiving report invoices, petty cash vouchers that reflect on purchases of merchandise, supplies and services

**COLUMN C WHICH ARE:**
separate accounts payable vouchers

**COLUMN D DISPOSITION:**
Destroy after 4 years.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 14 R 24.00**

**TITLE:** Disbursements Checks for Payment of Proceeds of Loans or Other Receivables  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
disbursements checks

**COLUMN C WHICH ARE:**
used for payment of proceeds of loans or other receivables

**COLUMN D DISPOSITION:**
Destroy when loans or receivables are closed.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 14 R 25.00**

**TITLE:** DELETED - (21 Mar 07) - Incorporated into Rule 11.00  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 21 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Bingo Record Copy - signature sheets and other pertinent data

**COLUMN C WHICH ARE:**
record copies reflecting prizes awarded and related transactions

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 14 R 26.00**
TITLE: DELETED - (21 Mar 07) - Incorporated into Rule 16.01
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 21 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Bingo (Other than Record Copies) - signature sheets and other pertinent data

**COLUMN C WHICH ARE:**
all other copies

**COLUMN D DISPOSITION:**
Destroy 120 days after month prepared.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 14 R 26.01**
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 26 / Jan / 2004
DATE APPROVED:

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

**TABLE & RULE: T 34 - 14 R 27.00**
TITLE: DELETED - (21 Mar 07) - Incorporated into Rule 11.00
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 21 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
PREVIOUS TITLE: Machine Reports (Record Copy) - vending and amusement machine reports, reimbursement slips, slot machine jackpot receipts
COLUMNS WHICH ARE:
record copies reflecting incomes from various machines
COLUMNS DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 14 R 27.01
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 26 / Jan / 2004
DATE APPROVED:

COLUMNS CONSISTING OF:

COLUMNS WHICH ARE:

COLUMNS DISPOSITION:

TABLE & RULE: T 34 - 14 R 28.00
TITLE: DELETED - (21 Mar 07) - Incorporated into Rule 16.01
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 21 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMNS CONSISTING OF:

COLUMNS WHICH ARE:

COLUMNS DISPOSITION:
Destroy 120 days after month prepared.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 34 - 14 R 28.01

TITLE: DELETED

AUTHORITY: N/A

FROZEN RECORD: No
DATE RESCINDED: 26 / Jan / 2004
DATE APPROVED: 

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 14 R 29.00

TITLE: DELETED - (21 Mar 07) - Incorporated into Rule 23.00

AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 21 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Collection Record Copy (Cash Receipts) - cash collection receipts

COLUMN C WHICH ARE:
record copies reflecting collection of NAF membership dues, concession income and related collections

COLUMN D DISPOSITION:
Destroy after 4 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 14 R 29.01

TITLE: DELETED

AUTHORITY: N/A

FROZEN RECORD: No
DATE RESCINDED: 26 / Jan / 2004
DATE APPROVED: 

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
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<tr>
<td>TITLE: Collection Record Copy (Receipt Books)</td>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
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</tbody>
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**COLUMN B CONSISTING OF:**
receipt books and duplicate receipts

**COLUMN C WHICH ARE:**
record copies

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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</table>

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Collection (Other Copies) - cash collection receipts, receipt books and duplicate receipts

**COLUMN C WHICH ARE:**
all other copies

**COLUMN D DISPOSITION:**
Destroy 120 days after month prepared.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
<td>TITLE: Accounts Control (Record Copy)</td>
<td>FROZEN RECORD: No</td>
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**COLUMN B CONSISTING OF:**
backup data, receipts, and all other materials

**COLUMN C WHICH ARE:**
record copies

**COLUMN D DISPOSITION:**
Destroy 4 years after NAF membership is cancelled or otherwise terminated, provided the account is clear.

**NOTES**

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 14 R 31.01**

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<th>TITLE: Accounts Control (Other Copies)</th>
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**COLUMN B CONSISTING OF:**
duplicates of receipts, ledgers, and other backup information and materials

**COLUMN C WHICH ARE:**
all other copies

**COLUMN D DISPOSITION:**
Destroy 120 days after NAF membership is cancelled or otherwise terminated, provided the account is clear.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Theater Accounts

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 14 R 33.00**

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no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**
property records

**COLUMN C WHICH ARE:**
hospital fund accounts property records

**COLUMN D DISPOSITION:**
Destroy after related property is disposed of.

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**TABLE & RULE: T 34 - 14 R 36.00**

**TITLE:** Hospital Fund Accounts Property Records

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 06 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

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**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 34 - 14 R 37.00**

**TITLE:** Individual Tax Files

**AUTHORITY:** DAA-GRS-2016-0015-0005

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

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**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 34 - 14 R 38.00**

**TITLE:** Individual Pay Records

**AUTHORITY:** DAA-GRS-2016-0015-0004

**DATE MODIFIED:** 26 / Dec / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

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**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.
COLUMN B CONSISTING OF:
individual pay records, containing pay data on each employee in paper or microform but not in machine readable form

COLUMN C WHICH ARE:
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 the NPRC.

COLUMN D DISPOSITION:
Destroy after 56 years old.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

35 In shipping records to the records center, include copies of pay or leave records which were forwarded for use in settlement of claims. (If during the payroll year, a change is made from machine to manual posting or vice versa, interfile the forms used without regard to the difference in size. Making an adding machine tape of the yearly total of net payments. Tape total must equal the net pay total for year shown on the payroll control register. The tape is retained by the civilian pay area and disposed of with the related payroll register.) Pack records for shipment as stated in chapter 7. List the name and location of all bases, stations, etc., other than parent organization, for which civilian payroll services were performed during the period covered by the records being shipped.

35 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with this table.

35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.
For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.

TABLE & RULE: T 34 - 14 R 38.01
TITLE: Individual Earning Data/Pay Records (Copies)  DATE MODIFIED: 06 / Jun / 2005
AUTHORITY: NC1-AFU-79-35  FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
individual earning data/pay records

COLUMN C WHICH ARE:
not record copies

COLUMN D DISPOSITION:
Destroy 90 days after month prepared.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 14 R 38.02
TITLE: DELETED  FROZEN RECORD: No
AUTHORITY: N/A  DATE RESCINDED: 26 / Jan / 2004
DATE APPROVED:
### TABLE & RULE: T 34 - 14 R 39.00

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<td>COLUMN C WHICH ARE:</td>
<td>employees withholding exemption certificates (W4s)</td>
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<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy 4 years after terminated or replaced.</td>
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<table>
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<tr>
<th>TITLE: Individual Earning Data</th>
<th>DATE CREATED: 09 / Apr / 2004</th>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE MODIFIED: 26 / Dec / 2017</td>
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<td>FROZEN RECORD: No</td>
<td>FROZEN RECORD: No</td>
</tr>
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<tr>
<td>DATE APPROVED:</td>
<td>DATE APPROVED:</td>
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</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

35 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with this table.

35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.

For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.
### TABLE & RULE: T 34 - 14 R 39.02
**TITLE**: (RESERVED)  
**AUTHORITY**: N/A

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
<th>NOTES</th>
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<tr>
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**TABLE & RULE: T 34 - 14 R 39.03**  
**TITLE**: DELETED - (21 Mar 07) - Incorporated into Rule 39.01  
**AUTHORITY**: GRS 02, ITEM 07

<table>
<thead>
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<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
<th>NOTES</th>
</tr>
</thead>
</table>
| PREVIOUS TITLE: 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, whichever is sooner. | 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.  
35 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with this table.  
35 Variable and flextime records are held in supervisor’s operating area until eligible for destruction. |

### TABLE & RULE: T 34 - 14 R 40.00
**TITLE**: Unit Funds Reserve Components and Isolated Units Administered by a NAF AO  
**AUTHORITY**: N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>requests for funds (cash disbursements), receiving reports, invoices, minutes of council meetings, other funding data, and related correspondence</td>
<td>at squadrons or below for on-base activities, Reserve components, and for isolated units administered by a NAF AO</td>
<td>Destroy when notified by NAF AO that account is in balance.</td>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
</tbody>
</table>
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 34 - 14 R 41.00

<table>
<thead>
<tr>
<th>TITLE: Unit Funds at Unit Fund Custodians</th>
<th>DATE MODIFIED:</th>
<th>06 / Jun / 2005</th>
</tr>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD:</td>
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<tr>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 34 - 14 R 42.00

<table>
<thead>
<tr>
<th>TITLE: Minutes of Meetings</th>
<th>DATE MODIFIED:</th>
<th>06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD:</td>
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<tr>
<td></td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

Minutes serving for control of fund expenditures (not a duplication of minutes covered elsewhere in this regulation)

---

### TABLE & RULE: T 34 - 14 R 43.00

<table>
<thead>
<tr>
<th>TITLE: Collection Sheets and Fee Registers</th>
<th>DATE MODIFIED:</th>
<th>06 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
bowling lane score sheets

COLUMN C WHICH ARE:
collection sheets and fee registers

COLUMN D DISPOSITION:
Destroy after 1 month.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 14 R 44.00**

**TITLE:** DELETED - (21 Mar 07) - Incorporated into Rule 11.00

**DATE MODIFIED:** 21 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**AUTHORITY:** N1-AFU-90-03

**DATE APPROVED:**

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Field Ration Mess Sheets (Record Copies) - supplemental service charge collection sheets

COLUMN C WHICH ARE:
field ration mess sheets (record copies)

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 14 R 45.00**

**TITLE:** DELETED - (21 Mar 07) - Incorporated into Rule 16.01

**DATE MODIFIED:** 21 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**AUTHORITY:** N1-AFU-90-03

**DATE APPROVED:**

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Field Ration Mess Supplemental Service Charge Collection Sheets (Other Copies) - supplemental service charge collection sheets

COLUMN C WHICH ARE:
field ration mess supplemental service charge collection sheet - other copies

COLUMN D DISPOSITION:
Destroy 120 days after month prepared.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>Table &amp; Rule: T 34 - 14 R 46.00</th>
<th>Date Modified: 21 / Mar / 2007</th>
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<tbody>
<tr>
<td>Title: Deleted - (21 Mar 07) - Incorporated into Rule 11.00</td>
<td>Frozen Record: No</td>
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<tr>
<td>Authority: N1-AFU-90-03</td>
<td>Current: Yes</td>
</tr>
<tr>
<td>Date Approved:</td>
<td></td>
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</tbody>
</table>

**Column B Consisting Of:**

**Previous Title:** Golf Course Fee Registers, Swimming Lessons and Pool Registers, etc. (Record Copies) - fee registers, swimming lessons and pool registers, etc.

**Column C Which Are:**

- record copies

**Column D Disposition:**

- Destroy after 2 years.

**Notes**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

<table>
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<tr>
<th>Table &amp; Rule: T 34 - 14 R 46.01</th>
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<td>Title: Deleted - (19 Mar 07) - Incorporated into Rule 16.01</td>
<td>Frozen Record: No</td>
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<td>Current: Yes</td>
</tr>
<tr>
<td>Date Approved:</td>
<td></td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**

**Previous Title:** Golf Course Fee Registers, Swimming Lessons and Pool Registers, etc. (Other Copies) - course fee registers, swimming lessons and pool registers, etc all other copies

**Column C Which Are:**

- not record copies

**Column D Disposition:**

- Destroy 120 days after month prepared.

**Notes**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
| TABLE & RULE: T 34 - 14 R 47.01 |  |
| TITLE: DELETED |  |
| AUTHORITY: N/A | FROZEN RECORD: No |  |
|  | DATE RESCINDED: 26 / Jan / 2004 |  |
|  | DATE APPROVED: |  |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

| TABLE & RULE: T 34 - 14 R 48.00 |  |
| TITLE: Other Supporting Documents Required for Audit/Inspection | DATE MODIFIED: 06 / Jun / 2005 |  |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: No |  |
|  | CURRENT: Yes |  |
|  | DATE APPROVED: |  |

**COLUMN B CONSISTING OF:**
other supporting documents required for audit/inspection

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy after 3 years, provided related accounts have been audited or inspected or otherwise cleared for disposal.

**NOTES**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |
### TABLE & RULE: T 34 - 15 R 01.00

**TITLE:** Title Papers  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

#### COLUMN B CONSISTING OF:
- title papers

#### COLUMN C WHICH ARE:
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

#### COLUMN D DISPOSITION:
Destroy 10 years after unconditional sale or release of conditions, restrictions, mortgages, or other closure, termination, or cancellation of agreement.

#### NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 15 R 02.00

**TITLE:** Property Accountable Data  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

#### COLUMN B CONSISTING OF:
- property accountable data

#### COLUMN C WHICH ARE:
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 with the property

#### COLUMN D DISPOSITION:
Transfer with property on jurisdictional transfer or return of property to local (CONUS) or foreign (overseas) government control.

#### NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 34 - 15 R 03.00

**TITLE:** Property Accountable Data Buildings or Equipment Which Disposed of by Lease Termination, Demolition, or Salvage  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 06 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

#### COLUMN B CONSISTING OF:

#### COLUMN C WHICH ARE:
Transfer with property on jurisdictional transfer or return of property to local (CONUS) or foreign (overseas) government control.

#### COLUMN D DISPOSITION:

#### NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<td>AUTHORITY: <strong>N/A</strong></td>
<td><strong>DATE RESCINDED:</strong> 06 / Jun / 2005</td>
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<td><strong>DATE APPROVED:</strong></td>
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<td>TABLE &amp; RULE: T 34 - 15 R 03.04</td>
<td>DATE CREATED: 06 / Jun / 2005</td>
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| COLUMN B CONSISTING OF:        |                                |
| COLUMN C WHICH ARE:            |                                |
| COLUMN D DISPOSITION:          |                                |

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<th>TABLE &amp; RULE: T 34 - 15 R 04.00</th>
<th>DATE CREATED: 06 / Jun / 2005</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Monthly/Quarterly Property Listings Originals at NAF AO</td>
<td>DATE MODIFIED: 06 / Jun / 2005</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
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<td>DATE RESCINDED: 06 / Jun / 2005</td>
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| COLUMN B CONSISTING OF:        |                                |
| COLUMN C WHICH ARE:            |                                |
| COLUMN D DISPOSITION:          |                                |

<table>
<thead>
<tr>
<th>NOTE</th>
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<tbody>
<tr>
<td>21</td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
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<tr>
<th>TABLE &amp; RULE: T 34 - 15 R 05.00</th>
<th>DATE CREATED: 06 / Jun / 2005</th>
</tr>
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<tbody>
<tr>
<td>TITLE: Monthly/Quarterly Property Listings Copies at NAF Activities</td>
<td>DATE MODIFIED: 06 / Jun / 2005</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td></td>
<td>DATE RESCINDED: 06 / Jun / 2005</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
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</tbody>
</table>
### NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 34 - 15 R 06.00

**TITLE:** Monthly/Quarterly Property Listings Work Copies at NAF AO and Used for Other Than Inventory

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>DATE CREATED</th>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
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<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

---

### COLUMN B CONSISTING OF:

monthly quarterly property listings

### COLUMN C WHICH ARE:

at NAF activities

### COLUMN D DISPOSITION:

Destroy when next listing is determined accurate.

---

### COLUMN B CONSISTING OF:

monthly quarterly property listings

### COLUMN C WHICH ARE:

at NAF activities

### COLUMN D DISPOSITION:

Destroy when next listing is determined accurate.

---

### COLUMN B CONSISTING OF:

monthly quarterly property listings

### COLUMN C WHICH ARE:

at NAF activities

### COLUMN D DISPOSITION:

Destroy after completion of next inventory.

---

### NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 34 - 15 R 07.00

**TITLE:** Monthly/Quarterly Property Listings Annual Disinterested Party Inventory and Inventory Team Work Papers

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>DATE CREATED</th>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
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---

### COLUMN B CONSISTING OF:

monthly quarterly property listings

### COLUMN C WHICH ARE:

at NAF AO

### COLUMN D DISPOSITION:

Destroy after completion of next inventory.

---

### NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
| TABLE & RULE: T 34 - 15 R 08.00 | DATE CREATED: | 06 / Jun / 2005 |
| TITLE: Excess and Surplus Property | DATE MODIFIED: | 06 / Jun / 2005 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: |

**COLUMN B CONSISTING OF:**
excess and surplus property

**COLUMN C WHICH ARE:**
correspondence, reports, vouchers and attached supporting data, stock records cards, turn-in slips, shipping records that reflect status of all transfers, donations, or disposals

**COLUMN D DISPOSITION:**
Destroy after 5 years, provided any needed corrective action is accomplished per Table 65-3.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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| TABLE & RULE: T 34 - 15 R 09.00 | DATE CREATED: | 06 / Jun / 2005 |
| TITLE: Property/Equipment Control | DATE MODIFIED: | 06 / Jun / 2005 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: |

**COLUMN B CONSISTING OF:**
property/equipment control

**COLUMN C WHICH ARE:**
requisitions, issue slips (receipt records), other control data and related correspondence that serve to monitor requests for issuance or return of properties

**COLUMN D DISPOSITION:**
Destroy on return of properties, or when superseded by a later receipt or signed inventory listing.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<p>| TABLE &amp; RULE: T 34 - 15 R 19.00 | FROZEN RECORD: | No |
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<td>COLUMN C WHICH ARE:</td>
</tr>
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<td>COLUMN D DISPOSITION:</td>
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T 34 - 16: SERVICES - NAF PROCUREMENT RECORDS

TABLE & RULE: T 34 - 16 R 01.00
TITLE: Individual Case Files
AUTHORITY: UNSCHEDULED

COLUMNS
- COLUMN B CONSISTING OF:
  - individual case files

- COLUMN C WHICH ARE:
  - 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 facilities, and other services, except concessionaire services

- COLUMN D DISPOSITION:
  - Disposition Pending...

NOTES
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 34 - 16 R 02.00
TITLE: Invitations for Bids - Successful Bids
AUTHORITY: N1-AFU-90-03

COLUMNS
- COLUMN B CONSISTING OF:
  - invitations for bids - successful bids

- COLUMN C WHICH ARE:
  - bids, abstracts for bids, and other data, with related correspondence pertaining to procurement by formal advertising and requests for proposals when made by negotiation

- COLUMN D DISPOSITION:
  - Forward for inclusion in individual case file.

NOTES
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 34 - 16 R 03.00
TITLE: Invitations for Bids - Unsuccessful Bids (No Award Made)
AUTHORITY: N1-AFU-90-03

COLUMNS
- COLUMN B CONSISTING OF:
  - invitations for bids - unsuccessful bids

- COLUMN C WHICH ARE:
  - 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 facilities, and other services, except concessionaire services

- COLUMN D DISPOSITION:
  - Disposition Pending...
COLUMN B CONSISTING OF:
invitations for bids - unsuccessful bids

COLUMN C WHICH ARE:
bids, abstracts for bids, and other data, with related correspondence pertaining to procurement by formal advertising and requests for proposals when made by negotiation

COLUMN D DISPOSITION:
Destroy after 5 years after date of cancellation, GRS3, Mar 06

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 16 R 04.00
TITLE: Individual Vendor Files
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
individual vendor files

COLUMN C WHICH ARE:
catalogs, brochures, and miscellaneous material indicating supplies and services offered by each vendor; correspondence regarding changes of address; mailing lists; and comparable records

COLUMN D DISPOSITION:
Destroy when superseded, obsolete, no longer needed, when vendor is removed from list of suppliers, or on inactivation of the activity, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 16 R 05.00
TITLE: Concessionaires, Case Files Containing Approved Applications
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
approved applications from prospective concessionaires

COLUMN C WHICH ARE:
forward for inclusion in case file

COLUMN D DISPOSITION:
Destroy 4 years after termination or cancellation of the agreement.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 16 R 06.00
TITLE: Disapproved Applications from Prospective Concessionaires
DATE MODIFIED: 06 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

NOTES

COLUMN B CONSISTING OF:
disapproved applications

COLUMN C WHICH ARE:
from prospective concessionaires

COLUMN D DISPOSITION:
Destroy when service is considered undesirable.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 16 R 07.00
TITLE: DELETED - (21 Mar 07) - Incorporated into Rule 5.00
DATE MODIFIED: 21 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

NOTES

PREVIOUS TITLE: Case Files Containing Approved Applications - case files containing approved applications

COLUMN C WHICH ARE:
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.

COLUMN D DISPOSITION:
Destroy 4 years after termination or cancellation of the agreement.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 16 R 08.00
TITLE: Letters of Complaint, Notices of Noncompliance with the Agreement
DATE MODIFIED: 06 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
COLUMNS B CONSISTING OF:
letters of complaint, notices of noncompliance with the agreement

COLUMNS C WHICH ARE:
reports of violations of fire, sanitation, security, traffic regulations that reflect on various independent concessions, such as barber and beauty shops, news stands, etc.

COLUMNS D DISPOSITION:
Destroy 1 year after termination of agreement.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 34 - 17: SERVICES - NAF SUPPLY RECORDS

TABLE & RULE: T 34 - 17 R 01.00
TITLE: Merchandise Stock
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
merchandise stock

COLUMNS C WHICH ARE:
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

COLUMNS D DISPOSITION:
Destroy inactive file after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 17 R 02.00
TITLE: Food & Services, Requisitions, Vouchers, Ration Cards & Coupons Destruction
Certificates...[cont.]
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
food and services  ALSO: Ration Cards & Coupons Certificates or Affidavits Concerning the Loss of Cards, Ration Cards & Coupons Control Registers

COLUMNS C WHICH ARE:
monthly inventory sheets

COLUMNS D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMNS B CONSISTING OF:

applications

COLUMNS C WHICH ARE:

letters of application for bulk supplies

COLUMNS D DISPOSITION:

Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:

PREVIOUS TITLE: Ration Cards and Coupons Destruction Certificates - ration cards and coupons destruction certificates

COLUMNS C WHICH ARE:

certificates covering the destruction of used and unused cards and coupons

COLUMNS D DISPOSITION:

Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 17 R 11.00
TITLE: DELETED - (21 Mar 07) - Incorporated into Rule 2.00
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 21 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Ration Cards and Coupons Control Registers - card and registers

COLUMN C WHICH ARE:
ration cards and coupons control registers

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 17 R 12.00
TITLE: Ration Cards and Coupons Unused Obsolete, Mutilated
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 06 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
ration cards and coupons unused obsolete, mutilated

COLUMN C WHICH ARE:
terminated ration cards/coupons issued to military and civilian personnel for use in military exchanges to ration selected items

COLUMN D DISPOSITION:
Destroy when no longer entitled to ration privileges, on accomplishment of a new ration card or when covered in Rule 9, 10, or 11.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 17 R 13.00
TITLE: Japan Central Exchange
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 06 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
COLUMNS B CONSISTING OF:
Japan Central Exchange

COLUMNS C WHICH ARE:
sales slips reflecting on Chinese-type merchandise

COLUMNS D DISPOSITION:
Destroy 3 years after date of sale.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 34 - 18: SERVICES - NAF RECREATIONAL SERVICES RECORDS

TABLE & RULE: T 34 - 18 R 01.00
TITLE: Publicity or Theater
AUTHORITY: N1-AFU-90-03

NOTEs

COLUMNS B CONSISTING OF:
monthly schedules of activities, informational bulletins, leaflets, and related published data that reflect on NAF club activities or other recreation program(s)

COLUMNS C WHICH ARE:
reflected in NAF club activities or other recreation programs. Authorizations for working balances, motion picture schedules, employment of personnel, and related data

COLUMNS D DISPOSITION:
Destroy 30 days after event or when superseded, obsolete, or canceled.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 34 - 18 R 02.00
TITLE: Membership Data
AUTHORITY: N1-AFU-90-03

NOTEs

COLUMNS B CONSISTING OF:
applications for membership, related correspondence, issuance of member cards or plates, letters of resignation, indefinite suspensions

COLUMNS C WHICH ARE:
used to determine membership, privileges of swimming pools, golf courses, etc.

COLUMNS D DISPOSITION:
Destroy 1 year after termination of membership.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 18 R 03.00**

**DATE MODIFIED:** 21 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**TITLE:** Membership Control Registers and Theater Operations Data, Lodging Accommodations at Lodging Facility...[cont.]  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
lists, database information, mailing data, etc., or operational data pertaining to presentation of programs, cancellations of showings, and other miscellaneous but related data. ALSO: Room or Bed Occupancy Controls at Lodging Facility

**COLUMN C WHICH ARE:**
used to track membership, privileges, mailing data, etc., or retain information on cancellation(s), and other related data

**COLUMN D DISPOSITION:**
Destroy 2 years after final entry.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 18 R 04.00**

**DATE MODIFIED:** 21 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**TITLE:** DELETED - (21 Mar 07) - Incorporated into Rule 3.00  
**AUTHORITY:** N1-AFU-03-21

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Lodging Accommodations 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

**COLUMN C WHICH ARE:**
at base lodging facilities

**COLUMN D DISPOSITION:**
Destroy 2 years after final entry.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 34 - 18 R 05.00**

**DATE CREATED:** 31 / Jan / 2005  
**DATE MODIFIED:** 21 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**TITLE:** Lodging Accommodations at Contract Facility, Room or Bed Occupancy Controls at Contract Facility  
**AUTHORITY:** N1-AFU-03-21

Report generated: 01 / Oct / 2018 - 08:00:00
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

**COLUMN D DISPOSITION:**

Destroy 6 years and 3 months after final payment.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 34 - 18 R 06.00 | DATE CREATED: 06 / Jun / 2005 |
| TITLE: (RESERVED) | FROZEN RECORD: No |
| AUTHORITY: N/A | DATE RESCINDED: 08 / Oct / 2004 |
| DATE APPROVED: | |
PREVIOUS TITLE: 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

COLUMN C WHICH ARE:
Base Lodging Facilities

COLUMN D DISPOSITION:
Destroy 2 years after final entry.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

PREVIOUS TITLE: Room or Bed Occupancy Controls at Contract Facility - accommodations records for room or bed occupancy controls that pertain to visiting transient quarters and are maintained in Lodging Touch/Epitome System

COLUMN C WHICH ARE:
contract facilities

COLUMN D DISPOSITION:
Destroy 6 years and 3 months after final payment.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 35 - 01: PUBLIC AFFAIRS - PUBLIC AFFAIRS

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:
public affairs releases copies other than file copies  ALSO: Log Books, Distinguished Visitor Program Documentation, Public Affairs Program Reference and Guidance Material, After Action Reports

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Transfer to the National Archives in 5-year blocks when latest record is 20 years old.
COLUMN B CONSISTING OF:
recruiting hometown news releases

COLUMN C WHICH ARE:
releases to local news media for enlistments in the delayed enlistment program and enlistment or commissioning into the USAF

COLUMN D DISPOSITION:
Destroy after 3 months.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 35 - 01 R 03.00
TITLE: Biographical Files for Military Transferring Within Air Force
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
for members transferring from one AF installation to another

COLUMN D DISPOSITION:
Forward to gaining activity on transfer of individual.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 35 - 01 R 04.00
TITLE: Biographical Files for Civilians Transferred to Another Agency, Biographical Files at MAJCOM for VIP Civilians
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
biographical files for civilians

COLUMN C WHICH ARE:
for civilians who transfer to another government agency or separate from the AF (except for those covered by Rule 6)

COLUMN D DISPOSITION:
Destroy on separation of individual from the Air Force.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 35 - 01 R 05.00
**TITLE:** Biographical Files at SAF/PA  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 07 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
biographical files

**COLUMN C WHICH ARE:**
at SAF/PA

**COLUMN D DISPOSITION:**
Transfer files to HQ USAF OPR on separation from the Air Force.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 35 - 01 R 06.00
**TITLE:** DELETED - (21 Mar 07) - Incorporated into Rule 2.00  
**AUTHORITY:** NC1-AFU-83-86  
**DATE MODIFIED:** 21 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Biographical Files for Retired General Officers and Appointed Officials - biographical files for retired general officers and appointed officials

**COLUMN C WHICH ARE:**
at HQ AFSINC

**COLUMN D DISPOSITION:**
Retire as permanent.

### NOTES

36 Appointed officials consist of the Secretary of the AF, the Under Secretary, Assistant Secretaries and the Chief Scientist.

### TABLE & RULE: T 35 - 01 R 07.00
**TITLE:** DELETED - (21 Mar 07) - Incorporated into Rule 4.00  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 21 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Biographical Files at MAJCOM for VIP Civilians - biographical files for VIP civilians

**COLUMN C WHICH ARE:**
at MAJCOMs

**COLUMN D DISPOSITION:**
Destroy on separation of individual from the Air Force.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 35 - 01 R 07.01**

**TITLE:** DELETED - (21 Mar 07) - Incorporated into Rule 1.00  
**DATE MODIFIED:** 21 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Biographical Files at MAJCOM for Active Duty Retired General Officers - biographical files for active duty and retired general officers

**COLUMN C WHICH ARE:**
at MAJCOMs and below

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 35 - 01 R 08.00**

**TITLE:** Biographical Information - Guardians of Freedom  
**DATE MODIFIED:** 07 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-03-05

**COLUMN B CONSISTING OF:**
biographical 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

**COLUMN C WHICH ARE:**
in the Public Affairs Office

**COLUMN D DISPOSITION:**
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.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 35 - 01 R 09.00**

**TITLE:** All Other Biographical Files  
**DATE MODIFIED:** 07 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTE: Destroy after 4 years, or when no longer needed, whichever is sooner.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTE: Destroy when no longer needed or send to gaining installation Public Affairs Office if news is of sufficient interest.
COLUMN B CONSISTING OF:
PREVIOUS TITLE: Card Index File - names, dates and news subjects of each news release form forwarded to Home Town News Center

COLUMN C WHICH ARE:

at public affairs offices

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 35 - 01 R 12.01
TITLE: DELETED - (21 Mar 07) - Incorporated into Rule 1.00
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Log Books

COLUMN C WHICH ARE:
names, dates and news subjects of each news release form forwarded to Home Town News Center

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 35 - 01 R 13.00
TITLE: Speakers Bureau Files
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
speakers bureau files

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy when individual is separated from the Air Force or send to gaining activity on transfer of individual.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<td><strong>TITLE:</strong> Air Force Newspapers and News Periodicals</td>
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**COLUMN B CONSISTING OF:**
record sets published under 35-series

**COLUMN C WHICH ARE:**
produced at any level by or through public affairs offices

**COLUMN D DISPOSITION:**
Destroy when no longer needed or on inactivation of the organization for which published.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 On inactivation, Air Force newspapers and news periodicals may be presented to a local library, college or other public activity on request. See AFI 37-138, paragraph 3.7.1 for transfer rules.

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<tr>
<th>TABLE &amp; RULE: T 35 - 01 R 15.00</th>
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<tr>
<td><strong>TITLE:</strong> National Scouting Organizations, Scouting Liaison Officer’s Monthly Narrative</td>
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<tr>
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**COLUMN B CONSISTING OF:**
scouting project officer’s monthly summary of installation’s activity in the program

**COLUMN C WHICH ARE:**
at installation and regional levels

**COLUMN D DISPOSITION:**
Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMNS B CONSISTING OF:

PREVIOUS TITLE: Scouting Liaison Officer's Monthly Narrative - statistical reports summarizing regional participation in the program

COLUMNS C WHICH ARE:

at regional and director, USAF scouting levels

COLUMNS D DISPOSITION:

Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:

operating plan of activities in each region, including budget data

COLUMNS C WHICH ARE:

at regional and director, USAF scouting levels

COLUMNS D DISPOSITION:

Destroy after 10 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:

itineraries visits

COLUMNS C WHICH ARE:

messages, correspondence and form records maintained by "visitors bureaus" to monitor visits by US citizens to overseas areas

COLUMNS D DISPOSITION:

Destroy 1 year after completion of visit.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 35 - 01 R 18.01
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 17 / Mar / 2005
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 35 - 01 R 19.00
TITLE: Basic Public Affairs Records
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 07 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:

basic public affairs records

COLUMN C WHICH ARE:

letters, messages and other documentation denoting policies, procedures and guidance

COLUMN D DISPOSITION:

Destroy when policies, procedures or guidance are superseded or no longer current.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 35 - 01 R 20.00
TITLE: DELETED - (21 Mar 07) - Incorporated into Rule 1.00
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 21 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
Electronic copies created using electronic mail and word processing:  Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:  Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:  Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Messages and other correspondence, guests lists, invitations, schedules, results of visits.

Destroy after 1 year.
### TABLE & RULE: T 35 - 01 R 23.00

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**COLUMN B CONSISTING OF:**

**PREVIOUS TITLE:** After Action Reports

**COLUMN C WHICH ARE:**

summaries, clippings, and evaluation comments

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 35 - 01 R 24.00

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**COLUMN B CONSISTING OF:**

information on the development, acquisition and use of AF exhibits for public display

**COLUMN C WHICH ARE:**

at AF Orientation Group

**COLUMN D DISPOSITION:**

Destroy when exhibit is refurbished or retired, or when no longer needed, whichever is later.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 35 - 01 R 25.00

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<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 35 - 01 R 30.00</th>
<th>DATE CREATED: 17 / Mar / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Social Media Content Posted</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2016-0005-0002</td>
<td></td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED: 17 / Mar / 2017</td>
<td></td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td></td>
</tr>
<tr>
<td>original or unique content published to social media accounts or platforms, such as comments to the public that could be considered 'official speech', consisting of information released or captured elsewhere</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>Generated by Official AF Individual accounts or Official AF Organizational accounts</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Destroy after 90 days, or when no longer needed, whichever is later.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
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<th>TABLE &amp; RULE: T 35 - 01 R 31.00</th>
<th>DATE CREATED: 17 / Mar / 2017</th>
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<tbody>
<tr>
<td>TITLE: Social Media Content Received</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2016-0005-0002</td>
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<tr>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED: 17 / Mar / 2017</td>
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</table>
T 35 - 02: PUBLIC AFFAIRS - HOMETOWN NEWS CENTER RECORDS

<table>
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<tr>
<th>TABLE &amp; RULE: T 35 - 02 R 01.00</th>
<th>DATE MODIFIED: 18 / May / 2006</th>
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<tbody>
<tr>
<td>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N/A</td>
<td>DATE RESCINDED: 12 / Apr / 2006</td>
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<td>DATE APPROVED:</td>
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</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 35 - 02 R 02.00**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 35 - 02 R 02.00</th>
<th>DATE MODIFIED: 07 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Mass Media Index Cards</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 35 - 02 R 02.01**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 35 - 02 R 02.01</th>
<th>DATE MODIFIED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: card index for control of various master media files</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: Mass Media Index Cards</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 35 - 02 R 03.00**

**TITLE:** Media Marker Records  
**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: |  
| media marker records of code listings |

| COLUMN C WHICH ARE: |  
| for classifying the news releases of various news media |

| COLUMN D DISPOSITION: |  
| Destroy when superseded or no longer needed. |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 35 - 02 R 04.00**

**TITLE:** News Release Guides  
**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: |  
| news release guides |

| COLUMN C WHICH ARE: |  
| used for developing news items and feature story releases |

| COLUMN D DISPOSITION: |  
| Destroy when superseded or no longer needed. |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 35 - 02 R 05.00**

**TITLE:** Reports Reflecting the Type and Quantity of Work Accomplished  
**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: |  
| reports reflecting the type and quantity of work accomplished |

| COLUMN C WHICH ARE: |  
| statistical data, tabulations, summaries, and related reports reflecting the type and quantity of work accomplished |

| COLUMN D DISPOSITION: |  
| Destroy after 1 year. |

**NOTES**
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 35 - 02 R 06.00

<table>
<thead>
<tr>
<th>TITLE: Activity and Effectiveness Reports</th>
<th>DATE MODIFIED:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
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<tbody>
<tr>
<td></td>
<td>07 / Jun / 2005</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
activity and effectiveness reports

**COLUMN C WHICH ARE:**
copies of activity and effectiveness reports

**COLUMN D DISPOSITION:**
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 35 - 02 R 07.00

<table>
<thead>
<tr>
<th>TITLE: Radio and TV Interview - Originals</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>07 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
radio and TV interview data and related interview tapes

**COLUMN C WHICH ARE:**
originals

**COLUMN D DISPOSITION:**
Return to originating activity.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 35 - 02 R 08.00

<table>
<thead>
<tr>
<th>TITLE: Radio and TV Interview - Copies</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>07 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORITY:** N1-AFU-90-03

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
radio and TV interview data and related interview tapes

COLUMN C WHICH ARE:
copies

COLUMN D DISPOSITION:
Destroy 3 months after release of the interview tape to the hometown news media

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 35 - 02 R 08.01
TITLE: Radio and TV Interviews Killed
AUTHORITY: N1-AFU-90-03

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 35 - 02 R 09.00
TITLE: Card Index of State TV Stations Coverage Reference
AUTHORITY: N1-AFU-90-03

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
**TABLE & RULE: T 35 - 02 R 10.00**

**TITLE:** Biographical Files

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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</thead>
<tbody>
<tr>
<td>biographical files</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>consisting of home town news releases and biographical data, attached photos, negatives or prints and other pertinent data</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 2 months after date of release to the home town media for publication.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 35 - 02 R 14.00**

**TITLE:** DELETED

**AUTHORITY:** N/A

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<tr>
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</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
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</tr>
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<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
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**T 35 - 03: PUBLIC AFFAIRS - AMERICAN FORCES RADIO AND TELEVISION (AFRT) RECORDS**

**TABLE & RULE: T 35 - 03 R 01.00**

**TITLE:** Negotiations and Conflicts of AFRT Operations

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<table>
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<tr>
<th>COLUMN C WHICH ARE:</th>
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</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 2 years after inactivation of unit.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 35 - 03 R 02.00**

**TITLE:** Authorization to Operate

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 07 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- frequencies granted, emergency frequencies and call signs

**COLUMN C WHICH ARE:**
- at local AFRT facilities

**COLUMN D DISPOSITION:**
- Destroy 2 years after inactivation of unit.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 35 - 03 R 03.00**

**TITLE:** Public Affairs Internal Information Programs

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 07 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- broadcasting policies

**COLUMN C WHICH ARE:**
- at local AFRT facilities

**COLUMN D DISPOSITION:**
- Destroy after a new policy of the same subject is made.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 35 - 03 R 04.00**

**TITLE:** Operation of AFRT

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 07 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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<th>TABLE &amp; RULE: T 35 - 03 R 07.00</th>
<th>DATE CREATED: 16 / Mar / 2005</th>
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<tbody>
<tr>
<td>TITLE: AFRTS Workload Factor Reports</td>
<td>DATE MODIFIED: 07 / Jun / 2005</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-00-02</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
monthly worksheets and reports, explanations of deviations

**COLUMN C WHICH ARE:**
at HQ AFNEWS and broadcast units in overseas area

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
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<th>TABLE &amp; RULE: T 35 - 03 R 08.00</th>
<th>DATE CREATED: 16 / Mar / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Product Reviews</td>
<td>DATE MODIFIED: 07 / Jun / 2005</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-00-02</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
product reviews

**COLUMN C WHICH ARE:**
product quality assessments, critiques, review of external products, audience questionnaires and surveys

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
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<th>DATE CREATED: 16 / Mar / 2005</th>
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<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
AFRTS broadcast material library, program reference and guidance material

**COLUMN C WHICH ARE:**
information on program materials, scheduling, restrictions, clearances, broadcast materials delivery systems, audience questionnaires

**COLUMN D DISPOSITION:**
Destroy when superseded or obsolete.
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
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<th>T 35 - 03 R 10.00</th>
<th>DATE CREATED:</th>
<th>16 / Mar / 2005</th>
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<tbody>
<tr>
<td>TITLE:</td>
<td>Library Inventories of Broadcast Material</td>
<td>DATE MODIFIED:</td>
<td>07 / Jun / 2005</td>
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<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-00-02</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
AFRTS program and spot library inventories, spot cancellation notices, authorization to retain satellite delivered materials

COLUMN C WHICH ARE:
at local AFRTS facilities

COLUMN D DISPOSITION:
Destroy when superseded or 1 year after materials are shipped or destroyed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 35 - 03 R 11.00</th>
<th>DATE CREATED:</th>
<th>16 / Mar / 2005</th>
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<tr>
<td>TITLE:</td>
<td>Library Material Disposition</td>
<td>DATE MODIFIED:</td>
<td>07 / Jun / 2005</td>
</tr>
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<td>AUTHORITY:</td>
<td>N1-AFU-00-02</td>
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<tr>
<td></td>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
request for disposition and disposition instructions for accountable library material, certificates of destruction, packing listings for shipment, spot cancellation notices

COLUMN C WHICH ARE:
at receiving or requesting activity

COLUMN D DISPOSITION:
Destroy after 1 year or on receipt of corrected inventory, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### T 36 - 00: PERSONNEL - DELETED

**TABLE & RULE:** T 36 - 00 R 14.00  
**TITLE:** DELETED  
**AUTHORITY:** N/A  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 01 / Jan / 1900  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

### T 36 - 01: PERSONNEL - MILITARY AND CIVILIAN PERSONNEL

**TABLE & RULE:** T 36 - 01 R 01.00  
**TITLE:** Confidential Statements of Affiliation & Financial Interests-DOD Personnel, Exec Personnel Financial Disclosure Report  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 28 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 36 - 01 R 01.01  
**TITLE:** DELETED - (15 Mar 07) Corrected (28 Mar 07) - Incorporated into Rule 1, this Table  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 28 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

**NOTES**

- **PREVIOUS TITLE:** 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)
- **COLUMN C WHICH ARE:**
  at Judge Advocate General, HQ USAF and Office of the General Counsel of the Air Force (SAF/GC)
- **COLUMN D DISPOSITION:**
  Destroy when 6 years old; except that records needed in an ongoing investigation will be retained until no longer needed in the investigation.

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 01 R 01.02

**TITLE:** Deleted - (18 May 06) - Incorporated in Rule 1 of this Table

**AUTHORITY:** N1-AFU-86-23

**COLUMN B CONSISTING OF:**
Title: Reports of DOD and Defense related employment
Consisting of: reports filed according to DoDD 5500.7

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

### TABLE & RULE: T 36 - 01 R 02.00

**TITLE:** Requests for Approval to Attend Technical, Scientific, or Professional Meetings Approved Requests

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
requests and related correspondence

**COLUMN C WHICH ARE:**
at approving headquarters and/or orders-issuing office

**COLUMN D DISPOSITION:**
Destroy after 1 year.

### TABLE & RULE: T 36 - 01 R 03.00

**TITLE:** Requests for Approval to Attend Technical, Scientific, or Professional Meetings Disapproved/Approved Requests

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 07 / Jun / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
records and related correspondence

COLUMN C WHICH ARE:
pertaining to requests for approval of off-duty employment

COLUMN D DISPOSITION:
Destroy on termination of employment, when superseded by a new request, or on reassignment or separation of individual.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 01 R 07.00
TITLE: Off-Duty Employment Requests/Applications Disapproved
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 07 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
off-duty employment requests/applications

COLUMN C WHICH ARE:
disapproved

COLUMN D DISPOSITION:
Destroy after 1 year, or on reassignment or separation of individual concerned.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 01 R 08.00
TITLE: Alternative Dispute Resolution (ADR) Files - General Files
AUTHORITY: DAA-GRS-2015-0007-0001
DATE MODIFIED: 28 / Jul / 2017
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
general correspondence and copies of statutes, regulations, meeting minutes, reports, statistical tabulations, evaluations of the ADR program, and other records

COLUMN C WHICH ARE:
relating to the agency's overall ADR program

COLUMN D DISPOSITION:
Destroy when 3 years old.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 36 - 01 R 09.00

<table>
<thead>
<tr>
<th>TITLE: Alternative Dispute Resolution (ADR) Files - Case Files</th>
<th>DATE MODIFIED: 28 / Jul / 2017</th>
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<tr>
<td>AUTHORITY: DAA-GRS-2015-0007-0002</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
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</table>

**COLUMN B CONSISTING OF:**
Alternative Dispute Resolution (ADR) files - case files

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 3 years after settlement is implemented or case is discontinued.

**NOTES**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |
| 21 | This schedule does not apply to: 1. Administrative grievance files, 2. Adverse action files, 3. Formal and informal equal employment opportunity proceedings, 4. Traditional EEO counseling or other records included in the EEO file when a person chooses to go directly to ADR, or 5. Private party claims or EEOC's involvement with federal sector claims of non-EEOC employees against other federal agencies. These records are covered by other items in GRS 1. This schedule does not apply to ADR records that are produced as part of an agency's primary mission. |

### TABLE & RULE: T 36 - 01 R 10.00

<table>
<thead>
<tr>
<th>TITLE: Drug/Alcohol Abuse Control Statistics (on or before 30 Sep 94)</th>
<th>DATE MODIFIED: 07 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: NC1-174-177</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
reports on drug/alcohol abuse program status or SART data

**COLUMN C WHICH ARE:**
at HQ USAF/DPM

**COLUMN D DISPOSITION:**
Retire as permanent.

**NOTES**

| 6 | Transfer records to National Archives in 5-year blocks when latest record is 25 years old. |
| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

### TABLE & RULE: T 36 - 01 R 11.00

<table>
<thead>
<tr>
<th>TITLE: Academic Rank Appointments</th>
<th>DATE MODIFIED: 07 / Jun / 2005</th>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
NOTES

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTES

55  Destroy erroneous identification/nonsubstantiated alcohol/drug abuse control case files upon notification of erroneous/nonsubstantiated identification.

NOTES

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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<tr>
<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE RESCINDED: 19 / Feb / 2004</td>
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<td>DATE APPROVED:</td>
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  COLUMN B CONSISTING OF:

  COLUMN C WHICH ARE:

  COLUMN D DISPOSITION:

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<td>DATE RESCINDED: 19 / Feb / 2004</td>
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<td>DATE APPROVED:</td>
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  COLUMN B CONSISTING OF:

  COLUMN C WHICH ARE:

  COLUMN D DISPOSITION:

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<td>DATE RESCINDED: 19 / Feb / 2004</td>
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  COLUMN B CONSISTING OF:

  COLUMN C WHICH ARE:

  COLUMN D DISPOSITION:

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### Table & Rule: T 36 - 01 R 13.00

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<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
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<tr>
<td>reports on equal opportunity and treatment program status, including equal opportunity complaints, racial incidents, and affirmative actions plan status reports</td>
<td>at HQ USAF/DPCH and DPMYCS</td>
<td>Disposition pending upon review/approval of AF525 as such records covered under this rule are considered unscheduled.</td>
</tr>
</tbody>
</table>

**Title:** Equal Opportunity and Treatment Statistics at HQ USAF/DPCH and DPMYCS  
**Authority:** N1-AFU-90-03  
**Date Approved:**  
**Frozen Record:** Yes  
**Current:** Yes  
**Date Modified:** 22 / Aug / 2011

### Table & Rule: T 36 - 01 R 14.00

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<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>equal opportunity and treatment statistics</td>
<td>at social actions offices</td>
<td>Disposition pending upon review/approval of AF525 as such records covered under this rule are considered unscheduled.</td>
</tr>
</tbody>
</table>

**Title:** Equal Opportunity and Treatment Statistics at Social Actions Offices  
**Authority:** N1-AFU-90-03  
**Date Approved:**  
**Frozen Record:** Yes  
**Current:** Yes  
**Date Modified:** 22 / Aug / 2011

### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 36 - 01 R 15.00

<table>
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<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
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**Title:** General Grievances, Appeals and Discrimination Complaints  
**Authority:** N1-AFU-90-03  
**Date Approved:**  
**Frozen Record:** Yes  
**Current:** Yes  
**Date Modified:** 22 / Aug / 2011

**Report generated:** 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
individual's grievance or complaint, report of hearing or inquiry, copies of decisions rendered, and related material

COLUMN C WHICH ARE:
at social actions offices or any other location

COLUMN D DISPOSITION:
Disposition pending upon review/approval of AF525 as such records covered under this rule are considered unscheduled.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 01 R 16.00
TITLE: Adverse Actions (Personnel)
AUTHORITY: DAA-GRS-2017-0007-0001
DATE MODIFIED: 26 / Dec / 2017
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
Case files, notices of proposed actions and or decisions and answers made by individuals; including records concerning circumstances of the adverse actions, dates of delivery of notice, sequence of events and or witness statements,

COLUMN C WHICH ARE:
located at HQ AFPC Officer Promotion Appointments Selection Continuation Office or at losng/gaining MPFs/MAJCOMs and used to reference inquiries from losing or gaining MPFs/MAJCOMs, congressional/high-level inquiries, board inquiries, and by the Board for Correction of Military Records (AFBCMR). (Case files having documents added should not be closed until the action is complete.)

COLUMN D DISPOSITION:
Destroy 5 years after case is closed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 01 R 17.00
TITLE: Lecturer Case Files
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 07 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
correspondence and forms detailing contracts with lecturers, biographical sketches of lecturers, host officer, introductions, evaluations of lecturers and related material

COLUMN C WHICH ARE:
in offices of record

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
If lecturer is still under consideration for future invitation, documentation may be retained until no longer needed, then destroyed.

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

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**T 36 - 01 R 24.00**

**TITLE:** DELETED

**AUTHORITY:** N/A

**FROZEN RECORD:** No
**DATE RESCINDED:** 19 / Feb / 2004
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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**T 36 - 02: PERSONNEL - PERSONNEL IDENTIFICATION AND PASS RECORDS**

**TABLE & RULE:** T 36 - 02 R 01.00

**TITLE:** Identification Credentials, Records for Identifying Personnel Permitted to Enter AF Installations, Restricted Area Badges

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Mar / 2007
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
- permanently surrendered or confiscated

**COLUMN D DISPOSITION:**
- Destroy immediately if not to be reissued.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE:** T 36 - 02 R 02.00

**TITLE:** DELETED - (15 Mar 07) - Incorporated into Rule 1.00

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Mar / 2007
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**PREVIOUS TITLE:** 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 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 therein or

**COLUMN C WHICH ARE:**
- permanently surrendered or confiscated

**COLUMN D DISPOSITION:**
- Destroy immediately if not to be reissued.

**NOTES**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 02 R 03.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREVIOUS TITLE: Restricted Area Badges - issued to individuals who have been granted unescorted entry authority to restricted areas under AF 31-series directives</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>permanently surrendered or confiscated</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>Destroy immediately if not to be reissued.</td>
</tr>
</tbody>
</table>

| DATE MODIFIED: | 15 / Mar / 2007 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 02 R 04.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armed Forces Liberty Pass</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>permanently surrendered or confiscated</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>Destroy on reaccomplishment of a new pass, or on reassignment or separation of individual.</td>
</tr>
</tbody>
</table>

| DATE MODIFIED: | 07 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 02 R 05.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisional Pass at Issuing Activity, Provisional Pass Sent to Individual's Commander/Station Destination</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>Destroy on reaccomplishment of a new pass, or on reassignment or separation of individual.</td>
</tr>
</tbody>
</table>

| DATE MODIFIED: | 15 / Mar / 2007 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Forms or correspondence used as applications or requests for identification credentials or passes

DISPOSITION:
Destroy or return to requesting office or individual, as applicable.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
forms or correspondence used as applications or requests for identification credentials or passes

COLUMN C WHICH ARE:
as receipts for US Armed Forces credentials issued under AFI 36-3026(I)

COLUMN D DISPOSITION:
Destroy upon receipt of processed applications which supersede or replace applications on file.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 02 R 11.00
TITLE: Applications at Issuing Activities as a Receipt for Credentials
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
forms or correspondence used as applications or requests for identification credentials or passes

COLUMN C WHICH ARE:
badges, and passes not covered by AFI 36-3026(I)

COLUMN D DISPOSITION:
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.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 02 R 11.01
TITLE: DELETED - (15 Mar 07) - Incorporated into Rule 10.00
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Applications Not Used for Reissue of ID Card - applications not used for reissue of ID card

COLUMN C WHICH ARE:
badges, and passes not covered by AFI 36-3026(I)

COLUMN D DISPOSITION:
Manage according to AFI 36-3026(I) and destroy upon receipt of processed applications which supersede or replace applications on file.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

TABLE & RULE: T 36 - 02 R 11.02
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 19 / Feb / 2004
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 36 - 02 R 12.00
TITLE: Unescorted Entry Authorization
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 07 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
copies of maintained by requesting activities or as part of an entry control system

COLUMN C WHICH ARE:
used by the requesting activity to ensure individually issued authenticators/badges are surrendered upon reassignment or separation of individual

COLUMN D DISPOSITION:
Destroy when notified that credential has been returned to issuing activity.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 02 R 12.01
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 19 / Feb / 2004
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
TABLE & RULE: T 36 - 02 R 13.00
TITLE: Destruction Certificates
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
forms or correspondence used to certify the destruction of identification credentials permanently surrendered or confiscated

COLUMN C WHICH ARE:
prepared by issuing or destroying officials who do not have custody of the receipts for the related credentials, and sent to the appropriate custodian

COLUMN D DISPOSITION:
Destroy after related records (Rule 15) are destroyed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 02 R 14.00
TITLE: Destruction Certificates Prepared by Destroying Officials
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
forms used to record burning or mutilation of blank accountable identification credentials

COLUMN C WHICH ARE:
prepared by destroying officials

COLUMN D DISPOSITION:
They become part of the accountability file (see Rule 15).

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 02 R 15.00
TITLE: Accountability Records Issuance of Identification Cards
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
logs, registers, receipts for blank accountable forms, destruction certificates for destroyed blank accountable forms and similar records

COLUMN C WHICH ARE:
completed by issuing officers to record the issuance of identification cards (ID) covered by AFI 36-3026(I)

COLUMN D DISPOSITION:
Destroy 5 years after issue of last card listed on log or register form.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 02 R 15.01

**TITLE:** Record of Issuance of Identification Credentials/Passes  
**DATE MODIFIED:** 07 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:** logs, registers, receipts for blank accountability forms, destruction certificates for destroyed blank forms and similar records

**COLUMN C WHICH ARE:** completed by issuing officers to record the issue of identification credentials/passes not covered by AFI 36-3026(l)

**COLUMN D DISPOSITION:** Destroy after last badge listed on the form is destroyed.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 02 R 15.02

**TITLE:** Record the Issue of Subblocks of Vehicle Registration Identification Forms  
**DATE MODIFIED:** 07 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:** subblocks of vehicle registration identification forms

**COLUMN C WHICH ARE:** completed by issuing officers to record the issue of subblocks of vehicle registration identification forms to official vehicle registration agents

**COLUMN D DISPOSITION:** Destroy 60 days following expiration of validity period for that series of vehicle registration decal.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 02 R 16.00

**TITLE:** Accountability Records for Commissary Privilege Cards (DD Form 2529), Annual Report of Passport Applications  
**DATE MODIFIED:** 15 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
**COLUMN B CONSISTING OF:**
logs, registers, receipt for blank accountable forms, destruction certificates for destroyed forms and similar records

**COLUMN C WHICH ARE:**
at Air Force Reserve and Air National Guard units' orderly rooms

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 36 - 02 R 17.00**

<table>
<thead>
<tr>
<th>TITLE: Passports and Visas</th>
<th>DATE MODIFIED: 07 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

passes and visas

**COLUMN C WHICH ARE:**

authorizations to apply for no-fee passports and/or requests for visas and related correspondence

**COLUMN D DISPOSITION:**

Destroy 6 months after submission of annual report of passport applications.

**NOTES**

15 The back of DD Form 1056, Authorization to Apply for a No-Fee Passport and/or Request for Visa, becomes the receipt. See DODI 1000.21-R. For AMC activities, see Rule 19.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 36 - 02 R 18.00**

<table>
<thead>
<tr>
<th>TITLE: DELETED - (15 Mar 07) - Incorporated into Rule 16.00</th>
<th>DATE MODIFIED: 15 / Mar / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: Annual Report of Passport Applications - applications

**COLUMN C WHICH ARE:**

annual report of passport applications

**COLUMN D DISPOSITION:**

Destroy after 1 year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 02 R 19.00

**TITLE:** Receipts and Related Correspondence for the Issuance of Passports

**AUTHORITY:** N1-AFU-90-03

| DATE MODIFIED: | 07 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

**COLUMN B CONSISTING OF:**
receipts and related correspondence for the issuance of passports

**COLUMN C WHICH ARE:**
at AMC activities

**COLUMN D DISPOSITION:**
Destroy when passport is renewed; destroy 3 months after individual's reassignment, or return of passport to the issuing agency.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 02 R 20.00

**TITLE:** DELETED - (18 May 06) - Previously (RESERVED)

**AUTHORITY:** N/A

| DATE CREATED: | 07 / Jun / 2005 |
| DATE MODIFIED: | 18 / May / 2006 |
| FROZEN RECORD: | No |
| DATE RESCINDED: | 12 / Apr / 2006 |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

### TABLE & RULE: T 36 - 02 R 21.00

**TITLE:** Ration Control Accountability

**AUTHORITY:** N1-AFU-00-09

| DATE CREATED: | 16 / Mar / 2005 |
| DATE MODIFIED: | 07 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

**COLUMN B CONSISTING OF:**
all records related to management of ration control programs, ration cards, coupons and control register

**COLUMN C WHICH ARE:**
at USAFE activities

**COLUMN D DISPOSITION:**
Destroy 4 years after calendar year cutoff law US Army Europ Regulation 600-702.
T 36 - 03: PERSONNEL - CASUALTY REPORTING, NOTIFICATION AND ASSISTANCE

TABLE & RULE: T 36 - 03 R 01.00
TITLE: Casualty Reporting, Notification, and Assistance Records at HQ AFPC/DPMC
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at Casualty Services Branch

COLUMN D DISPOSITION:
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.

TABLE & RULE: T 36 - 03 R 02.00
TITLE: Casualty Reporting or Notification and Assistance Records at Installations
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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 reports). Include records such as DD Form 2585, Repatriation Center Processing Sheet, created during evacuations resulting from natural disasters or emergency situations.

COLUMN C WHICH ARE:
at installations

COLUMN D DISPOSITION:
Destroy 1 year after casualty or evacuation assistance case has been closed.

NOTES

56 Destroy casualty reporting records retained by installations with only reporting responsibility 6 months after date of death.

75 Retain AF Form 58, Casualty Assistance Summary, and a copy of DD Form 1300, Department of Defense Report of Casualty, or death certificate for 5 years in accumulating office.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 03 R 03.00
TITLE: Missing and Captured Persons, Missing Persons Supplementary Report No Longer Missing Before 10 Years
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
held until fate of casualty is determined (at all levels)

COLUMN D DISPOSITION:
Apply appropriate disposition instructions for deceased (Rules 1 and 2) or returned to military control (Rules 4 and 5).
COLUMB B CONSISTING OF:
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)

COLUMB C WHICH ARE:
at installations

COLUMB D DISPOSITION:
Destroy 1 year after casualty assistance summary has been forwarded to HQ USAF.

NOTES
57 Destroy casualty reporting records retained by installations with only reporting responsibility 6 months after member is returned to military control.
75 Retain AF Form 58, Casualty Assistance Summary, and a copy of DD Form 1300, Department of Defense Report of Casualty, or death certificate for 5 years in accumulating office.

COLUMB B CONSISTING OF:
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)

COLUMB C WHICH ARE:
at Casualty Services Branch.

COLUMB D DISPOSITION:
Destroy 6 months after administrative closing of case.

NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMB B CONSISTING OF:
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)

COLUMB C WHICH ARE:
at installations

COLUMB D DISPOSITION:
Destroy 1 year after patient is reported "WRITE," "BROKE," "MOVED."

NOTES
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 03 R 07.00

<table>
<thead>
<tr>
<th>TITLE: Wounded in Action and Not Seriously ILL or Injured at HQ AFPC/DPMC</th>
<th>DATE MODIFIED: 05 / Mar / 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT: Yes</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at Casualty Services Branch.

COLUMN D DISPOSITION:
Destroy 6 months after receipt of report.

TABLE & RULE: T 36 - 03 R 08.00

<table>
<thead>
<tr>
<th>TITLE: Wounded in Action and Not Seriously ILL or Injured at Installations</th>
<th>DATE MODIFIED: 07 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT: Yes</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at installations

COLUMN D DISPOSITION:
Destroy after 1 year.

TABLE & RULE: T 36 - 03 R 09.00

<table>
<thead>
<tr>
<th>TITLE: Casualty Records Maintained at Levels of Command Not Covered in this Table</th>
<th>DATE MODIFIED: 07 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT: Yes</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at other than HQ USAF and reporting installations

COLUMN D DISPOSITION:
Destroy after administrative closing of case, or when no longer needed to perform monitoring responsibilities.

NOTES
56 Destroy casualty reporting records retained by installations with only reporting responsibility 6 months after date of death.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 03 R 10.00
TITLE: Missing Persons Supplementary Report Still Missing After 10 Years
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
report with attachments and all related information

COLUMN C WHICH ARE:
at AFPC Casualty Office

COLUMN D DISPOSITION:
Incorporate into the master military personnel record and then send to NPRC under Table 36-12, Rule 1.

NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 Missing persons supplementary reports (SMR) covering multiple crew members will be retained by HQ AFPC/DPMC for 10 years after the last crew member's status is resolved, will be incorporated into the master military personnel record and then sent to NPRC under Table 36-12, Rule 1. SMR will be filed with master military personnel record of the pilot in command of the aircraft or the senior ranking member in a command incident.

TABLE & RULE: T 36 - 03 R 11.00
TITLE: DELETED - (15 Mar 07) - Incorporated into Rule 3.00
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Missing Persons Supplementary Report No Longer Missing Before 10 Years - report with attachment and all related information

COLUMN C WHICH ARE:
at Casually Services Branch.

COLUMN D DISPOSITION:
See Rule 3.

TABLE & RULE: T 36 - 03 R 12.00
TITLE: Missing Persons Supplementary Report at Installations
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 03 R 12.01</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td></td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>DATE RESCINDED: 20 / Feb / 2004</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Destroy when member's status has changed.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 03 R 13.00</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Record of Emergency Data (Original)</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
<tr>
<td>DATE MODIFIED: 05 / Mar / 2012</td>
<td></td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

forms for active duty AF personnel

COLUMN C WHICH ARE:

at Casually Services Branch.

COLUMN D DISPOSITION:
Destroy after member's release from extended active duty.

NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 03 R 14.00</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Record of Emergency Data (Duplicate) Held by GSU</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
<tr>
<td>DATE MODIFIED: 07 / Jun / 2005</td>
<td></td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

forms for active duty AF personnel; ANG; USAFR; and AF Ready Reserve not on extended active duty

COLUMN C WHICH ARE:

held by GSU

COLUMN D DISPOSITION:
Destroy 30 days after member's departure from GSU or entry on EAD.

NOTES

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 36 - 03 R 15.00**

**TITLE:** Record of Emergency Data (Duplicate) Sent to Units of Attachment or Units Where Duty is Being Performed

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
forms for ANG and USAFR personnel entering active duty (not EAD) and whose personnel records are not forwarded to duty base

**COLUMN C WHICH ARE:**
sent to units of attachments

**COLUMN D DISPOSITION:**
Destroy 90 days after member's departure.

---

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 36 - 03 R 16.00**

**TITLE:** DELETED - (15 Mar 07) - Incorporated into Rule 15.00

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Record of Emergency Data (Duplicate) Sent to Units Where Duty is Being Performed - forms for ANG and USAFR personnel performing duty with a unit of assignment and whose personnel records are not forwarded to duty base

**COLUMN C WHICH ARE:**
sent to units where duty is being performed

**COLUMN D DISPOSITION:**
Destroy 90 days after member's departure.

---

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 36 - 03 R 17.00**

**TITLE:** Record of Emergency Data (Duplicate) Sent to MPFs Servicing the Hospital

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 07 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

---

Report generated: 01 / Oct / 2018 - 08:00:00
forms for active duty AF personnel hospitalized away from the home installation

snet to MPFs servicing the hospital

Destroy when member is released from hospital.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

This is an optional file and may be established at the discretion of the Chief, MPF.

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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**T 36 - 04: PERSONNEL - PERSONNEL DATA SYSTEM-MILITARY (BASE LEVEL)**

### TABLE & RULE: T 36 - 04 R 01.00

**TITLE:** DDN or Pseudo Processing  
**AUTHORITY:** NC1-AFU-85-25  
**DATE MODIFIED:** 07 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- disk files in support of DD-N and Pseudo Processing

**COLUMN C WHICH ARE:**
- in MPF or CPF PSM unit

**COLUMN D DISPOSITION:**
- Dispose of in 7 days or when no longer needed for recovery.

**NOTES**

21. Electronic copies created using electronic mail and word processing:  Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records:  Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:  Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 04 R 02.00

**TITLE:** Listing Output from EOD Processing  
**AUTHORITY:** N1-AFU-91-39  
**DATE MODIFIED:** 07 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- utility list, personnel file controller, duplicate record list, DDN list, DESIRE summary, Pseudo Remote list, etc.

**COLUMN C WHICH ARE:**
- used for management and control of PDS

**COLUMN D DISPOSITION:**
- Destroy after 30 days.

**NOTES**

21. Electronic copies created using electronic mail and word processing:  Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records:  Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:  Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 04 R 03.00

**TITLE:** Average Strength Data Report, PDS Data Verification Products  
**AUTHORITY:** NC1-AFU-85-25  
**DATE MODIFIED:** 15 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

---

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMNS B CONSISTING OF:
AF Form 380 used at HQ USAF, MAJCOMs, and bases to make management decisions regarding health, welfare, and morale of military personnel

COLUMNS C WHICH ARE:
in MPF work unit

COLUMNS D DISPOSITION:
Destroy after 1 year or on inactivation/supercession, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 36 - 04 R 04.00

| TITLE: Average Strength Data Report, RIP Products | DATE MODIFIED: | 05 / Jul / 2017 |
| DATE APPROVED: | | |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| authority: | NC1-AFU-85-25 |

COLUMNS B CONSISTING OF:
AF Form 380 used at HQ USAF, MAJCOMs, and bases to make management decisions regarding health, welfare, and morale of military personnel

COLUMNS C WHICH ARE:
unit strength reports

COLUMNS D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 36 - 04 R 05.00

| TITLE: Daily Strength Data, Transaction Registers from Base Level Personnel System | DATE MODIFIED: | 15 / Mar / 2007 |
| DATE APPROVED: | | |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| authority: | N1-AFU-90-03 |

COLUMNS B CONSISTING OF:
daily strength reports

COLUMNS C WHICH ARE:
unit strength reports

COLUMNS D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:

the report itself which is computer produced each processing day

### COLUMN C WHICH ARE:

at Personnel System Manager (PSM) work center

### COLUMN D DISPOSITION:

Destroy after 30 days or when no longer needed, whichever is later.

---

### NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 04 R 07.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Transaction Registers Resulting from Base Level Personnel System - the report itself which is computer produced each processing day</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>NC1-AFU-85-25</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>05 / Jul / 2017</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:

PREVIOUSLY TITLED: Transaction Registers Resulting from Base Level Personnel System - the report itself which is computer produced each processing day

### COLUMN C WHICH ARE:

copies at work centers other than PSM

### COLUMN D DISPOSITION:

Destroy when purpose has been served.

---

### NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 36 - 04 R 08.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Rejected Transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>NC1-AFU-85-25</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>05 / Jul / 2017</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

---

Report generated: 01 / Oct / 2018 - 08:00:00
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 04 R 09.00
TITLE: Central and Local Tables
AUTHORITY: NC1-AFU-85-25

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 04 R 10.00
TITLE: Documents Supporting System Updates
AUTHORITY: NC1-AFU-85-25

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:

**PREVIOUS TITLE:** PDS Data Verification Products - DESIRE listing and various other supporting documentation

### COLUMN C WHICH ARE:

- used for obtaining information, identifying discrepancies, effecting corrections, general quality control of PDS also for measuring the management and control of personnel office responsibilities

### COLUMN D DISPOSITION:

- Destroy after 1 year or when no longer needed.

### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### TABLE & RULE: T 36 - 04 R 11.00

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Column C Which Are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISPOSAL</td>
<td>Notes</td>
</tr>
</tbody>
</table>

- **NOTES**

  - **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

  - **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 04 R 12.00

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Column C Which Are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISPOSAL</td>
<td>Notes</td>
</tr>
</tbody>
</table>

- **NOTES**

  - **16** The Personnel Data System (PDS) is comprised of two basic parts: PDS-Military and PDS-Civilian. Various mechanized reports management products and card decks are produced, either on a one-time or recurring basis, as system output. The Base Level Personnel System (BLPS) is based on a central computer file of personnel data at base level, using standard programs to process data, produce output products, and suspend personnel actions. BLPS supports current PDS-Military and PDS-Civilian at MAJCOM and HQ USAF. Projects from PDS of such significance as to require specific retention periods are identified in this table and Table 36-9. Products relative to auxiliary systems which either support or are supported by the PDS, such as project transition, leave, and others having unique disposition criteria are identified in appropriate subject matter tables in the 36-series.

  - **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### TABLE & RULE: T 36 - 04 R 13.00

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Column C Which Are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISPOSAL</td>
<td>Notes</td>
</tr>
</tbody>
</table>
The Personnel Data System (PDS) is comprised of two basic parts: PDS-Military and PDS-Civilian. Various mechanized reports management products and card decks are produced, either on a one-time or recurring basis, as system output. The Base Level Personnel System (BLPS) is based on a central computer file of personnel data at base level, using standard programs to process data, produce output products, and suspense personnel actions. BLPS supports current PDS-Military and PDS-Civilian at MAJCOM and HQ USAF. Projects from PDS of such significance as to require specific retention periods are identified in this table and Table 36-9. Products relative to auxiliary systems which either support or are supported by the PDS, such as project transition, leave, and others having unique disposition criteria are identified in appropriate subject matter tables in the 36-series.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

The Personnel Data System (PDS) is comprised of two basic parts: PDS-Military and PDS-Civilian. Various mechanized reports management products and card decks are produced, either on a one-time or recurring basis, as system output. The Base Level Personnel System (BLPS) is based on a central computer file of personnel data at base level, using standard programs to process data, produce output products, and suspense personnel actions. BLPS supports current PDS-Military and PDS-Civilian at MAJCOM and HQ USAF. Projects from PDS of such significance as to require specific retention periods are identified in this table and Table 36-9. Products relative to auxiliary systems which either support or are supported by the PDS, such as project transition, leave, and others having unique disposition criteria are identified in appropriate subject matter tables in the 36-series.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
The Personnel Data System (PDS) is comprised of two basic parts: PDS-Military and PDS-Civilian. Various mechanized reports management products and card decks are produced, either on a one-time or recurring basis, as system output. The Base Level Personnel System (BLPS) is based on a central computer file of personnel data at base level, using standard programs to process data, produce output products, and suspense personnel actions. BLPS supports current PDS-Military and PDS-Civilian at MAJCOM and HQ USAF. Projects from PDS of such significance as to require specific retention periods are identified in this table and Table 36-9. Products relative to auxiliary systems which either support or are supported by the PDS, such as project transition, leave, and others having unique disposition criteria are identified in appropriate subject matter tables in the 36-series.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 36 - 04 R 16.00

**Title:** DELETED  
**Authority:** N/A  
**FROZEN RECORD:** No  
**DATE RESCinded:** 20 / Feb / 2004  
**DATE APPROVED:**

### Table & Rule: T 36 - 04 R 17.00

**Title:** DELETED  
**Authority:** N/A  
**FROZEN RECORD:** No  
**DATE RESCinded:** 20 / Feb / 2004  
**DATE APPROVED:**
### T 36 - 05: PERSONNEL - USAFA FACULTY/CADET RECORDS

#### TABLE & RULE: T 36 - 05 R 01.00
**TITLE:** Biographical Sketch  
**AUTHORITY:** NC1-461-82-05  
**DATE MODIFY:** 07 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
records used as a primary source for academic information on officers assigned to USAFA teaching positions and as a sole source for academic information on officers who have left

**COLUMN C WHICH ARE:**
at faculty departments and staff agencies

**COLUMN D DISPOSITION:**
Retain in office for 10 years after departure from USAFA then forward to Special Collections (DFSELSC) and destroy when no longer needed for reference.

**NOTES**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 36 - 05 R 02.00
**TITLE:** Tenure Associate Professors, Tenure Staff Officers and Continuous Tour Officers  
**AUTHORITY:** NC1-461-82-05  
**DATE MODIFY:** 07 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
correspondence pertaining to the initial request, justification, superintendent approval and AFPC approval

**COLUMN C WHICH ARE:**
at Director of Assignments (DPR)

**COLUMN D DISPOSITION:**
Destroy 1 year after termination or rescission of appointment.

**NOTES**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 36 - 05 R 03.00
**TITLE:** Instructor Files, Honor Code Board Log, Honor Review Committee, Boards & Investigations  
**AUTHORITY:** NC1-461-82-05  
**DATE MODIFY:** 15 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

# Report generated: 01 / Oct / 2018 - 08:00:00
COLUMNS B CONSISTING OF:
forms and/or correspondence on future, current, and past USAFA instructors

COLUMNS C WHICH ARE:
at Director of Assignments (DPR)

COLUMNS D DISPOSITION:
Destroy when no longer needed for reference.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 05 R 04.00
TITLE: Case Files of Advance Degree Nominations
AUTHORITY: NC1-461-82-05
DATE MODIFIED: 07 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMNS B CONSISTING OF:
correspondence pertaining to the available resources, AFIT eligibility letters

COLUMNS C WHICH ARE:
at Director of Assignments (DPR)

COLUMNS D DISPOSITION:
Destroy upon completion of AFIT training.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 05 R 05.00
TITLE: Graduate Program Applications
AUTHORITY: NC1-461-82-05
DATE MODIFIED: 07 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMNS B CONSISTING OF:
correspondence and related records concerning applications and preparation for scholarships/fellowships

COLUMNS C WHICH ARE:
at Graduate Studies

COLUMNS D DISPOSITION:
Destroy after 25 years.

NOTES
1 Retain at USAFA for entire retention period.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 05 R 06.00**

**TITLE:** Conduct and/or Aptitude Probation, Drum & Bugle Corps  
**AUTHORITY:** NC1-461-82-05  
**DATE MODIFIED:** 15 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMNS**
- **B CONSISTING OF:** correspondence used to refer cadet for placement on, continuation on, or removal from aptitude or conduct probation
- **C WHICH ARE:** at Cadet Policy Division
- **D DISPOSITION:** Destroy upon graduation or, when cadet would have graduated.

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 05 R 07.00**

**TITLE:** Counseling Record  
**AUTHORITY:** NC1-461-82-05  
**DATE MODIFIED:** 07 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMNS**
- **B CONSISTING OF:** forms used in daily contacts with cadets and are part of the individual's counseling file
- **C WHICH ARE:** at Cadet Counseling Center
- **D DISPOSITION:** Destroy 1 year after graduation.

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 05 R 08.00**

**TITLE:** Investigation Files Guilty cases at Cadet Honor and Ethics, Case Files of Honor Hearings  
**AUTHORITY:** N1-AFU-97-13  
**DATE MODIFIED:** 15 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
investigative material pertaining to Wing Honor Boards/Admitted Honor investigative panels

COLUMN C WHICH ARE:
at Cadet Honor and Ethics

COLUMN D DISPOSITION:
Destroy after 7 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 05 R 08.01

<table>
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<tr>
<th>TITLE:</th>
<th>Investigation &amp; Case Files Not Guilty Cases at Cadet Honor &amp; Ethics Hearings, Cadet Promotion List</th>
</tr>
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<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-97-13</td>
</tr>
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DATE MODIFIED: 15 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

investigative material pertaining to Wing Honor Boards/Admitted Honor investigative panels

COLUMN C WHICH ARE:
at Cadet Honor and Ethics

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 05 R 09.00

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<td>N1-AFU-97-13</td>
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DATE MODIFIED: 15 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

DELETED - (15 Mar 07) - Incorporated into Rule 8.00

### TABLE & RULE: T 36 - 05 R 08.00

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<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-97-13</td>
</tr>
</tbody>
</table>

DATE MODIFIED: 15 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

PREVIOUS TITLE: Case Files of Honor Hearings Guilty Cases at Cadet Honor and Ethics - honor hearings of accused cadets

COLUMN C WHICH ARE:
guilty cases at Cadet Honor and Ethics

COLUMN D DISPOSITION:
Destroy after 7 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
TABLE & RULE: T 36 - 05 R 10.00

TITLE: DELETED - (15 Mar 07) - Incorporated into Rule 8.01

AUTHORITY: NC1-461-82-05

DATE MODIFIED: 15 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Case Files of Honor Hearings Not Guilty Cases at Cadet Honor and Ethics - honor hearings of accused cadets

COLUMN C WHICH ARE:
not guilty cases at Cadet Honor and Ethics

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 05 R 11.00

TITLE: DELETED - (15 Mar 07) - Incorporated into Rule 3.00

AUTHORITY: NC1-461-82-05

DATE MODIFIED: 15 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Honor Code Board Log - numerical log of all Honor Code Boards

COLUMN C WHICH ARE:
at Cadet Honor and Ethics

COLUMN D DISPOSITION:
Destroy when no longer needed for reference.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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TABLE & RULE: T 36 - 05 R 12.00

TITLE: DELETED - (15 Mar 07) - Incorporated into Rule 3.00

AUTHORITY: NC1-461-82-05

DATE MODIFIED: 15 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Honor Review Committee - minutes of meetings and background material

COLUMN C WHICH ARE:
at Cadet Honor and Ethics

COLUMN D DISPOSITION:
Destroy when no longer needed for reference.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**TABLE & RULE: T 36 - 05 R 13.00**

**Title:** Honor and Ethics Training, Exit Questionnaire  
**Date Modified:** 15 / Mar / 2007  
**Frozen Record:** No  
**Current:** Yes

**Authority:** NC1-461-82-05

**Column B Consisting Of:**
material used for honor and ethics training

**Column C Which Are:**
at Cadet Honor and Ethics

**Column D Disposition:**
Destroy after 1 year or when no longer needed, whichever is sooner.

**Notes**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**TABLE & RULE: T 36 - 05 R 14.00**

**Title:** DELETED - (15 Mar 07) - Incorporated into Rule 13.00  
**Date Modified:** 15 / Mar / 2007  
**Frozen Record:** No  
**Current:** Yes

**Authority:** NC1-461-82-05

**Column B Consisting Of:**
PREVIOUS TITLE: Exit Questionnaire - resignation questionnaire on honor code

**Column C Which Are:**
at Cadet Honor and Ethics

**Column D Disposition:**
Destroy after 1 year or when no longer needed, whichever is sooner.

**Notes**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 05 R 15.00**

**Title:** DELETED - (15 Mar 07) - Incorporated into Rule 3.00  
**Date Modified:** 15 / Mar / 2007  
**Frozen Record:** No  
**Current:** Yes

**Authority:** NC1-461-82-05
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 36 - 05 R 18.00**

**TITLE:** Motor Vehicle Information  
**AUTHORITY:** NC1-461-82-05

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<th>COLUMN B CONSISTING OF:</th>
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<tbody>
<tr>
<td>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</td>
<td></td>
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<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
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</thead>
<tbody>
<tr>
<td>at Air Officer Command office</td>
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</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
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</tr>
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<tbody>
<tr>
<td>Destroy when superseded, when no longer needed, or upon graduation, whichever is sooner.</td>
<td></td>
</tr>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 05 R 19.00**

**TITLE:** DELETED - (15 Mar 07) - Incorporated into Rule 6.00  
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<tr>
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<tr>
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<tbody>
<tr>
<td>Destroy after graduation or when cadet would have graduated.</td>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**TABLE & RULE: T 36 - 05 R 20.00**

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| COLUMN B CONSISTING OF:         |
| COLUMN C WHICH ARE:             |
| COLUMN D DISPOSITION:           |

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| COLUMN B CONSISTING OF:         |
| COLUMN C WHICH ARE:             |
| COLUMN D DISPOSITION:           |

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<td></td>
<td>DATE RESCINDED: 20 / Feb / 2004</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
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</table>

| COLUMN B CONSISTING OF:         |
| COLUMN C WHICH ARE:             |
| COLUMN D DISPOSITION:           |
T 36 - 06: PERSONNEL - PERSONNEL SURVEYS

TABLE & RULE: T 36 - 06 R 01.00
TITLE: Personnel Surveys at HQ USAF/DPCE and HQ AFPC/DPMYOS
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 07 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
correspondence on announcement, method of administration, suspense dates, disposition instructions used to conduct surveys

COLUMN C WHICH ARE:
at HQ USAF/DPCE and HQ AFPC/DPMYOS

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 06 R 02.00
TITLE: Personnel Surveys - at MAJCOMs, MPFs, CPFs, Select DESIRE Inquiry Statement, & Listing of Respondees
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 15 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
correspondence on announcement, method of administration, suspense dates, disposition instructions used to conduct surveys

COLUMN C WHICH ARE:
at MAJCOMs, MPFs, CPFs

COLUMN D DISPOSITION:
Destroy following closing date of the survey.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 06 R 03.00
TITLE: DELETED - (15 Mar 07) - Incorporated into Rule 2.00
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 15 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 36 - 06 R 06.00

<table>
<thead>
<tr>
<th>TITLE: Answer Sheets</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
answer sheets

**COLUMN C WHICH ARE:**
used to record responses, then to compile responses

**COLUMN D DISPOSITION:**
Send to the HQ AFPC for optical document scanner to read and create data files; destroy when quality-controlled file is created.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

45 When a TCO's account is disestablished, furnish a copy of disposition of test materials to the MAJCOM/FOA test control officer for review and retention for 1 year.

### TABLE & RULE: T 36 - 06 R 07.00

<table>
<thead>
<tr>
<th>TITLE: Computer Printout of Survey Data Used by OPR, Report of Survey</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
computer printout of survey

**COLUMN C WHICH ARE:**
used by OPR to analyze survey results

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

45 When a TCO's account is disestablished, furnish a copy of disposition of test materials to the MAJCOM/FOA test control officer for review and retention for 1 year.

### TABLE & RULE: T 36 - 06 R 08.00

<table>
<thead>
<tr>
<th>TITLE: DELETED - (15 Mar 07) - Incorporated into Rule 7.00</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

<table>
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<tr>
<th>TITLE: DELETED - (15 Mar 07) - Incorporated into Rule 7.00</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td>Yes</td>
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</table>

**TITLE:** DELETED - (15 Mar 07) - Incorporated into Rule 7.00

**AUTHORITY:** N1-AFU-90-03

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 07 R 02.00**

<table>
<thead>
<tr>
<th>TITLE: Records of Families Seeking Services</th>
<th>DATE MODIFIED: 07 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
on going record of individual requests for services, information or instruction (AF Forms 2800 and 2801)

**COLUMN C WHICH ARE:**
at base level

**COLUMN D DISPOSITION:**
Destroy after 1 year or when no longer needed, whichever is later.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 07 R 03.00**

<table>
<thead>
<tr>
<th>TITLE: Family Support Center Contact Records</th>
<th>DATE MODIFIED: 07 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
family support center contact records

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 3 months after quarterly report is sent in if further contact is not made.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 07 R 04.00**

<table>
<thead>
<tr>
<th>TITLE: Intake Summaries</th>
<th>DATE MODIFIED: 07 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
**COLUMN B CONSISTING OF:**
intake summaries

**COLUMN C WHICH ARE:**
records of individuals seeking counseling, information, referral or program participation (AF Form 2806)

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 07 R 05.00**
**TITLE:** Volunteers Service Records
**AUTHORITY:** N1-AFU-90-42

| DATE MODIFIED: | 07 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

**COLUMN B CONSISTING OF:**
AF Forms 2805

**COLUMN C WHICH ARE:**
at base level

**COLUMN D DISPOSITION:**
Destroy 1 year after individual departs.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 36 - 08: PERSONNEL - POINT CREDIT ACCOUNTING AND REPORTING SYSTEM (PCARS)**

**TABLE & RULE: T 36 - 08 R 01.00**
**TITLE:** Input Transaction Registers, Processed Transactions
**AUTHORITY:** N1-AFU-90-03

| DATE MODIFIED: | 15 / Mar / 2007 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

**COLUMN B CONSISTING OF:**
certified listings summarizing manual input to PCARS from the MPF

**COLUMN C WHICH ARE:**
produced by MPFs and held at MPF work centers

**COLUMN D DISPOSITION:**
Destroy after 16 months.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 08 R 02.00**

<table>
<thead>
<tr>
<th>TITLE:</th>
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<td>AUTHORITY:</td>
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<td>N1-AFU-90-03</td>
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</table>

**COLUMN B CONSISTING OF:**

Previous Title: Processed Transactions - listings reflecting all transactions processing in PCARS

**COLUMN C WHICH ARE:**

Produced by PCARS and distributed to MPFs

**COLUMN D DISPOSITION:**

Destroy after 16 months.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 08 R 03.00**

<table>
<thead>
<tr>
<th>TITLE:</th>
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<th>DATE APPROVED:</th>
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<tr>
<td>Rejected Transactions</td>
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<td>AUTHORITY:</td>
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<td>N1-AFU-90-03</td>
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**COLUMN B CONSISTING OF:**

Listings of transactions which fail edits and reject to MPFs for correction

**COLUMN C WHICH ARE:**

Produced by PCARS and distributed to MPFs

**COLUMN D DISPOSITION:**

Destroy after corrective action completed or when the list is superseded by a more current list.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 08 R 04.00**

<table>
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<tr>
<th>TITLE:</th>
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<th>FROZEN RECORD:</th>
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<th>DATE APPROVED:</th>
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<tbody>
<tr>
<td>Point Summaries</td>
<td>07 / Jun / 2005</td>
<td>No</td>
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<tr>
<td>AUTHORITY:</td>
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<td>N1-AFU-90-03</td>
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</table>

**COLUMN B CONSISTING OF:**

Listings of transactions which fail edits and reject to MPFs for correction

**COLUMN C WHICH ARE:**

Produced by PCARS and distributed to MPFs

**COLUMN D DISPOSITION:**

Destroy after corrective action completed or when the list is superseded by a more current list.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:
MPF member roster and point summaries for reservists assigned to the MPF

### COLUMN C WHICH ARE:
produced by PCARS and distributed to MPFs

### COLUMN D DISPOSITION:
Destroy after receipt of more current reports or when no longer needed.

#### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 08 R 05.00</th>
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</thead>
<tbody>
<tr>
<td>TITLE: ANG/USAFR Retirement Credit Summary, Working Data/Statistical Reports or Summaries Used to Operate &amp; Manage PCARS</td>
</tr>
<tr>
<td>DATE MODIFIED: 15 / Mar / 2007</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:
Statement of Points Earned at MPFs & Other Work Centers - preprinted of continuous forms

### COLUMN C WHICH ARE:
designed to be used for computer printing within PCARS and/or manually completed

### COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

#### NOTES

| 16 | The term MPF applies equally to military personnel flights, consolidated reserve personnel offices and the Air Reserve Personnel Center OPR as the reference is pertinent. |
| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 08 R 06.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: ANG/USAFR Retirement Credit Summary/Statement of Points Earned at Adjutants General Offices in the Respective States</td>
</tr>
<tr>
<td>DATE MODIFIED: 07 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
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<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:
preprinted of continuous forms

### COLUMN C WHICH ARE:
designed to be used for computer printing within PCARS and/or manually completed

### COLUMN D DISPOSITION:
Dispose of according to the legal requirements of the individual states.

#### NOTES

| 16 | The term MPF applies equally to military personnel flights, consolidated reserve personnel offices and the Air Reserve Personnel Center OPR as the reference is pertinent. |
| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |

Report generated: 01 / Oct / 2018 - 08:00:00 1391
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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The term MPF applies equally to military personnel flights, consolidated reserve personnel offices and the Air Reserve Personnel Center OPR as the reference is pertinent.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
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Table & Rule: T 36 - 08 R 07.00
Title: Deleted - (15 Mar 07) - Incorporated into Rule 5.00
Authority: N1-AFU-90-03

Column B Consisting Of:
Previous Title: 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

Column C Which Are:
At MPF work centers

Column D Disposition:
Destroy after 1 year or when no longer needed, whichever is sooner.

Notes
16 The term MPF applies equally to military personnel flights, consolidated reserve personnel offices and the Air Reserve Personnel Center OPR as the reference is pertinent.

Table & Rule: T 36 - 08 R 08.00
Title: Deleted - (15 Mar 07) - Incorporated into Rule 5.00
Authority: N1-AFU-90-03

Column B Consisting Of:
Previous Title: 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

Column C Which Are:
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

Column D Disposition:
Destroy after 1 year or when no longer needed, whichever is sooner.

Notes
16 The term MPF applies equally to military personnel flights, consolidated reserve personnel offices and the Air Reserve Personnel Center OPR as the reference is pertinent.
### T 36 - 08: PERSONNEL - PERSONNEL DATA SYSTEM--MILITARY AND CIVILIAN (HQ AFMPC)

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 08 R 09.00</th>
<th>DATE RESCINDED: 20 / Feb / 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

#### COLUMN B CONSISTING OF:

#### COLUMN C WHICH ARE:

#### COLUMN D DISPOSITION:

### T 36 - 09: PERSONNEL - PERSONNEL DATA SYSTEM--MILITARY AND CIVILIAN (HQ AFMPC)

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 09 R 01.00</th>
<th>DATE MODIFIED: 07 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: HQ AFPC PDS-MILITARY PDS-CIVILIAN (TAPE)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

#### COLUMN B CONSISTING OF:
a complete PDS record (by sub-system) for every member on the master personnel file as of the end of each month (EOM)

#### COLUMN C WHICH ARE:
used to derive the strength of the AF as of EOM and for retrieval purposes

#### COLUMN D DISPOSITION:
Destroy EOM Jul, Aug, Oct, Nov, Jan, Feb, Apr, May, after 13 months.

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 36 - 09: PERSONNEL - PERSONNEL DATA SYSTEM--MILITARY AND CIVILIAN (HQ AFMPC)

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 09 R 02.00</th>
<th>DATE MODIFIED: 07 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: PDS-EOM Mar and Jun</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

#### COLUMN B CONSISTING OF:
a complete PDS record (by sub-system) for every member on the master personnel file as of the end of each month (EOM)

#### COLUMN C WHICH ARE:
used to derive the strength of the AF as of EOM and for retrieval purposes

#### COLUMN D DISPOSITION:
Destroy after 3 years.

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**NOTES**

This applies to the following 6 master files (or their successors): Active Airmen Master File; Active Officers Master File; Air National Guard Airmen Master File; Air National Guard Officers Master File; USAF Reserve Airmen Master File; USAF Reserve Officers Master File.
COLUMN B CONSISTING OF:
records transactions processed by SSAN, CCPN for each update

COLUMN C WHICH ARE:
provides capability for post analysis for actions affecting AF personnel structure and for reconstructing of master files

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 36 - 09 R 06.00**

**TITLE:** DELETED - (Mar 15 07) - Incorporated into Rule 5.00

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

---

COLUMN B CONSISTING OF:
PREVIOUS TITLE: HQ AFPC Monthly (TAPE and Microform) PDS-Civilian - transactions as of update for the month, build to pack as each occurs

COLUMN C WHICH ARE:
used for monthly reports and recovery of reports, effecting AF Personnel and strength

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**T 36 - 10: PERSONNEL - USAF RECRUITING SERVICE RECORDS**

**TABLE & RULE: T 36 - 10 R 01.00**

**TITLE:** National Lead Fulfillment, Center of Influence (COI) Leads

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

---

COLUMN B CONSISTING OF:
listing by flight and recruiting office of names and all available information on prospects who responded to a national advertisement

COLUMN C WHICH ARE:
used by flight supervisors and recruiters

COLUMN D DISPOSITION:
Destroy 2 years after end of FY in which all actions are completed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 10 R 02.00**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Deluxe - (15 Mar 07) - Incorporated into Rule 1.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED:</td>
<td>15 / Mar / 2007</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORITY: N1-AFU-90-03**

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Center of Influence (COI) Leads - AETC Form 1303 listing new leads generated as a result of a Prospective Applicant (PA) COI event

**COLUMN C WHICH ARE:**
at recruiting offices which held the event and at flight supervisor offices

**COLUMN D DISPOSITION:**
Destroy 2 years after end of FY in which all actions are completed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 10 R 03.00**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Data Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED:</td>
<td>07 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORITY: N1-AFU-90-03**

**COLUMN B CONSISTING OF:**
data feedback

**COLUMN C WHICH ARE:**
separate or detachable mailback information card used to obtain pertinent information from individuals who indicate their interest in finding out about the USAF

**COLUMN D DISPOSITION:**
Destroy after 2 years or when no longer needed, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 10 R 04.00**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Visitor Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED:</td>
<td>07 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORITY: N1-AFU-90-03**

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
log to record visits by distinguished civilians and all military personnel

COLUMN C WHICH ARE:
at recruiting offices

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 10 R 05.00
TITLE: Personal Interview Records (PIRs) (PA System of Record F036 AETC E)
AUTHORITY: N1-AFU-00-03
DATE MODIFIED: 07 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
records prepared during interview to determine enlistment eligibility

COLUMN C WHICH ARE:
at preparing activities maintained in the recruiting activity management support system (RAMSS)

COLUMN D DISPOSITION:
Destroy 6 years after end of FY in which all actions are completed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 10 R 06.00
TITLE: Enlistment Case Files at Recruiting Offices
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 07 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
forms and related records used to process and enlist individuals into the military service

COLUMN C WHICH ARE:
at recruiting offices

COLUMN D DISPOSITION:
Send to appropriate USAF Military Enlistment Processing Station (MEPS) liaison office prior to applicant processing at that facility.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 36 - 10 R 07.00

**TITLE:** Enlistment Case Files at AF Liaison (MEPS) Offices  
**DATE MODIFIED:** 07 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03  

**COLUMN B CONSISTING OF:**  
Enlistment case files

**COLUMN C WHICH ARE:**  
at AF liaison (MEPS) offices

**COLUMN D DISPOSITION:**  
Distribute case file forms per AETCR 33-2 and Military Enlistment Processing Command (MEPCOM) directives. Destroy remaining forms 90 days after applicant enlistment.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 10 R 08.00

**TITLE:** Delayed Enlistment Program (DEP) Case Files Applicants Separated  
**DATE MODIFIED:** 07 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03  

**COLUMN B CONSISTING OF:**  
Delayed Enlistment Program (DEP) case files applicants separated

**COLUMN C WHICH ARE:**  
at squadron operations offices

**COLUMN D DISPOSITION:**  
Destroy 1 year after the end of the month in which the applicant was discharged.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 10 R 09.00

**TITLE:** Delayed Enlistment Program (DEP) Case Files Applicants Processed and Disqualified  
**DATE MODIFIED:** 07 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03  

---

Report generated: 01 / Oct / 2018 - 08:00:00
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

 Confidentiality precautions:

 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

 Prepared by the recruiter

 Destroy after 3 months.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 10 R 12.00
TITLE: Supervisor’s Recruiter Activity Log
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
evaluation and analysis of flight recruiters

COLUMN C WHICH ARE:
prepared by the flight supervisor

COLUMN D DISPOSITION:
Destroy when no longer needed or upon transfer to Consolidated Recruiter Activity Log.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 10 R 13.00
TITLE: Consolidated Recruiting Activity Log, Squadron Operations Monthly Activity Log, Market Surveys at Recruiting Offices
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
data consolidated from Supervisor's Recruiter Activity Log

COLUMN C WHICH ARE:
prepared by the flight supervisor

COLUMN D DISPOSITION:
Destroy 1 year after end of FY.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 10 R 14.00
TITLE: DELETED - (15 Mar 07) - Incorporated into Rule 11.00
AUTHORITY: N1-AFU-90-03

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
PREVIOUS TITLE: Squadron Operations Daily Activity Log - data on daily recruiting operations

COLUMN C WHICH ARE:

at squadron operations sections

COLUMN D DISPOSITION:

Destroy after 3 months.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

PREVIOUS TITLE: Squadron Operations Monthly Activity Log - data consolidated from Operations Daily Activity Log

COLUMN C WHICH ARE:

at squadron operations sections

COLUMN D DISPOSITION:

Destroy 1 year after end of FY.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

PREVIOUS TITLE: 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

COLUMN C WHICH ARE:

at recruiting offices

COLUMN D DISPOSITION:

Destroy 1 year after end of FY.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 36 - 10 R 17.00
TITLE: DELETED - (15 Mar 07) - Incorporated into Rule 10.00
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUS TITLE: 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

COLUMN C WHICH ARE:
at flight and squadron operations offices

COLUMN D DISPOSITION:
Destroy 2 years after end of FY.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 10 R 18.00
TITLE: Commissioning Case Files
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
applications awaiting board action

COLUMN C WHICH ARE:
at Officer Training School/medical/nurse program manager office and AFRS

COLUMN D DISPOSITION:
Destroy 12 months after end of the month of Entry into Active Duty (EAD).

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 10 R 19.00
TITLE: Commissioning Case Files Applications Awaiting Resubmission
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
for those who have been nonselected, have declined a commission, or have been medically disqualified

COLUMN C WHICH ARE:
at Officer Training School/medical/nurse program manager office and AFRS

COLUMN D DISPOSITION:
Destroy 12 months after the end of the month in which final action is completed.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**NOTES**

21  Records maintained by private organizations will be disposed of as prescribed by the organizations' charter/by-laws (See AFI 37-138, paragraph 2.7).
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 11 R 02.00**

| TITLE: PO Minutes of Meetings and Monthly Financial Statements, PO Records Types 2 & 3 POs as Described in AFI 34-223 PO Program |
| DATE MODIFIED: 15 / Mar / 2007 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

**AUTHORITY: N1-AFU-90-03**

**COLUMN B CONSISTING OF:**
PO minutes of meetings and monthly financial statements

**COLUMN C WHICH ARE:**
as designated by the installation commander

**COLUMN D DISPOSITION:**
Destroy after 1 year or when no longer needed, whichever is sooner.

**NOTES**

17 Records maintained by private organizations will be disposed of as prescribed by the organizations' charter/by-laws (See AFI 37-138, paragraph 2.7).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 11 R 03.00**

| TITLE: DELETED - (15 Mar 07) - Incorporated into Rule 2.00 |
| DATE MODIFIED: 15 / Mar / 2007 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

**AUTHORITY: N1-AFU-90-03**

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: PO Records of Types 2 and 3 POs as Described in AFI 34-223, Private Organization (PO) Program - financial audits and reviews

**COLUMN C WHICH ARE:**
described in AFI 34-223, Private Organization (PO) program

**COLUMN D DISPOSITION:**
Destroy after 1 year or when no longer needed, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 11 R 04.00**

| TITLE: Reports on Applications for Vending Stand Locations |
| DATE MODIFIED: 08 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

**AUTHORITY: N1-AFU-90-03**

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: PO Records of Types 2 and 3 POs as Described in AFI 34-223, Private Organization (PO) Program - financial audits and reviews

**COLUMN C WHICH ARE:**
described in AFI 34-223, Private Organization (PO) program

**COLUMN D DISPOSITION:**
Destroy after 1 year or when no longer needed, whichever is sooner.
COLUMNS B CONSISTING OF:
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

COLUMNS C WHICH ARE:
at HQ AFPC/DPMSC

COLUMNS D DISPOSITION:
Destroy after 3 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 36 - 11 R 05.00**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports on Applications for Vending Stand Locations at MAJCOMS and Intermediate Commands</td>
<td>08 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

COLUMNS B CONSISTING OF:
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

COLUMNS C WHICH ARE:
at MAJCOMS and intermediate commands

COLUMNS D DISPOSITION:
Destroy after 3 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 36 - 11 R 05.01**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>FROZEN RECORD:</th>
<th>DATE RESCINDED:</th>
<th>DATE APPROVED:</th>
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</thead>
<tbody>
<tr>
<td>DELETED</td>
<td>No</td>
<td>20 / Feb / 2004</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

COLUMNS B CONSISTING OF:

COLUMNS C WHICH ARE:

COLUMNS D DISPOSITION:
**TABLE & RULE: T 36 - 11 R 06.00**

**TITLE:** Reports on Applications for Vending Stand Locations at Installations  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at installations

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 36 - 11 R 07.00**

**TITLE:** DELETED  
**AUTHORITY:** N/A  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 20 / Feb / 2004  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

---

**TABLE & RULE: T 36 - 11 R 08.00**

**TITLE:** DELETED  
**AUTHORITY:** N/A  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 20 / Feb / 2004  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
### T 36 - 12: PERSONNEL - INDIVIDUAL MILITARY PERSONNEL RECORDS

#### TABLE & RULE: T 36 - 12 R 00.00
**TITLE:** DELETED  
**AUTHORITY:** N/A  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 01 / Jan / 1900  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

#### TABLE & RULE: T 36 - 12 R 01.00
**TITLE:** Master Personnel Record Group (Military)  
**AUTHORITY:** N1-330-04-1  
**DATE MODIFIED:** 26 / Jun / 2017  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:** 08 / Jul / 2004

**COLUMN B CONSISTING OF:**

- 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

**COLUMN C WHICH ARE:**

- NdAs and other historic information on a military service member

**COLUMN D DISPOSITION:**

- Retire to HQ AFPC and HQ ARPC after all personnel actions (e.g., discharge, retirement, dismissal, pay at age 60) are completed pertaining to the individual. Records will be retired to NPRC as permanent after 62 years from DOS.

### NOTES

**68** ARMS LC - Automated Records Management System Legacy Conversion has been validated as a scheduled system for records under this table and rule.

#### TABLE & RULE: T 36 - 12 R 01.01
**TITLE:** Command Record Group or Field Record Group  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 18 / Sep / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

- records which comprise the history of an individual's military service. (List of documents to filed in the Command Record Group (CRG) and/or the Field Record Group (FRG) can be found in AFI 36-2608.)

**COLUMN C WHICH ARE:**

- filed in the Command Record Group and/or the Field Record Group

**COLUMN D DISPOSITION:**

- Retain records according to the System of Record Notice F03 AF PC A, Effectiveness/Performance Reporting Systems--official personnel records are maintained by the National Military Personnel Records Center (St. Louis) and accessed by the records custodian or other persons with a need-to-know. If commanders, supervisors, or competent authorities obtain authorized copies of completed military appraisals through their MPF from an official record to prepare a new appraisal, they must ensure that those copies, whether electronic or physical, are restricted only to those with a need to know. Destroy copies and drafts after new record is completed.

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
### TABLE & RULE: T 36 - 12 R 01.02

**TITLE:** Air Force Discharge Review Board (Final Action) & Cassette Tapes of Hearing, AFBCMR Case File  
**AUTHORITY:** N1-AFU-90-15  
**DATE MODIFIED:** 15 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>case files of hearing proceedings of applicants</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAF/MIC transfer to NPRC (MPR) after HQ AFPC and HQ ARP are complete all personnel actions pertaining to the individual</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 75 years.</td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21 Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

37 DD form 293, DRB findings and DRF minority reports will be incorporated into the MPR. All other records will be destroyed after 75 years and will be stored separately from the MPR.

### TABLE & RULE: T 36 - 12 R 01.03

**TITLE:** DELETED - (15 Mar 07) - Incorporated into Rule 1.02  
**AUTHORITY:** N1-AFU-90-15  
**DATE MODIFIED:** 15 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>retired to WNRC on an annual basis, or when volume permits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 75 years.</td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 12 R 02.00

**TITLE:** Personnel Information File (PIF)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
COLUMN B CONSISTING OF:
extra copies of records covered elsewhere in this regulation or other records necessary to manage the member at the unit/supervisor level

COLUMN C WHICH ARE:
kept by the commanders and supervisors in the Command/Supervisor Assigned Personnel Information File

COLUMN D DISPOSITION:
Retain in office file until superseded, no longer needed, separation, or reassignment of individual on PCA or PCS.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

On intercommand reassignment (PCA or PCS) the file is given to the individual or destroyed. On intracommand reassignment (PCA or PCS) the file is given to the individual, forwarded to gaining commander, or destroyed.

Retain in office file until superseded, no longer needed, separation, or reassignment of individual on PCA or PCS.

On intercommand reassignment (PCA or PCS) the file is given to the individual or destroyed. On intracommand reassignment (PCA or PCS) the file is given to the individual, forwarded to gaining commander, or destroyed.

---

TABLE & RULE: T 36 - 12 R 03.00
TITLE: Air Force Personnel Selection Panel (PSP) Records
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
career briefs, selected and non-selected packages and related records which pertain to Air Force Special Activities Center (AFSAC)

COLUMN C WHICH ARE:
at HQ AFSAC/INXC

COLUMN D DISPOSITION:
Destroy when no longer needed or when member leaves AFSAC.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 36 - 12 R 03.01
TITLE: Medical Professional Staff Professional Papers
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
records pertaining to medical professional staff concerning their professional papers, accomplishments, research, speeches, doctor/patient relationship, etc.

COLUMN C WHICH ARE:
at HQ AFMSC/SGP

COLUMN D DISPOSITION:
Destroy on reassignment, separation, inactivation of activity, when no longer needed, or after 5 years, whichever is sooner.

NOTES

13 At the discretion of the MAJCOM, informational personnel records may be transferred to gaining MPF for intracommand reassignments.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

If otherwise releasable, records eligible for destruction may be given to individual concerned, in lieu of destruction.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

ARMS LC - Automated Records Management System Legacy Conversion has been validated as a scheduled system for records under this table and rule.
COLUMN B CONSISTING OF:
AFBCMR case files

COLUMN C WHICH ARE:
HQ AFPC and HQ ARPC

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 12 R 05.00
TITLE: AFBCMR Case File at other than SAF/MRBR and HQ AFPC and HQ ARPC
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
AFBCMR case files

COLUMN C WHICH ARE:
at other than SAF/MICB(S) and HQ AFPC and HQ ARPC

COLUMN D DISPOSITION:
Destroy after 2 years or when individual transfers or separates from service, whichever is sooner.

NOTES

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 12 R 07.01
TITLE: AFBCMR Case File Accumulated by the Review Board at AFPC and ARPC under AFI 36-2401
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 08 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
- working papers, memoranda, or other internal written commentary generated by board members, board presidents or board recorders

COLUMN C WHICH ARE:
- at AFPC and ARPC under AFI 36-2401

COLUMN D DISPOSITION:
- Destroy on completion of Review Board actions.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 12 R 08.00
TITLE: Personnel Readiness File (PRF)
AUTHORITY: N1-AFU-90-48
DATE MODIFIED: 08 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
- 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

COLUMN C WHICH ARE:
- at AFPC and ARPC under AFI 36-2401

COLUMN D DISPOSITION:
- Return to the unit upon completion of deployment, or give to individual upon PCS, separation or discharge in order to comply with appropriate directives.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 12 R 09.00
TITLE: Service Number Register Files
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 08 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are replaced to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are replaced to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 36 - 12 R 12.00**

**TITLE:** Absentee/Deserter Case Files at Security Police and Other Base Agencies

**AUTHORITY:** UNSCHEDULED

**FROZEN RECORD:** No

**DATE MODIFIED:** 08 / Jun / 2005

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

at security police and other base agencies

**COLUMN D DISPOSITION:**

Disposition Pending...

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 36 - 12 R 13.00**

**TITLE:** Fitness Training (FT) Program Case Files

**AUTHORITY:** N1-AFU-04-06

**FROZEN RECORD:** No

**DATE MODIFIED:** 10 / Feb / 2014

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

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 36-2905, Fitness Program

**COLUMN C WHICH ARE:**

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 36-2905, Fitness Program, maintained in unit orderly rooms or commander support staffs (CSSs)

**COLUMN D DISPOSITION:**

Maintain case file until the member has sustained a fitness score greater than or equal to 75 percent for 24 consecutive months.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 36 - 12 R 13.01**

**TITLE:** DELETED

**AUTHORITY:** N/A

**FROZEN RECORD:** No

**DATE RESCINDED:** 01 / Jan / 1900
COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 36 - 12 R 14.00
TITLE: Family Care Responsibilities
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Apr / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
AF Form 357, Family Care Certification
COLUMN C WHICH ARE:
at unit orderly room, first sergeant's office, unit commander's office or DET/OL administrative office
COLUMN D DISPOSITION:
Destroy when superseded, member is reassigned, or no longer required to document dependent care plan.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 12 R 14.30
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 36 - 12 R 15.00
TITLE: Family Care Responsibilities Automated Listings
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Apr / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Transfer cards to the National Archives in 10 year blocks 30 years after service credit determination is made.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Dispose of in January 2042, if no longer needed in documenting military service.
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

37 This is a discontinued documentation series consisting of approximately 6,500 cubic feet of records. The morning reports for the period 1947-1959 are on microfilm, while those for 1959-1966 are on paper. They can be disposed of 75 years after date of latest report, i.e., 2042, assuming that their use in documenting military service has ceased.

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**TABLE & RULE:** T 36 - 12 R 20.00

**TITLE:** Court Reporter's Record

**AUTHORITY:** N1-AFU-90-28

**DATE MODIFIED:** 08 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

COLUMN B CONSISTING OF:
court reporter's recordings for formal hearings of the Physical Evaluation Board

COLUMN C WHICH ARE:
consisting of verbatim or summarized records and tapes and discs not transcribed

COLUMN D DISPOSITION:
Destroy 3 years after date of hearing.

---

**TABLE & RULE:** T 36 - 12 R 21.00

**TITLE:** Military Personnel Flight Letters (MPFL) and ALPERSCOM Letters, Officer/Enlisted Trained Personnel Requirement (TPR)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

COLUMN B CONSISTING OF:
Military Personnel Flight Letters (MPFL) and ALPERSCOM Letters

COLUMN C WHICH ARE:
record copies at HQ AFPC

COLUMN D DISPOSITION:
Destroy after 2 years.

---

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 36 - 12 R 22.00
TITLE: Military Personnel Flight Letters (MPFL) and ALPERSCOM Letters Policy Reference File
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Military Personnel Flight Letters (MPFL) and ALPERSCOM Letters policy reference file

COLUMN C WHICH ARE:
copies maintained in control number sequence by calendar year at other than HQ AFPC

COLUMN D DISPOSITION:
Destroy after 90 days or when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 12 R 23.00
TITLE: DELETED - (15 Mar 07) - Incorporated into Rule 21.00
AUTHORITY: N1-AFU-93-17

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Officer or Enlisted Trained Personnel Requirement (TPR) - Officer or Enlisted Trained Personnel (TPR)

COLUMN C WHICH ARE:
manning level by AFSCs

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 12 R 24.00
TITLE: Combat Related Special Compensation Claims
AUTHORITY: N1-AFU-10-1

COLUMN B CONSISTING OF:
DD Form 2860, CRSC Claim, Department of Veterans Affairs (VA) rating decisions, medical reports and other disability compensation information, medical reports from civilian medical facilities, medical board reports, statements of findings from physical evaluation boards, military health records, military personnel records, records and reports from the Defense Finance and Accounting Service, retirement records, pay information, requests for reconsideration submitted by the claimant, official and unofficial correspondence, decisional documents from CRSC Branch, and other evidence presented by the claimant.

COLUMN C WHICH ARE:
AFPC Combat-Related Special Compensation Branch

COLUMN D DISPOSITION:
Destroy record upon notification that retiree is deceased and a final case review is completed, or 99 years after initial receipt of claim, whichever occurs soonest.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 12 R 24.01</th>
<th>DATE CREATED: 01 / Feb / 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Combat Related Special Compensation Claims Tracking Database</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-10-1</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED: 25 / Jan / 2010</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
Database consisting of records that track the status of each combat related special compensation claim from receipt to final decision.

COLUMN C WHICH ARE:
AFPC Combat-Related Special Compensation Branch

COLUMN D DISPOSITION:
Destroy record one year following notification that retiree is deceased and a final case review is completed, or 99 years after initial receipt of claim, whichever occurs soonest.

T 36 - 13: PERSONNEL - REENLISTMENT AND RETENTION

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 13 R 01.00</th>
<th>DATE MODIFIED: 08 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Career Information and Counseling at Units of Assignment</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-91-27</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
forms maintained and monitored under AFI 36-2606, Reenlistment in the United States Air Force

COLUMN C WHICH ARE:
at units of assignment

COLUMN D DISPOSITION:
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.

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 13 R 01.01</th>
<th>DATE MODIFIED: 08 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Career Information and Counseling at MPF in the Career Enhancement Element</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-91-27</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
forms maintained and monitored under AFI 36-2606, Reenlistment in the United States Air Force

COLUMN C WHICH ARE:
at MPF in the career enhancement element

COLUMN D DISPOSITION:
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.
NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 13 R 02.00
TITLE: Selective Reenlistment & Retention Selection Recs., Selective Reenlistment Bonus, Special Retention Init., Reenlist. & Ret. P
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
selective reenlistment and retention selection records including annotated eligibility rosters

COLUMN C WHICH ARE:
created in selecting or nonselecting airmen for continued service

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 13 R 03.00
TITLE: Selective Reenlistment and Retention Duplicates of Records in the Field Record Group
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
selective reenlistment and retention duplicates of records

COLUMN C WHICH ARE:
in the field record group

COLUMN D DISPOSITION:
Destroy 6 months after final action.

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
bonus contracts, payment authorizations, ledgers, reports, related correspondence pertaining to the ANG incentive program

COLUMN C WHICH ARE:
at MPFs career enhancement

COLUMN D DISPOSITION:
Destroy when no longer needed or 1 year after final action, whichever is later.

NOTES
10  See Table 177-25 for the disposition of actual pay records maintained by the AFOs.
14  Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 13 R 04.01
TITLE: DELETED - (15 Mar 07) - Incorporated into Rule 4.00
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUS TITLE: AFRES Enlisted Incentive Program - bonus contracts, reports, related correspondence pertaining to the AFRES enlisted incentive program

COLUMN C WHICH ARE:
at HQ AFRES/DPRV

COLUMN D DISPOSITION:
Destroy when no longer needed or 1 year after final action, whichever is later.

NOTES
14  Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREVIOUS TITLE: Selective Reenlistment Bonus (SRB) - records pertaining to lump sum or advanced payment of SRB</td>
<td>at MAJCOM retention offices or at MPFs career enhancement</td>
<td>Destroy after 1 year.</td>
</tr>
</tbody>
</table>

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 13 R 06.00**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
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<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deleted - (15 Mar 07) - Incorporated into Rule 2.00</td>
<td>15 / Mar / 2007</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 13 R 07.00**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deleted - (15 Mar 07) - Incorporated into Rule 2.00</td>
<td>15 / Mar / 2007</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
NOTES
21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 13 R 08.00
TITLE: Career Status Bonus (CSB)                          DATE MODIFIED: 10 / Mar / 2006
AUTHORITY: N1-AFU-90-03                                    FROZEN RECORD: No
                                                        CURRENT: Yes
                                                        DATE APPROVED:

COLUMN B CONSISTING OF:
Original DD Form 2839, Career Status Bonus (CSB) Election

COLUMN C WHICH ARE:
at base level Military Personnel Flight (Career Enhancement Section)

COLUMN D DISPOSITION:
Send to HQ AFPC Retirements Branch where they will be incorporated into the Master Personnel Record Group

TABLE & RULE: T 36 - 13 R 09.00
TITLE: DELETED                                               FROZEN RECORD: No
AUTHORITY: N/A                                               DATE RESCINDED: 20 / Feb / 2004
                                                        DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 36 - 13 R 10.00
TITLE: DELETED                                               FROZEN RECORD: No
AUTHORITY: N/A                                               DATE RESCINDED: 20 / Feb / 2004
                                                        DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
T 36 - 13: FROZEN RECORD:
TABLE & RULE: T 36 - 13 R 11.00
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 20 / Feb / 2004
DATE APPROVED:
COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:

T 36 - 14: PERSONNEL - ENLISTMENT AND REENLISTMENT RECORDS

T 36 - 14: FROZEN RECORD:
TABLE & RULE: T 36 - 14 R 01.00
TITLE: Enlistment and Transfer Reports, Rejected Enlistment Applications
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 15 / Mar / 2007
DATE APPROVED:
COLUMN B CONSISTING OF:
enlistment and transfer reports
COLUMN C WHICH ARE:
reports of enlistments, reenlistments, and reassignments
COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 36 - 14: FROZEN RECORD:
TABLE & RULE: T 36 - 14 R 02.00
TITLE: DELETED - (15 Mar 07) - Incorporated into Rule 1.00
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 15 / Mar / 2007
DATE APPROVED:
COLUMN B CONSISTING OF:
PREVIOUS TITLE: Rejected Enlistment Applications - enlistment applications and related correspondence
COLUMN C WHICH ARE:
rejected
COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 14 R 03.00

**TITLE:** Basic Trainee Interview Records  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>interviews and supporting records</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>basic trainee interview records</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 1 year after completion of case.</td>
</tr>
</tbody>
</table>

### NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 14 R 04.00

**TITLE:** Recruiting Activities Management Support System (RAMSS) DSD EO27  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>enlistment processing records</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiting Activities Management Support System (RAMSS) DSD EO27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when no longer needed.</td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 14 R 05.00

**TITLE:** Recruiter Personnel Records  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiting Activities Management Support System (RAMSS) DSD EO27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when no longer needed.</td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:

records

COLUMN C WHICH ARE:

recruiter personnel records

COLUMN D DISPOSITION:

Destroy 1 year after individual is removed from recruiter production status.

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 14 R 06.00

TITLE: ASVAB Testing Lead Information

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

information

COLUMN C WHICH ARE:

ASVAB testing lead information

COLUMN D DISPOSITION:

Destroy after 2 months.

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 14 R 07.00

TITLE: Enlistment or Reenlistment Agreement- Armed Forces of the US and AF Reenlistment Eligibility Form

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

forms on enlistments and reenlistments

COLUMN C WHICH ARE:

at MPFs and career assistance units

COLUMN D DISPOSITION:

Destroy after 3 months.

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
### T 36 - 15: PERSONNEL - CLASSIFICATION AND ASSIGNMENT RECORDS

#### TABLE & RULE: T 36 - 15 R 01.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>forms used to request, announce, effect and record personnel actions, record results of classification board proceedings, and report and record duty status changes</td>
<td>in field record group</td>
<td>Dispose of per AFI 36-2608.</td>
</tr>
</tbody>
</table>

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

#### TABLE & RULE: T 36 - 15 R 02.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>forms used to request, announce, effect and record personnel actions, record results of classification board proceedings, and report and record duty status changes</td>
<td>accumulated by activities not covered by rules 3 through 10</td>
<td>Destroy after 3 months or when no longer needed, whichever is sooner.</td>
</tr>
</tbody>
</table>

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMB B CONSISTING OF:
(AF Form 2096 or RIP) and duty status change (AF Form 2098)

COLUMB C WHICH ARE:
at MPFs and CRPOs

COLUMB D DISPOSITION:
Destroy after 30 days.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 15 R 04.00

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</table>

COLUMB B CONSISTING OF:
PREVIOUS TITLE: Assignment/Personnel Action - assignment/personnel action

COLUMB C WHICH ARE:
at MPFs and CRPOs

COLUMB D DISPOSITION:
Destroy after 30 days.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 15 R 05.00

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14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

at unit of assignment and GSUs

Destroy when superseded, obsolete, on reassignment or separation of individual, or on inactivation, whichever is sooner.

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

at MPFs

Destroy after 30 days or when no longer needed, whichever is sooner.

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 36 - 15 R 08.00**

| TITLE: Personnel Action Forms Used as Legal Evidence in Court Martial | DATE MODIFIED: 08 / Jun / 2005 |
| CURRENT: Yes |
| FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 |

**COLUMN B CONSISTING OF:**

- copies of forms identified in rules 1 through 7

**COLUMN C WHICH ARE:**

- used as legal evidence in courts-martial or other legal proceedings

**COLUMN D DISPOSITION:**

- Dispose of with court-martial or other legal proceedings to which they relate.

---

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

---

**TABLE & RULE: T 36 - 15 R 09.00**

| TITLE: Personnel Action Forms (Legal Evidence) Not Filed as Attachment/Exhibit, Personnel Status Reports, Duty Status Change Msgs. | DATE MODIFIED: 15 / Mar / 2007 |
| CURRENT: Yes |
| FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 |

**COLUMN B CONSISTING OF:**

- copies of forms identified in rules 1 through 7

**COLUMN C WHICH ARE:**

- not filed as an attachment or exhibit to legal proceedings

**COLUMN D DISPOSITION:**

- Destroy when no longer needed.

---

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
COLUMNS B CONSISTING OF:
forms used to communicate career goals to personnel managers at all levels

COLUMNS C WHICH ARE:
at HQ USAF, MAJCOMs and MPFs

COLUMNS D DISPOSITION:
Destroy when superseded or on separation, whichever is sooner.

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 15 R 11.00
TITLE: Airman Assignment Preference Statement (Overseas Volunteer Statements)
AUTHORITY: N1-AFU-90-03
DATE APPROVED: 08 / Jun / 2005
COLUMNS B CONSISTING OF:
AF Form 392, Airman Assignment Preference Statement

COLUMNS C WHICH ARE:
used to assign airmen to overseas preference

COLUMNS D DISPOSITION:
Return to member.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 15 R 12.00
TITLE: Personnel Selected for Relocation
AUTHORITY: N1-AFU-90-03
DATE APPROVED: 08 / Jun / 2005
COLUMN B CONSISTING OF:
records pertaining to requisition, assignment, reassignment, separation or TDY

COLUMN C WHICH ARE:
at MAJCOMs and major subordinate commands

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 15 R 13.00
TITLE: DELETED - (15 Mar 07) - Incorporated into Rule 6.00
DATE MODIFIED: 15 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Individual Job Descriptions - a job description for each established position

COLUMN C WHICH ARE:
individual job descriptions

COLUMN D DISPOSITION:
Destroy when superseded, cancelled or on inactivation of activity, whichever is sooner.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 15 R 14.00
TITLE: Assignment Preference Applications/Special Duty Assignments Approved
DATE MODIFIED: 08 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
letters, applications; [B19], and related records required by AFI 36-2110, Assignments (except AF Form 392)

COLUMN C WHICH ARE:
approved

COLUMN D DISPOSITION:
Place in relocation folder.

NOTES
42 Transfer records for permanent cases to the National Archives with related case under DOD guidelines specified in NC1-330-76-1, 6 May 1976.
Notes

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 36 - 15 R 15.00
Title: Assignment Preference Applications/Special Duty Assignments Disapproved
Authority: N1-AFU-90-03

Column B Consisting Of:
Letters, applications; [B19], and related records required by AFI 36-2110, Assignments (except AF Form 392)

Column C Which Are:
disapproved

Column D Disposition:
Return records to member.

Notes

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 36 - 15 R 16.00
Title: Deleted - (15 Mar 07) - Incorporated Into Rule 9.00
Authority: N1-AFU-88-22

Column B Consisting Of:
Previous Title: Personnel Status Reports - reports prepared by units collocated with a servicing MPF to report duty status changes

Column C Which Are:
at preparing unit

Column D Disposition:
Destroy when no longer needed.

Notes

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

37 Maintenance at the preparing unit is not required.
COLUMN B CONSISTING OF:
PREVIOUS TITLE: Personnel Status Reports at MPFs - reports prepared by units collocated with a servicing MPF to report duty status changes

COLUMN C WHICH ARE:
at MPFs

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

37 Maintenance at the preparing unit is not required.
**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: Duty Status Change Messages at Preparing Unit - messages prepared by geographically separated units from a servicing MPF to report duty status changes

**COLUMN C WHICH ARE:**

at preparing unit

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

37 Maintenance at the preparing unit is not required.

**TABLE & RULE: T 36 - 15 R 20.00**

| TITLE: Relocation Folder Records Assuring Proper Outprocessing | DATE MODIFIED: 08 / Jun / 2005 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: No |
| CURRENT: Yes |

**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

at MPFs

**COLUMN D DISPOSITION:**

Destroy 3 months after report not later than date (RNLTD) month, completion of TDY, or when relocation action is cancelled.

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

37 TDY relocation records pertaining to school/training quotas at other than MPFs are disposed of in accordance with Table 36-37, Rule 1.

**TABLE & RULE: T 36 - 15 R 21.00**

<p>| TITLE: Relocation Folders PCS In-Processing Forms | DATE MODIFIED: 08 / Jun / 2005 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: No |
| CURRENT: Yes |</p>
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TABLE & RULE: T 36 - 15 R 22.00
TITLE: Relocation Folders Basic Military Training Graduates Out-Processing Forms
AUTHORITY: N1-AFU-90-03

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<th>COLUMN D DISPOSITION:</th>
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<tr>
<td>forms used to assure proper out-processing for Basic Military Training Graduates</td>
<td>at Air Force military training centers (AETC)</td>
<td>Destroy after 3 months.</td>
</tr>
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</table>

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

37 Maintenance at the preparing unit is not required.

TABLE & RULE: T 36 - 15 R 22.01
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AUTHORITY: N/A

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Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 36 - 15 R 23.00

**TITLE:** Exchange Officers Reports by Allied Officers  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
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<tr>
<td>reports</td>
<td>prepared by Allied Officers and submitted to officer's home service</td>
<td>Destroy 5 years after exchange officer returns.</td>
</tr>
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**NOTES**

14. Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 15 R 24.00

**TITLE:** Exchange Officers Case Files of Administrative Records  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>case files of administrative records</td>
<td>on USAF and Allied officers</td>
<td>Destroy 1 year after completion of assignment or no longer needed, whichever is sooner.</td>
</tr>
</tbody>
</table>

**NOTES**

14. Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 36 - 15 R 25.00
**TITLE:** Military Sponsor Program  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
Military sponsor program information forms

**COLUMN C WHICH ARE:**  
at losing activity

**COLUMN D DISPOSITION:**  
Forward to gaining command.

### NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 15 R 26.00
**TITLE:** Military Sponsor Program at Losing or Gaining Activity  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 15 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
Related correspondence

**COLUMN C WHICH ARE:**  
at losing activity

**COLUMN D DISPOSITION:**  
Destroy when no longer needed.

### NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 15 R 27.00
**TITLE:** DELETED - (15 Mar 07) - Incorporated into Rule 26.00  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 15 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
PREVIOUS TITLE: Military Sponsor Program at Gaining Activity - related correspondence

COLUMN C WHICH ARE:
at gaining activity

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 15 R 28.00
TITLE: Advanced Academic Degree (AAD) Requirements
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
kept by supervisors, HQ USAF, and MAJCOM functional managers

COLUMN D DISPOSITION:
Destroy when superseded or when AAD requirement is deleted.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 15 R 29.00
TITLE: Enlisted Aide Assignments
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
enlisted aide assignments

COLUMN C WHICH ARE:
semiannual report, which identifies personnel actions related to the allocation and assignment of AF enlisted aides

COLUMN D DISPOSITION:
Destroy when superseded, obsolete or no longer needed.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Notes

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Notes

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
- case files of applications for humanitarian/EFMP reassignment/deferment

COLUMN C WHICH ARE:
- located at AFPC Humanitarian/EFMP Office

COLUMN D DISPOSITION:
- Destroy 2 years after disapproval.

NOTES

14. Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records:
   - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 15 R 33.00
TITLE: DELETED
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 36 - 15 R 34.00
TITLE: DELETED
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
| TABLE & RULE: T 36 - 15 R 35.00 | FROZEN RECORD: No |
| TITLE: DELETED | DATE RESCINDED: 20 / Feb / 2004 |
| AUTHORITY: N/A | DATE APPROVED: |

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

| TABLE & RULE: T 36 - 15 R 36.00 | FROZEN RECORD: No |
| TITLE: DELETED | DATE RESCINDED: 20 / Feb / 2004 |
| AUTHORITY: N/A | DATE APPROVED: |

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

| TABLE & RULE: T 36 - 15 R 37.00 | FROZEN RECORD: No |
| TITLE: DELETED | DATE RESCINDED: 20 / Feb / 2004 |
| AUTHORITY: N/A | DATE APPROVED: |

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
T 36 - 16: PERSONNEL - PERFORMANCE REPORTING AND QUALITY CONTROL RECORDS

TABLE & RULE: T 36 - 16 R 01.00
TITLE: Unfavorable Information Files (UIFs) on Officers and Airmen
AUTHORITY: N1-AFU-99-10
DATE MODIFIED: 08 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
maintained by UIF custodian

COLUMN D DISPOSITION:
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 correspondence 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.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
44 If the custodian of the UIF has been notified that administrative elimination/demotion or court-martial action is under consideration, delay destruction pending completion of the action.
44 Effective date is the date the individual initially acknowledges receipt of the unfavorable information or declines to do so within the time prescribed.
66 Where the documentation relates to the placement of the member in the drug abuse program under AFPD 36-27, the retention period is 12 months or upon successful completion of the follow-on support phase of the rehabilitation program, whichever is later.
66 Subject to the policies and procedures outlined in AFI 36-2907, UIF records which were placed in the UIF under rule 142 of this table may be removed prior to the normal disposition date(s).

TABLE & RULE: T 36 - 16 R 02.00
TITLE: All Copies of UIF Summary
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 08 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
all copies of UIF summary

COLUMN C WHICH ARE:
at MAJCOMs/FOAs/units and the original of the UIF summary maintained in the UIF

COLUMN D DISPOSITION:
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.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

44 If the custodian of the UIF has been notified that administrative elimination/demotion or court-martial action is under consideration, delay destruction pending completion of the action.

TABLE & RULE: T 36 - 16 R 03.00
TITLE: UIF on Students Attending AETC Flying/Technical Courses
AUTHORITY: N1-AFU-99-10

COLUMN B CONSISTING OF:
all copies of UIF summary

COLUMN C WHICH ARE:
on students attending AETC flying/technical courses except as provided in Rule 1

COLUMN D DISPOSITION:
Destroy per Rule 1 or on termination of training status (completion, removal and reassignment from control of the training unit), whichever is earlier.

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 16 R 04.00
TITLE: UIF on Personnel Missing/Captured in Action
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
UIF on personnel missing/captured in action

COLUMN C WHICH ARE:
except as provided for in rules 1 and 5

COLUMN D DISPOSITION:
Forward to HQ AFPC/DPMAJB when the command or field record group is disposed of according to AFI 36-2608.

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMNS B CONSISTING OF:
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

COLUMNS C WHICH ARE:
at MPFs, Career Enhancement Elements, or Commanders' Support Staff

COLUMNS D DISPOSITION:

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.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
44 If the custodian of the UIF has been notified that administrative elimination/demotion or court-martial action is under consideration, delay destruction pending completion of the action.

COLUMNS B CONSISTING OF:
control rosters on officers and airmen

COLUMNS C WHICH ARE:
manual or mechanized control rosters accumulated under AFI 36-3014

COLUMNS D DISPOSITION:
Destroy 1 year from date or when no longer needed, whichever is sooner.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 36 - 16 R 07.00
**TITLE:** Line of Duty (LOD) Determination File Duplicate Copies  
**AUTHORITY:** N1-AFU-90-03

**NOTES**

14. Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 16 R 08.00
**TITLE:** Officers’ Reclassification Boards  
**AUTHORITY:** N1-AFU-90-03

**NOTES**

14. Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 16 R 08.01
**TITLE:** DELETED  
**AUTHORITY:** N/A
**QUALIFICATION RECORDS**

**AUTHORITY:** N1-AFU-90-03

**DATE APPROVED:**

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**Nuclear Weapons Personnel Reliability Program (PRP)**

**AUTHORITY:** N1-AFU-91-44

**DATE APPROVED:**

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**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.**

**Nuclear Weapons Personnel Reliability Program (PRP)**

**AUTHORITY:** N1-AFU-91-44

**DATE APPROVED:**

**NOTES**
COLUMN B CONSISTING OF:
decertification case files

COLUMN C WHICH ARE:
for PRP permanent decertification

COLUMN D DISPOSITION:
Destroy 1 year after date of decertification.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 16 R 12.00
TITLE: PRP Temporary Decertification
AUTHORITY: N1-AFU-91-44
DATE MODIFIED: 13 / Aug / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
decertification case files

COLUMN C WHICH ARE:
PRP temporary decertification

COLUMN D DISPOSITION:
Destroy when individual is no longer assigned to PRP duties or at Commander's discretion.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 16 R 12.01
TITLE: Removal of PRP Permanent Decertification Action
AUTHORITY: N1-AFU-91-44
DATE MODIFIED: 29 / Jun / 2004
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
decertification case files

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
destroy 1 year after date of approval.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

Report generated: 01 / Oct / 2018 - 08:00:00
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 16 R 12.02
TITLE: DELETED
AUTHORITY: N/A

FROZEN RECORD: No
DATE RESCINDED: 20 / Feb / 2004
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 36 - 16 R 13.00
TITLE: PRP Notification and Suspension Log (AF Form 164)
AUTHORITY: N1-AFU-91-44

DATE MODIFIED: 08 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
PRP Notification and Suspension Log (AF Form 164)

COLUMN C WHICH ARE:
for PRP-related duties suspension

COLUMN D DISPOSITION:
Destroy each page when all suspensions are resolved.

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 16 R 14.00
TITLE: PRP Status Roster
AUTHORITY: N1-AFU-91-44

DATE MODIFIED: 08 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

Report generated: 01 / Oct / 2018 - 08:00:00
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 16 R 14.01**

**TITLE:** PRP Certificates Qualification and Screening Process  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
PRP certificates qualification and screening process

**COLUMN C WHICH ARE:**  
at units of assignment

**COLUMN D DISPOSITION:**  
Destroy when individual is no longer assigned to PRP duties.

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 16 R 14.02**

**TITLE:** PRP Certificates Forms for Individuals Reassigned to Another Unit  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
PRP certificates forms for individuals

**COLUMN C WHICH ARE:**  
on the same base who will be assigned to PRP duties at the new unit

**COLUMN D DISPOSITION:**  
Send to the gaining unit of assignment.

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 16 R 15.00

**TITLE:** Officer Quality Force Management Records  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 16 R 16.00

**TITLE:** DELETED  
**DATE APPROVED:**

**NOTES**

No Frozen Record:

Table & Rule: T 36 - 16 R 17.00

**TITLE:** DELETED  
**DATE APPROVED:**

**NOTES**

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| DATE APPROVED:                  |                                        |

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| DATE APPROVED:                  |                                        |
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**AUTHORITY:** N/A

**TITLE:** 20 / Feb / 2004

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

### T 36 - 16: TABLE & RULE:

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**AUTHORITY:** N/A

**TITLE:** 20 / Feb / 2004

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

### T 36 - 17: PERSONNEL - MILITARY PERSONNEL TESTING RECORDS

**TABLE & RULE:** T 36 - 17 R 01.00

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**AUTHORITY:** N1-AFU-90-03

**TITLE:** 15 / Mar / 2007

**CURRENT:** Yes

**FROZEN RECORD:** No

**COLUMN B CONSISTING OF:**

specimen sets of tests; background material on test items, tests, and test batteries; forms, statistical data, and related materials

**COLUMN C WHICH ARE:**

at test development activities

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

### NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 36 - 17 R 02.00**

**TITLE:** Inventories of Test Materials

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
accountability listings or forms

**COLUMN C WHICH ARE:**
at test control offices

**COLUMN D DISPOSITION:**
Keep current and immediately preceding inventories; destroy all others.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

45 This table covers records pertaining to military personnel testing as prescribed in AFI 36-2605, and includes tests for aptitude, proficiency, procurement and promotion programs. (See tables elsewhere in this regulation for tests not covered by AFI 36-2605, such as civilian personnel tests in Tables 36-27 and 36-28, academic and flying proficiency tests in 36 and 13 series tables, OSI tests in Tables 71-7, prisoner tests in Table 31-2, DANTES tests in Table 36-50, etc).

**TABLE & RULE: T 36 - 17 R 03.00**

**TITLE:** DELETED - (15 Mar 07) - Incorporated into Rule 2.00

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Inventories of Test Materials - accountability listings or forms

**COLUMN C WHICH ARE:**
at test control offices

**COLUMN D DISPOSITION:**
Keep current and immediately preceding inventories; destroy all others.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

45 This table covers records pertaining to military personnel testing as prescribed in AFI 36-2605, and includes tests for aptitude, proficiency, procurement and promotion programs. (See tables elsewhere in this regulation for tests not covered by AFI 36-2605, such as civilian personnel tests in Tables 36-27 and 36-28, academic and flying proficiency tests in 36 and 13 series tables, OSI tests in Tables 71-7, prisoner tests in Table 31-2, DANTES tests in Table 36-50, etc).

**TABLE & RULE: T 36 - 17 R 04.00**

**TITLE:** Controlled Test Material Accountability Record

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 08 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**PREVIOUS TITLE:**
Controlled Test Material Accountability Record

**NOTES**

45 This table covers records pertaining to military personnel testing as prescribed in AFI 36-2605, and includes tests for aptitude, proficiency, procurement and promotion programs. (See tables elsewhere in this regulation for tests not covered by AFI 36-2605, such as civilian personnel tests in Tables 36-27 and 36-28, academic and flying proficiency tests in 36 and 13 series tables, OSI tests in Tables 71-7, prisoner tests in Table 31-2, DANTES tests in Table 36-50, etc).
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

This table covers records pertaining to military personnel testing as prescribed in AFI 36-2605, and includes tests for aptitude, proficiency, procurement and promotion programs. (See tables elsewhere in this regulation for tests not covered by AFI 36-2605, such as civilian personnel tests in Tables 36-27 and 36-28, academic and flying proficiency tests in 36 and 13 series tables, OSI tests in Tables 71-7, prisoner tests in Table 31-2, DANTES tests in Table 36-50, etc).

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.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

This table covers records pertaining to military personnel testing as prescribed in AFI 36-2605, and includes tests for aptitude, proficiency, procurement and promotion programs. (See tables elsewhere in this regulation for tests not covered by AFI 36-2605, such as civilian personnel tests in Tables 36-27 and 36-28, academic and flying proficiency tests in 36 and 13 series tables, OSI tests in Tables 71-7, prisoner tests in Table 31-2, DANTES tests in Table 36-50, etc).

**TABLE & RULE: T 36 - 17 R 07.00**

**TITLE:** Test Material  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 04 / Jan / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**
controlled test material governed by AFI 36-2605, Air Force Military Personnel Testing System, including test booklets, score keys, and test tapes

**COLUMN C WHICH ARE:**
at test control offices

**COLUMN D DISPOSITION:**
Destroy within 30 days of receipt of revised editions or when no longer needed.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

This table covers records pertaining to military personnel testing as prescribed in AFI 36-2605, and includes tests for aptitude, proficiency, procurement and promotion programs. (See tables elsewhere in this regulation for tests not covered by AFI 36-2605, such as civilian personnel tests in Tables 36-27 and 36-28, academic and flying proficiency tests in 36 and 13 series tables, OSI tests in Tables 71-7, prisoner tests in Table 31-2, DANTES tests in Table 36-50, etc).
This table covers records pertaining to military personnel testing as prescribed in AFI 36-2605, and includes tests for aptitude, proficiency, procurement and promotion programs. (See tables elsewhere in this regulation for tests not covered by AFI 36-2605, such as civilian personnel tests in Tables 36-27 and 36-28, academic and flying proficiency tests in 36 and 13 series tables, OSI tests in Tables 71-7, prisoner tests in Table 31-2, DANTES tests in Table 36-50, etc).
| TABLE & RULE: T 36 - 17 R 10.00 | DATE MODIFIED: 10 / Mar / 2006 |
| TITLE: Answer Sheets for AFOQT | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

**COLUMN B CONSISTING OF:**
answer sheets for AFOQT

**COLUMN C WHICH ARE:**
scored at AFPC Testing Offices

**COLUMN D DISPOSITION:**
Destroy 60 days from date processed

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

45 This table covers records pertaining to military personnel testing as prescribed in AFI 36-2605, and includes tests for aptitude, proficiency, procurement and promotion programs. (See tables elsewhere in this regulation for tests not covered by AFI 36-2605, such as civilian personnel tests in Tables 36-27 and 36-28, academic and flying proficiency tests in 36 and 13 series tables, OSI tests in Tables 71-7, prisoner tests in Table 31-2, DANTES tests in Table 36-50, etc).

| TABLE & RULE: T 36 - 17 R 11.00 | DATE MODIFIED: 08 / Jun / 2005 |
| TITLE: Answer Sheets for ASVAB | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

**COLUMN B CONSISTING OF:**
answer sheets for ASVAB

**COLUMN C WHICH ARE:**
at ANG and AF Reserve (AFRES) testing units, and overseas Consolidated Base Personnel Offices and testing units

**COLUMN D DISPOSITION:**
Destroy 6 months after scoring

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

45 This table covers records pertaining to military personnel testing as prescribed in AFI 36-2605, and includes tests for aptitude, proficiency, procurement and promotion programs. (See tables elsewhere in this regulation for tests not covered by AFI 36-2605, such as civilian personnel tests in Tables 36-27 and 36-28, academic and flying proficiency tests in 36 and 13 series tables, OSI tests in Tables 71-7, prisoner tests in Table 31-2, DANTES tests in Table 36-50, etc).

| TABLE & RULE: T 36 - 17 R 12.00 | DATE MODIFIED: 10 / Mar / 2006 |
| TITLE: Completed Answer Cards | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

**NOTES**

This table covers records pertaining to military personnel testing as prescribed in AFI 36-2605, and includes tests for aptitude, proficiency, procurement and promotion programs. (See tables elsewhere in this regulation for tests not covered by AFI 36-2605, such as civilian personnel tests in Tables 36-27 and 36-28, academic and flying proficiency tests in 36 and 13 series tables, OSI tests in Tables 71-7, prisoner tests in Table 31-2, DANTES tests in Table 36-50, etc).
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

This table covers records pertaining to military personnel testing as prescribed in AFI 36-2605, and includes tests for aptitude, proficiency, procurement and promotion programs. (See tables elsewhere in this regulation for tests not covered by AFI 36-2605, such as civilian personnel tests in Tables 36-27 and 36-28, academic and flying proficiency tests in 36 and 13 series tables, OSI tests in Tables 71-7, prisoner tests in Table 31-2, DANTES tests in Table 36-50, etc).

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### Table: T 36 - 17 R 13.00

**Title:** High Score File - listings used in test compromise research

**Authority:** N1-AFU-90-03

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<th>Air Force personnel test (AFPT 851)</th>
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<td>Column C Which Are:</td>
<td>record copies at HQ AFPC Promotion and Testing Office</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy upon receipt of new answer sheets</td>
</tr>
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</table>

### Notes

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### Table: T 36 - 17 R 14.00

**Title:** Current Master File (MTF), No-Show Waivers, Test Compromise Cases

**Authority:** N1-AFU-90-03

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### Table & Rule: T 36 - 17 R 13.00

**Title:** DELETED - (15 Mar 07) - Incorporated into Rule 8.00

**Authority:** N1-AFU-90-03

**Notes:**

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**Report generated:** 01 / Oct / 2018 - 08:00:00
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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COLUMN B CONSISTING OF:
- listings of USAFSE results by name and month of administration

COLUMN C WHICH ARE:
- record copies at AFPC testing offices

COLUMN D DISPOSITION:
Destroy after 20 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

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**TITLE:** Test Answer Card Reject Analysis Listing  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 04 / Jan / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
listing of error rates by TCO

**COLUMN C WHICH ARE:**
record copies at AFPC testing office

**COLUMN D DISPOSITION:**
Destroy after 30 days or when no longer needed, whichever is soonest.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

45 This table covers records pertaining to military personnel testing as prescribed in AFI 36-2605, and includes tests for aptitude, proficiency, procurement and promotion programs. (See tables elsewhere in this regulation for tests not covered by AFI 36-2605, such as civilian personnel tests in Tables 36-27 and 36-28, academic and flying proficiency tests in 36 and 13 series tables, OSI tests in Tables 71-7, prisoner tests in Table 31-2, DANTES tests in Table 36-50, etc).

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TABLE & RULE: T 36 - 17 R 16.01  
**TITLE:** DELETED  
**AUTHORITY:** N/A  
**DATE RESCINDED:** 20 / Feb / 2004  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

---

TABLE & RULE: T 36 - 17 R 17.00  
**TITLE:** Test rosters  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 13 / Mar / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
Listing of individuals testing by Test Control Officer (TCO)

**COLUMN C WHICH ARE:**
record copies at HQ AFPC testing office

**COLUMN D DISPOSITION:**
Destroy after test booklets are accounted for

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
NOTES

21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
   requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
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45 This table covers records pertaining to military personnel testing as prescribed in AFI 36-2605, and includes tests for aptitude, proficiency,
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   Table 31-2, DANTES tests in Table 36-50, etc).

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</table>

**COLUMN B CONSISTING OF:**
listing of individuals testing by Test Control Officer (TCO)

**COLUMN C WHICH ARE:**
duplicate copies at base testing offices

**COLUMN D DISPOSITION:**
destroy after one year

- **TABLE & RULE:** T 36 - 17 R 18.00
- **TITLE:** DELETED - (15 Mar 07) - Incorporated into Rule 14.00
- **AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: No-Show Waivers - request for no-show waivers

**COLUMN C WHICH ARE:**
record copies at AFPC testing offices

**COLUMN D DISPOSITION:**
Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
   when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
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<th>TABLE &amp; RULE:</th>
<th>T 36 - 17 R 19.00</th>
<th>DATE MODIFIED:</th>
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<tr>
<td>TITLE:</td>
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<td>N1-AFU-90-03</td>
<td>CURRENT:</td>
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<td></td>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
test records purged from the current MTF

COLUMN C WHICH ARE:
record copies at AFPC testing offices

COLUMN D DISPOSITION:
Destroy after 10 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

45 This table covers records pertaining to military personnel testing as prescribed in AFI 36-2605, and includes tests for aptitude, proficiency, procurement and promotion programs. (See tables elsewhere in this regulation for tests not covered by AFI 36-2605, such as civilian personnel tests in Tables 36-27 and 36-28, academic and flying proficiency tests in 36 and 13 series tables, OSI tests in Tables 71-7, prisoner tests in Table 31-2, DANTES tests in Table 36-50, etc).

TABLE & RULE: T 36 - 17 R 20.00
TITLE: DELETED - (15 Mar 07) - Incorporated into Rule 14.00  
DATE MODIFIED: 15 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Test Compromise Cases - files of investigation

COLUMN C WHICH ARE:
record copies at base level

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

45 This table covers records pertaining to military personnel testing as prescribed in AFI 36-2605, and includes tests for aptitude, proficiency, procurement and promotion programs. (See tables elsewhere in this regulation for tests not covered by AFI 36-2605, such as civilian personnel tests in Tables 36-27 and 36-28, academic and flying proficiency tests in 36 and 13 series tables, OSI tests in Tables 71-7, prisoner tests in Table 31-2, DANTES tests in Table 36-50, etc).

TABLE & RULE: T 36 - 17 R 20.01
TITLE: DELETED - (15 Mar 07) - Incorporated into Rule 1.00  
DATE MODIFIED: 15 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Test Compromise Cases- files of investigation

COLUMN C WHICH ARE:
reference copies at AFPC Testing Office

COLUMN D DISPOSITION:
destroy when no longer needed
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<td>COLUMN D DISPOSITION:</td>
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<td>COLUMN C WHICH ARE:</td>
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<td>COLUMN D DISPOSITION:</td>
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<td>DATE APPROVED:</td>
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<td>TABLE &amp; RULE: T 36 - 17 R 25.00</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**


<table>
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<tr>
<th>TABLE &amp; RULE: T 36 - 17 R 26.00</th>
<th>DATE CREATED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
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<tbody>
<tr>
<td>TITLE: AF Form 1566</td>
<td>31 / Mar / 2008</td>
<td>No</td>
<td>Yes</td>
<td></td>
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<tr>
<td>AUTHORITY: N/A</td>
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</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

Listing of airman's weighted airmen promotion system (WAPS) tests taken

Forms with pen-and-ink changes to test requirement(s) listed in Section 1.

Forms with pen-and-ink changes to test requirement(s) listed in Section 1.

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

Forward accumulated forms to AFPC/DPSSR, MASTER PERSONNEL RECORDS BRANCH, monthly for inclusion in the airman's personnel record
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 17 R 26.02</th>
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<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>Forms with entries in Section III, Item 5</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>Examinee's decision to be / not be administered the Skill Knowledge Test (SKT)</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Forward accumulated forms to AFPC/DPSSR, MASTER PERSONNEL RECORDS BRANCH, monthly for inclusion in the airman's personnel record</td>
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<td>TITLE: AF Form 1566</td>
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<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>Forms with entries in Section 4</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>Airman's declination of WAPS testing</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Forward accumulated forms to AFPC/DPSSR, MASTER PERSONNEL RECORDS BRANCH, monthly for inclusion in the airman's personnel record</td>
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<tr>
<td>TITLE: AF Form 1566</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N/A</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>Form signed by airman who failed to show for testing as scheduled</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>Attached to letter to unit commander</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Destroy when purpose has been served.</td>
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</table>
### T 36 - 18: PERSONNEL - FLYING STATUS RECORDS

**TABLE & RULE:** T 36 - 18 R 01.00

<table>
<thead>
<tr>
<th>TITLE: Missileman Badge</th>
<th>DATE MODIFIED: 08 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- applications or requests for award of the Missileman Badge, Senior Missileman Badge, or Master Missileman Badge

**COLUMN C WHICH ARE:**
- accumulated by approving/disapproving authorities

**COLUMN D DISPOSITION:**
- Destroy after 1 year.

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing:
- Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
- Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE:** T 36 - 18 R 02.00

<table>
<thead>
<tr>
<th>TITLE: Parachute Jump Records</th>
<th>DATE MODIFIED: 08 / Jun / 2005</th>
</tr>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
- for transferred personnel

**COLUMN D DISPOSITION:**
- Send to new duty station.

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing:
- Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
- Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE:** T 36 - 18 R 03.00

<table>
<thead>
<tr>
<th>TITLE: Parachute Jump Records for Separated and Individuals Detached From Jump Duty</th>
<th>DATE MODIFIED: 08 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
for separated personnel and individuals who are detached from jump duty

COLUMN D DISPOSITION:
Give to individual.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 18 R 04.00
TITLE: Parachute Jump Records for Deceased Personnel
AUTHORITY: N1-AFU-90-03
DATE APPROVED: 08 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
for deceased personnel

COLUMN D DISPOSITION:
Forward for inclusion in personal effects (see AFI 34-242, Mortuary Affairs Program).

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 18 R 05.00
TITLE: Parachute Jump Records for Missing in Action
AUTHORITY: N1-AFU-90-03
DATE APPROVED: 08 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
for missing in action, captured, or interred personnel

COLUMN D DISPOSITION:
Forward for inclusion in MPRG.
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 18 R 06.00</th>
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<tbody>
<tr>
<td>TITLE: Space Badge</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
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<tr>
<td>COLUMN B CONSISTING OF:</td>
</tr>
<tr>
<td>suspense copy of the application or request for award of the Basic, Senior or Master Space Badge</td>
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<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>at approving /disapproving authorities</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>Destroy 3 months after approval/disapproval of the space badge. (Note: original is filed in UPRG).</td>
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</table>

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 18 R 09.00**

**TITLE:** DELETED

**AUTHORITY:** N/A

**FROZEN RECORD:** No

**DATE RESCINDED:** 20 / Feb / 2004

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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**TABLE & RULE: T 36 - 18 R 10.00**

**TITLE:** DELETED

**AUTHORITY:** N/A

**FROZEN RECORD:** No

**DATE RESCINDED:** 20 / Feb / 2004

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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**TABLE & RULE: T 36 - 18 R 11.00**

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**FROZEN RECORD:** No

**DATE RESCINDED:** 20 / Feb / 2004

**DATE APPROVED:**
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<td>COLUMN C WHICH ARE:</td>
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<tr>
<td>COLUMN D DISPOSITION:</td>
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<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
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Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 36 - 19 R 01.00

**TITLE:** Officer Appt./Promotion/Selection Boards Through Col., Regular Appts./Indefinite Reserve Status @ HQ AFPC, Airman Promotions  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes

#### COLUMN B CONSISTING OF:
- proceedings, findings and related records

#### COLUMN C WHICH ARE:
- at HQ AFPC and HQ ARPC

#### COLUMN D DISPOSITION:
- Destroy after 50 years.

#### NOTES

78 Retain at HQ AFPC or HQ ARPC a minimum of five years or as long as needed for the selection board proceedings, Congressional high-level inquiries, and BCMR cases, then retire to WNRC where the records will be destroyed 50 years after creation.

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 19 R 01.01

**TITLE:** General Officer Promotion Boards  
**AUTHORITY:** NC1-AFU-84-08  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

#### COLUMN B CONSISTING OF:
- 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

#### COLUMN C WHICH ARE:
- at the Air Force Office of General Officer Matters (AFDPG)

#### COLUMN D DISPOSITION:
- Retire as permanent.

### TABLE & RULE: T 36 - 19 R 02.00

**TITLE:** Officer Appointment, Promotion, Selection Boards Other Than in Rule 1.1  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

#### COLUMN B CONSISTING OF:
- proceedings, findings and related records

#### COLUMN C WHICH ARE:
- at other than HQ USAF/MPG, HQ AFPC and HQ ARPC

#### COLUMN D DISPOSITION:
- Destroy 1 year after final action or on inactivation, whichever is sooner.

#### NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 19 R 02.01**

**TITLE:** DELETED - (16 Mar 07) - Incorporated into Rule 1.00

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**PREVIOUS TITLE:** Regular Appointments and Indefinite Reserve Status at HQ AFPC - eligible and ineligible listings

**COLUMN C WHICH ARE:**

at HQ AFPC

**COLUMN D DISPOSITION:**

See Rule 1.

---

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 36 - 19 R 02.02**

**TITLE:** Regular Appointments and Indefinite Reserve Status at Other Than HQ AFPC & MPFs

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

eligible and ineligible listings

**COLUMN C WHICH ARE:**

at other than HQ AFPC

**COLUMN D DISPOSITION:**

Destroy 6 months after all actions have been completed for the board.

---

**NOTES**

Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 19 R 03.00**

**TITLE:** DELETED - (16 Mar 07) - Incorporated into Rule 1.00

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Airman Promotions - board proceedings, findings and related records

**COLUMN C WHICH ARE:**
at HQ AFPC and HQ ARPC

**COLUMN D DISPOSITION:**
Destroy after 50 years.

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 19 R 04.00**

**TITLE:** Airman Promotions

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 08 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
board proceedings, findings and related records

**COLUMN C WHICH ARE:**
at MPFs

**COLUMN D DISPOSITION:**
Destroy 1 year after approval.

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 19 R 05.00**

**TITLE:** Airman Promotion Recommendations for Individuals Who Died or Became Missing In Action

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 08 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**
<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>airman promotion recommendations for individuals</td>
<td>before promotion was effected</td>
<td>Forward per AFI 36-2502, Airman Promotion Program.</td>
<td></td>
</tr>
</tbody>
</table>

### NOTES

| 14 | Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12). |

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |

| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |

| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

### TABLE & RULE: T 36 - 19 R 06.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Other Airman Promotion Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
</tbody>
</table>

**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:** |

### COLUMN B CONSISTING OF:

other airman promotion recommendations

### COLUMN C WHICH ARE:

other than in Rule 5

### COLUMN D DISPOSITION:

Destroy on promotion or supersession, whichever is sooner.

### NOTES

| 14 | Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12). |

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |

| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |

| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

### TABLE & RULE: T 36 - 19 R 07.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Airman Promotions Inquiries/Waivers/Supplemental Actions, Airman Demotions Approved and Demotion Directed</th>
</tr>
</thead>
</table>
| AUTHORITY: | N1-AFU-90-03 | **DATE MODIFIED:** 16 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:** |

### COLUMN B CONSISTING OF:

related records not part of the board proceedings

### COLUMN C WHICH ARE:

at MAJCOMs/HQ AFPC

### COLUMN D DISPOSITION:

Destroy after 1 year.

### NOTES

| 14 | Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12). |
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 36 - 19 R 08.00
TITLE: Airman Promotions Inquiries, Waivers, Supplemental Actions at MPFs
DATE MODIFIED: 08 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
related records not part of the board proceedings

COLUMN C WHICH ARE:
at MPFs

COLUMN D DISPOSITION:
Destroy 1 year after end of cycle.

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 36 - 19 R 09.00
TITLE: Airman Promotions Inquiries, Waivers, Supplemental Actions at MAJCOM/HQ AFPC
DATE MODIFIED: 08 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
records relating to removals from selection lists, waivers of criteria, and related records not part of the board proceedings

COLUMN C WHICH ARE:
at MAJCOM/HQ AFPC

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 36 - 19 R 10.00
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 8.00
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
PREVIOUS TITLE: 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

COLUMNS C WHICH ARE:
at MPFs

COLUMNS D DISPOSITION:
Destroy 1 year after end of cycle.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 19 R 11.00
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 7.00
AUTHORITY: N1-AFU-91-08

COLUMNS B CONSISTING OF:
PREVIOUS TITLE: Airman Demotions Approved and Demotion Directed - recommendations for reduction in grade, and related records

COLUMNS C WHICH ARE:
approved and directed

COLUMNS D DISPOSITION:
Destroy after 1 year.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 19 R 12.00
TITLE: Airman Demotions Disapproved
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 08 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
Notes:

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 36 - 20: PERSONNEL - DISCHARGE AND SEPARATION

Table & Rule: T 36 - 20 R 01.00

Title: DELETED - (16 Mar 07) - Incorporated into Rule 7.00

Authority: N1-AFU-90-03

Column B consisting of:

- Recommendations for reduction in grade, and related records

Column C which are:

- Disapproved

Column D Disposition:

- Notes

Notes:

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 36 - 20 R 02.00

Title: DELETED - (18 May 06) - Previously (RESERVED)

Authority: N/A

Column B consisting of:

- PREVIOUS TITLE: Administrative Discharge or Separation From Service for Cause - board proceedings, board waivers, recommendations, and other related records

Column C which are:

- Approved actions resulting in discharge

Column D Disposition:

- See Rule 7.

Notes:

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

**TABLE & RULE: T 36 - 20 R 03.00**

<table>
<thead>
<tr>
<th>TITLE: Administrative Discharge or Separation Actions Not Resulting in Discharge</th>
<th>DATE MODIFIED: 08 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
administrative discharge or separation actions not resulting in discharge

**COLUMN C WHICH ARE:**
maintained at Legal Office as legal evidence

**COLUMN D DISPOSITION:**
Destroy after 1 year or on reassignment of member, whichever is sooner.

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

45 EXCEPTION: See AFI 36-2608 for records containing information indicating the possible existence of a physical or mental defect, or pertaining to airmen holding appointments of Reserve of the AF, commissioned or warrant officer.

**TABLE & RULE: T 36 - 20 R 04.00**

<table>
<thead>
<tr>
<th>TITLE: Requests for Discharge Actions Disapproved</th>
<th>DATE MODIFIED: 08 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-88-03</td>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
disapproved actions

**COLUMN D DISPOSITION:**
Destroy 6 months after notification of disapproval.

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 20 R 04.01**

<table>
<thead>
<tr>
<th>TITLE: DELETED</th>
<th>FROZEN RECORD: No</th>
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</thead>
<tbody>
<tr>
<td><strong>AUTHORITY:</strong> N/A</td>
<td><strong>DATE RESCINDED:</strong> 01 / Jan / 1900</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
<td></td>
</tr>
</tbody>
</table>
TABLE & RULE: T 36 - 20 R 05.00
TITLE: Request for Discharge Approved Resulting in Discharge
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
applications and other records related to release from active duty, discharge, or separation by reason of dependency, hardship, or for the
c Convenience of the government

COLUMN C WHICH ARE:
approved actions resulting in discharge

COLUMN D DISPOSITION:
See Rule 7.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 20 R 06.00
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 7.00
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Report of Transfer or Discharge - forms and related records

COLUMN C WHICH ARE:
at recruiting units

COLUMN D DISPOSITION:
Destroy 3 months after date of separation.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.
| TABLE & RULE: T 36 - 20 R 07.00 | DATE MODIFIED: 16 / Mar / 2007 |
| DATE APPROVED: |
| TITeL: Separation Preparation, Report of Transfer/Discharge, Administrative Discharge/Separation From Service for Cause |
| AUTHORITY: N1-AFU-90-03 |
| COLUMN B CONSISTING OF: |
| relocation preparation project folders |
| COLUMN C WHICH ARE: |
| used to consolidate separation processing records and also includes recommendations for separation for cause resulting in separation |
| COLUMN D DISPOSITION: |
| Destroy 3 months after date of separation. |

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

| TABLE & RULE: T 36 - 20 R 08.00 | DATE MODIFIED: 18 / May / 2006 |
| DATE RESCINDED: 12 / Apr / 2006 |
| DATE APPROVED: |
| TITLE: DELETED - (18 May 06) - Previously (RESERVED) |
| AUTHORITY: N/A |
| COLUMN B CONSISTING OF: |
| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |
| (RESERVED) |

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

| TABLE & RULE: T 36 - 20 R 09.00 | DATE MODIFIED: 08 / Jun / 2005 |
| DATE APPROVED: |
| TITLE: Exit Questionnaires |
| AUTHORITY: N1-AFU-90-03 |
| COLUMN B CONSISTING OF: |
| questionnaires and similar records |
| COLUMN C WHICH ARE: |
| accomplished during separation processing |
| COLUMN D DISPOSITION: |
| Destroy after 6 months. |

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 20 R 10.00

TITLE: Request For Waiver of Discharge Processing Approved

AUTHORITY: N1-AFU-90-03

COLUMB B CONSISTING OF:
Request for waiver of discharge processing and related records

COLUMB C WHICH ARE:
approved

COLUMB D DISPOSITION:
Hold in the Field Record Group until expiration of the period of service or enlistment during which it was approved, then destroy.

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

45 When rehabilitation procedures are approved, file a copy in the Unit Personnel Record Group per AFI 36-2608 and remove when probation or rehabilitation is complete and suspended involuntary discharge is permanently cancelled.

TABLE & RULE: T 36 - 20 R 11.00

TITLE: Request for Waiver of Discharge Processing Disapproved

AUTHORITY: N1-AFU-90-03

COLUMB B CONSISTING OF:
request for waiver of discharge processing and related records

COLUMB C WHICH ARE:
disapproved

COLUMB D DISPOSITION:
Return to originator.

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
### TABLE & RULE: T 36 - 20 R 12.00
**TITLE:** Recruiting Prospect Card  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- personnel data and counseling action

**COLUMN C WHICH ARE:**
- maintained by the Reserve/Guard Counselor

**COLUMN D DISPOSITION:**
- Destroy 1 year after separation.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### TABLE & RULE: T 36 - 20 R 13.00
**TITLE:** Approved Waiver of Discharge for Fraudulent Enlistment Entry (Excludes Waiver for Concealment of Prior Service)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- board proceedings, board waivers, recommendations, and related records

**COLUMN C WHICH ARE:**
- on approved waiver resulting in retention

**COLUMN D DISPOSITION:**
- See Rule 7.

### NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 36 - 21 R 01.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy and administration files. Includes records not identified elsewhere on this table, or not filed in general correspondence files under Table 37-11</td>
<td>at other than HQ AFPC/DPMA</td>
<td>Destroy after 1 year.</td>
</tr>
</tbody>
</table>

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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---

### TABLE & RULE: T 36 - 21 R 01.01

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy and administration files. Includes records not identified elsewhere on this table, or not filed in general correspondence files under Table 37-11</td>
<td>at HQ AFPC/DPMA</td>
<td>Retire as permanent.</td>
</tr>
</tbody>
</table>

#### NOTES

17 Transfer to National Archives 20 years after project termination.

---

### TABLE & RULE: T 36 - 21 R 02.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records required for each participant</td>
<td>at transition program offices</td>
<td>Destroy 6 months after termination of military status or reenlistment.</td>
</tr>
</tbody>
</table>

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
PREVIOUS TITLE: Manpower Development Training Act - records such as budget estimates and annual plans

COLUMN C WHICH ARE:
at MAJCOM and HQ AFPC/DPMA, transition program offices

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 21 R 50.00
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

T 36 - 22: PERSONNEL - AIRMAN PROMOTION SYSTEM

TABLE & RULE: T 36 - 22 R 01.00
TITLE: Airman [Test Control/Ineligible for Promotion Testing/Promotion Testing Purge] Rosters, Promotion Test Requirements...[cont.]
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No
DATE RESCINDED:
DATE APPROVED:
DATE MODIFIED: 16 / Mar / 2007
CURRENT: Yes

COLUMN B CONSISTING OF:
lists of individuals meeting basic promotion eligibility criteria required to take promotion test(s). ALSO: Promotion Cutoff/Select Analysis List (HQ AFPC Copy), SSAN Change List, Master Promotion Ineligible List, Out-of-System Supplemental Promotion Cases, Promotion Correspondance

COLUMN C WHICH ARE:
record copy (original)

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 36 - 22 R 02.00

<table>
<thead>
<tr>
<th>TITLE</th>
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<tr>
<td>DELETED - (16 Mar 07) - Incorporated into Rule 1.00</td>
<td>16 / Mar / 2007</td>
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**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREVIOUS TITLE: Airman Ineligible for Promotion Testing Rosters - lists of personnel not eligible for promotion testing</td>
<td>16 / Mar / 2007</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th>FROZEN RECORD:</th>
</tr>
</thead>
<tbody>
<tr>
<td>record copy (original)</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th>CURRENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 1 year.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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---

### Table & Rule: T 36 - 22 R 03.00

<table>
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<tr>
<th>TITLE</th>
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<tr>
<td>DELETED - (16 Mar 07) - Incorporated into Rule 1.00</td>
<td>16 / Mar / 2007</td>
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**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREVIOUS TITLE: Airman Promotion Testing Purge Roster - lists of personnel by AFSC and grade overdue for completion of required promotion test</td>
<td>16 / Mar / 2007</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
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<tbody>
<tr>
<td>record copy (original)</td>
<td>No</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th>CURRENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 1 year.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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---

### Table & Rule: T 36 - 22 R 04.00

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airman Promotion Eligibility &amp; Ineligibility Listings</td>
<td>16 / Mar / 2007</td>
</tr>
</tbody>
</table>

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>lists of personnel in grades E-1 through E-8 eligible for promotion consideration</td>
<td>16 / Mar / 2007</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>record copy (original)</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th>CURRENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 36 - 22 R 05.00

<table>
<thead>
<tr>
<th>TITLE:</th>
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<tbody>
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<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>16 / Mar / 2007</td>
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<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Airman Promotion Ineligibility Listings - lists of personnel in grades E-1 through E-8 ineligible for promotion consideration

COLUMN C WHICH ARE:
record copy (original)

COLUMN D DISPOSITION:
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.

---

TABLE & RULE: T 36 - 22 R 06.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Airman Promotion Selectees &amp; Non-Selectees Listings</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>16 / Mar / 2007</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
lists of personnel grades E-1 through E-8 who were selected for promotion to next higher grade

COLUMN C WHICH ARE:
record copy (original)

COLUMN D DISPOSITION:
Destroy unit lists after 6 months. Destroy MPF lists after 1 year from end of cycle.

---

TABLE & RULE: T 36 - 22 R 07.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DELETED - (16 Mar 07) - Incorporated into Rule 6.00</th>
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<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>16 / Mar / 2007</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
### COLUMN B CONSISTING OF:

PREVIOUS TITLE: 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

COLUMN C WHICH ARE:

- record copy (original)

COLUMN D DISPOSITION:

- Destroy unit lists after 6 months. Destroy MPF lists after 1 year from end of cycle.

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
</tr>
<tr>
<td>21</td>
</tr>
<tr>
<td>21</td>
</tr>
</tbody>
</table>

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 22 R 08.00

<table>
<thead>
<tr>
<th>TITLE: Airman Promotion Selection Monthly Increment List</th>
<th>DATE MODIFIED: 08 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td></td>
<td>CURRENT: Yes</td>
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<table>
<thead>
<tr>
<th>DATE APPROVED:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>list of personnel in grades E-4 through E-8 whose sequence number is effective the first of the following month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>record copy (original)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 1 year from end of cycle.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
</tr>
<tr>
<td>21</td>
</tr>
<tr>
<td>21</td>
</tr>
</tbody>
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Electronic systems that replace temporary hard copy records:

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 22 R 09.00

<table>
<thead>
<tr>
<th>TITLE: Airman Promotion Data Verification Record, WAPS Notice, Nonweighable Promotion Eligibility Listings (non-HQ AFPC Copies)</th>
<th>DATE MODIFIED: 16 / Mar / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
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</table>

<table>
<thead>
<tr>
<th>DATE APPROVED:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>lists data to be reviewed by those personnel eligible for promotion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>individual's copy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when no longer needed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
</tr>
<tr>
<td>21</td>
</tr>
<tr>
<td>21</td>
</tr>
</tbody>
</table>

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Electronic systems that replace temporary hard copy records:

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 36 - 22 R 10.00

**TITLE:** DELETED - (16 Mar 07) - Incorporated into Rule 1.00  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Promotion Test Requirements - listing containing test requirements for personnel eligible for promotion

**COLUMN C WHICH ARE:**
- record copy (original)

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 22 R 11.00

**TITLE:** Rosters and Listings Not Covered by Rules 1 through 10  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 25 / Oct / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
rosters and listings not covered by Rules 1 through 10

**COLUMN C WHICH ARE:**
- information copies

**COLUMN D DISPOSITION:**
Destroy after 90 days or when no longer needed, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 22 R 12.00

**TITLE:** DELETED - (16 Mar 07) - Incorporated into Rule 9.00  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: WAPS Notice - listing containing data that was used for promotion

**COLUMN C WHICH ARE:**
- individual's copy

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**

---

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:
- listing of record status changes to the WAPS file
- ALSO: Unprojected Promotions and MPF/HAF Promotion Withholds/Cancellations, Special Category SKT Exempt Personnel

### COLUMN C WHICH ARE:
- HQ AFPC record copy

### COLUMN D DISPOSITION:
- Destroy after cycle is purged.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### TABLE & RULE: T 36 - 22 R 15.00

<table>
<thead>
<tr>
<th>TITLE: Post Select Control List, TICS 309 Input by MPF/HAF Errors...[cont.]</th>
<th>DATE MODIFIED: 16 / Mar / 2007</th>
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</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:
- PREVIOUS TITLE: 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

### COLUMN C WHICH ARE:
- HQ AFPC record copy

### COLUMN D DISPOSITION:
- Destroy after cycle is purged.

---

### TABLE & RULE: T 36 - 22 R 16.00

<table>
<thead>
<tr>
<th>TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 15.00</th>
<th>DATE MODIFIED: 16 / Mar / 2007</th>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
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</tbody>
</table>

### COLUMN B CONSISTING OF:
- PREVIOUS TITLE: TICS 309 Input by MPF/HAF Errors - a reject listing which identifies TICS 309 input by MPF or HAF

### COLUMN C WHICH ARE:
- HQ AFPC record copy

### COLUMN D DISPOSITION:
- Destroy after cycle is purged.

---

### TABLE & RULE: T 36 - 22 R 17.00

<table>
<thead>
<tr>
<th>TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 15.00</th>
<th>DATE MODIFIED: 16 / Mar / 2007</th>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:
- PREVIOUS TITLE: 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

### COLUMN C WHICH ARE:
- HQ AFPC record copy

### COLUMN D DISPOSITION:
- Destroy after cycle is purged.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 22 R 18.00

TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 15.00  
DATE MODIFIED: 16 / Mar / 2007  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED:

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Special Category SKT Exempt Personnel - listing of personnel who are SKT exempt because of COMSEC AFSC or assigned to an SKT exempt PAS
COLUMNS WHICH ARE:
HQ AFPC record copy
COLUMN D DISPOSITION:
Destroy after cycle is purged.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 22 R 19.00

TITLE: Nonreconcilable Tests Received  
DATE MODIFIED: 08 / Jun / 2005  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED:

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
listing of test(s) received that were not compatible with AFSC data
COLUMN C WHICH ARE:
HQ AFPC record copy
COLUMN D DISPOSITION:
Destroy after 1 cycle.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 22 R 20.00

TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 1.00  
DATE MODIFIED: 16 / Mar / 2007  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED:

AUTHORITY: N1-AFU-90-03
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 36 - 22 R 23.00

**Title:** DELETED - (16 Mar 07) - Incorporated into Rule 13.00  
**Authority:** N1-AFU-90-03

#### Notes
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 36 - 22 R 24.00

**Title:** DELETED - (16 Mar 07) - Incorporated into Rule 13.00  
**Authority:** N1-AFU-90-03

#### Notes
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 36 - 22 R 25.00

**Title:** Promotion Withhold List, Batch Transaction Validate  
**Authority:** N1-AFU-90-03

#### Notes
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Listing of transactions that update the master personnel file

Listing of transactions that have been withheld

Listing of transactions that process to the master personnel file

Listing of transactions checked for validity that process to the master personnel file
**TABLE & RULE: T 36 - 22 R 28.00**

**TITLE:** DELETED - (16 Mar 07) - Incorporated into Rule 27.00

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes  
**DATE MODIFIED:** 16 / Mar / 2007  
**FROZEN RECORD:** No

---

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: HAF Reject Transaction Register - listing of transactions that have rejected from the master personnel file

**COLUMN C WHICH ARE:**
HQ AFPC record copy

**COLUMN D DISPOSITION:**
Destroy after 3 months.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 36 - 22 R 29.00**

**TITLE:** DELETED - (16 Mar 07) - Incorporated into Rule 13.00

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes  
**DATE MODIFIED:** 16 / Mar / 2007  
**FROZEN RECORD:** No

---

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Promotion History Files (Cycle 71A/after) - microfiche copies

**COLUMN C WHICH ARE:**
HQ AFPC record copy

**COLUMN D DISPOSITION:**
Destroy after 10 years.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 36 - 22 R 30.00**

**TITLE:** Senior NCO Master File Update List

**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No

---

**COLUMN B CONSISTING OF:**
listing of transaction input to the IEF

**COLUMN C WHICH ARE:**
HQ AFPC record copy

**COLUMN D DISPOSITION:**
Destroy 6 months after board adjourns.

---

**NOTES**

---

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 36 - 22 R 31.00**

**TITLE:** Senior NCO Inquiry Listing, Senior NCO Initial Eligible Reconcilable List

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
listing of personnel eligible/ineligible for promotion

**COLUMN C WHICH ARE:**
HQ AFPC record copy

**COLUMN D DISPOSITION:**
Destroy 90 days after board adjourns.

---

**TABLE & RULE: T 36 - 22 R 32.00**

**TITLE:** Senior NCO Initial Eligible File

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 08 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
lists of every E-7 and E-8 in the Air Force

**COLUMN C WHICH ARE:**
HQ AFPC record copy

**COLUMN D DISPOSITION:**
Destroy 1 year after board adjourns.

---

**TABLE & RULE: T 36 - 22 R 33.00**

**TITLE:** DELETED - (16 Mar 07) - Incorporated into Rule 31.00

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

PREVIOUS TITLE: Senior NCO Initial Eligible Reconcilable List - list of mismatch data, missing records or duplicate records
COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:
Destroy 90 days after board adjourns.

PREVIOUS TITLE: Master Promotion Ineligible List - list of personnel ineligible for promotion consideration
COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:
Destroy after 1 year.

PREVIOUS TITLE: Master Manual Select/Nonselect List - list of personnel considered for promotion manually
COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:
Destroy after 10 years.
<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREVIOUS TITLE: Out-of-System Supplemental Promotion Cases - documentation of manual supplemental cases</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HQ AFPC record copy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 1 year.</td>
</tr>
</tbody>
</table>

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>list of personnel eligible for promotion in nonweighable status</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HQ AFPC record copy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 6 months.</td>
</tr>
</tbody>
</table>

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tbody>
<tr>
<td>PREVIOUS TITLE: Nonweighable Promotion Eligibility Listings - list of personnel eligible for promotion in nonweighable status</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
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<tbody>
<tr>
<td>other than Rule 37</td>
</tr>
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<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when no longer needed.</td>
</tr>
</tbody>
</table>

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<td>DATE APPROVED:</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Promotion Correspondence - letters of recommendations/nonrecommendations, control roster action, withhold/reinstatement action, etc.

**COLUMN C WHICH ARE:**
MPF copies

**COLUMN D DISPOSITION:**
Destroy after 1 year.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<td>DATE RESCINDED: 01 / Jan / 1900</td>
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<tr>
<td>DATE APPROVED:</td>
</tr>
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<td>AUTHORITY: N/A</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 36 - 23 R 01.00

**TITLE:** Cadet Attrition at Institutional Research  
**AUTHORITY:** NC1-461-82-11  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
cadet attrition at institutional research

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 23 R 02.00

**TITLE:** Cadet Attrition at Service Academy  
**AUTHORITY:** NC1-461-82-11  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
cadet attrition at service academy

**COLUMN C WHICH ARE:**
all other copies

**COLUMN D DISPOSITION:**
Destroy 1 year after graduation, or when no longer needed, whichever is sooner.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 23 R 03.00

**TITLE:** USAFA Graduates Attrition  
**AUTHORITY:** NC1-461-82-11  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**NOTES**
COLUMN B CONSISTING OF:
research on attrition of graduated classes

COLUMN C WHICH ARE:
at Graduate Research

COLUMN D DISPOSITION:
Destroy after 10 years.

NOTES
79 Retained in office the entire retention period.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 23 R 04.00
TITLE: Cadet Departure/Turnback Record
AUTHORITY: NC1-461-82-11
DATE MODIFIED: 08 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
forms consolidating notations of actions taken to process records of departing cadets

COLUMN C WHICH ARE:
at Office of Registrar

COLUMN D DISPOSITION:
Destroy 1 year after action is complete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 23 R 23.00
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
## T 36 - 24: PERSONNEL - CADET PERSONNEL RECORDS

### TABLE & RULE: T 36 - 24 R 01.00

<table>
<thead>
<tr>
<th>TITLE: Cadet Personnel Record (CPR-1)</th>
<th>DATE MODIFIED: 08 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-461-91-01</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
permanent and temporary documents as defined in AFI 36-2608

**COLUMN C WHICH ARE:**
maintained by the Office of Cadet Personnel and pertain to cadets pending disenrollment

**COLUMN D DISPOSITION:**
Merge with disenrollment record and dispose of disenrollment record IAW Table 36-25.

### TABLE & RULE: T 36 - 24 R 02.00

<table>
<thead>
<tr>
<th>TITLE: Cadet Personnel Record (CPR-1) Cadets Who Are to Graduate</th>
<th>DATE MODIFIED: 08 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-461-91-01</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
permanent and temporary documents as defined in AFI 36-2608

**COLUMN C WHICH ARE:**
maintained by the Office of Cadet Personnel

**COLUMN D DISPOSITION:**
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.

### NOTES

45 For cadets (including foreign exchange students) who graduate but are not commissioned, and are not prior service, forward to Office of the Registrar for microfilming.

45 For cadets who graduate, but are not commissioned, and are prior service, forward to the Disenrollment Branch of Cadet Personnel.

45 For cadets who graduate, but are cross-commissioning into another branch of the service, forward to appropriate agency IAW AFI 36-2608.

45 Field Personnel Record Group and Master Personnel Record Group are not made for foreign exchange students. Give foreign exchange students this documentation upon graduation.

### TABLE & RULE: T 36 - 24 R 03.00

<table>
<thead>
<tr>
<th>TITLE: Cadet Personnel Record (CPR-1) Not Required for MPRG</th>
<th>DATE MODIFIED: 08 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-461-91-01</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
temporary records not required for Master or Field Personnel Record Group

**COLUMN C WHICH ARE:**
maintained by the Office of Cadet Personnel

**COLUMN D DISPOSITION:**
Destroy after cadet's class graduates.

### NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 36 - 24 R 04.00

<table>
<thead>
<tr>
<th>TITLE: Air Officer Commanding (AOC) Record (CPR-2)</th>
<th>DATE MODIFIED: 08 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-461-91-01</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
permanent and temporary documents listed in Rules 5 and 6

**COLUMN C WHICH ARE:**
maintained by the AOC which pertain to cadets on whom disenrollment action has been initiated

**COLUMN D DISPOSITION:**
Forward to Office of Cadet Personnel thru appropriate group for merging with disenrollment case file. Dispose of disenrollment case file IAW Table 36-25.

### TABLE & RULE: T 36 - 24 R 05.00

<table>
<thead>
<tr>
<th>TITLE: Air Officer Commanding (AOC) Record (CPR-2) Maintained by AOC on Cadets Who Are to Graduate</th>
<th>DATE MODIFIED: 08 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-461-91-01</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
Air Officer Commanding (AOC) Records (CPR-2)

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
AOC will destroy upon graduation.

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 24 R 06.00

<table>
<thead>
<tr>
<th>TITLE: Air Officer Commanding (AOC) Record (CPR-2) Permanent Documents</th>
<th>DATE MODIFIED: 08 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-461-91-01</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
Air Officer Commanding (AOC) record (CPR-2) permanent documents

**COLUMN C WHICH ARE:**
not limited to, Accounting of Disclosures

**COLUMN D DISPOSITION:**
AOC will forward to Office of the Registrar for file in Master Personnel Record Group upon graduation.

**NOTES**

45 Field Personnel Record Group and Master Personnel Record Group are not made for foreign exchange students. Give foreign exchange students this documentation upon graduation.
**Table & Rule: T 36 - 24 R 07.00**

**Title:** Master Cadet Personnel Record (Temporary)

**Authority:** N1-461-91-01

<table>
<thead>
<tr>
<th>Date Modified</th>
<th>Frozen Record</th>
<th>Current</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>08 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**
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 certificate, etc.

**Column C Which Are:**
at Office of the Registrar

**Column D Disposition:**
Destroy 90 days after disenrollment or graduation.

**Notes**
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**Table & Rule: T 36 - 24 R 08.00**

**Title:** Master Cadet Personnel Record (Permanent)

**Authority:** N1-461-91-01

<table>
<thead>
<tr>
<th>Date Modified</th>
<th>Frozen Record</th>
<th>Current</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 / Jan / 2008</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**
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, Disclosure of Cadet/Cadet Candidate Information, Accounting of Disclosures, details of Honor Violation (if applicable), board actions (if applicable)

**Column C Which Are:**
at Office of the Registrar

**Column D Disposition:**
Destroy paper records 6 years after cadet graduates or would have graduated and retain microfilm or CD-ROM reference copy at the Academy.

**Notes**
11 Microfilm paper records 1 year after cadet graduates or would have graduated.

20 For cadets who graduate but are not commissioned, and are not prior service, forward to Office of the Registrar for microfilming or scanning to CD-ROM.

21 For cadets who graduate, but are not commissioned, and are prior service, forward to the Disenrollment Branch of Cadet Personnel.

---

**Table & Rule: T 36 - 24 R 20.00**

**Title:** Deleted

**Authority:** N/A

<table>
<thead>
<tr>
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<tbody>
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<td>No</td>
<td>01 / Jan / 1900</td>
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</table>
T 36 - 25: PERSONNEL - CADET DISENROLLMENT/DEPARTURE RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 25 R 01.00</th>
<th>DATE MODIFIED: 16 / Mar / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Cadet Disenrollment Record Cadets Granted Education Delay, Ordered to Active Duty, or Transferred to the Obligated Reserve</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-461-92-01</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
cadet disenrollment case files (which consist, in part, of the CPR 1 and CPR 2) (See Table 36-24)

**COLUMN C WHICH ARE:**
at Office of Cadet Personnel

**COLUMN D DISPOSITION:**
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.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 25 R 01.01</th>
<th>DATE MODIFIED: 16 / Mar / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 1.00</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-461-92-01</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: 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)

**COLUMN C WHICH ARE:**
at Office of Cadet Personnel

**COLUMN D DISPOSITION:**
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.

<table>
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<tr>
<th>TABLE &amp; RULE: T 36 - 25 R 01.02</th>
<th>DATE MODIFIED: 16 / Mar / 2007</th>
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<tr>
<td>TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 1.00</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-461-92-01</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: 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)

**COLUMN C WHICH ARE:**
at Office of Cadet Personnel

**COLUMN D DISPOSITION:**
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.
**TABLE & RULE: T 36 - 25 R 01.03**

**TITLE:** Cadet Disenrollment Record Disenrolled Cadet not Covered Elsewhere  
**AUTHORITY:** N1-461-92-01  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
cadet disenrollment case files (which consist, in part, of the CPR 1 and CPR 2) (See Table 36-24)

**COLUMN C WHICH ARE:**
at Office of Cadet Personnel

**COLUMN D DISPOSITION:**
Forward required documents to the Office of the Registrar for retention in the Master Personnel Record within 60 days of disenrollment.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE & RULE: T 36 - 25 R 01.04**

**TITLE:** Cadet Disenrollment Case Files Involving Litigation, High Level Inquiries, or Controversial Media Exposure  
**AUTHORITY:** N1-461-92-01  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
correspondence, copies of selected documents from disenrollment case files, and other related records concerning each case

**COLUMN C WHICH ARE:**
at Office of Cadet Personnel

**COLUMN D DISPOSITION:**
Destroy 1 year after conclusion of case.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 25 R 01.05**

**TITLE:** Cadet Disenrollment Record at Office of Cadet Personnel  
**AUTHORITY:** N1-461-92-01  
**DATE MODIFIED:** 08 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
temporary records held in CPR 1 and CPR 2 not required for Master or Field Personnel Record Group

**COLUMN C WHICH ARE:**
at Office of Cadet Personnel

**COLUMN D DISPOSITION:**
Destroy 90 days after end of the Academic Year in which disenrollment takes place.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 36 - 25 R 02.00**

**TITLE:** Separation Referral Checklist

**AUTHORITY:** NC1-461-82-08

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 08 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>separation referral checklist</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN C WHICH ARE:**
forms used as a chronological checklist for processing disenrollment and turnback actions

**COLUMN D DISPOSITION:**
Destroy when all actions have been finalized.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE & RULE: T 36 - 25 R 03.00**

**TITLE:** Report of Cadet Separation to Washington and Congress

**AUTHORITY:** N1-461-92-01

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 08 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>at Office of the Registrar</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN C WHICH ARE:**
forms used to report to the congressional sponsor the separation of a cadet before graduation

**COLUMN D DISPOSITION:**
Destroy 6 months after end of academic year or when no longer needed, whichever is sooner.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
wage schedules, resolution of field-referred matters, studies, reports and other records forming the basis for development, management and continued improvement of the program

COLUMN D DISPOSITION:
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 years old.

NOTES
5 Transfer to the National Archives in 5-year blocks when the most recent records in the block are 25 years old.

46 When records become background material to a publication, they are handled according to Table 37-7.

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Not authorized for retirement to a federal records center.
COLUMN B CONSISTING OF:
wage schedules, overseas differential rate approvals, and other pay adjustment authorization resulting from legislation or other across-the-board administrative action

COLUMN C WHICH ARE:
all wage administration records not covered in Rule 5

COLUMN D DISPOSITION:
Destroy after completion of second succeeding wage survey.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 26 R 07.00
TITLE: CPF Manpower Management Reports
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
reports and corollary records

COLUMN C WHICH ARE:
periodic staffing analyses, special analyses for HQ USAF and MAJCOM surveys, and for special projects

COLUMN D DISPOSITION:
Destroy 2 years after effective date of report.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 26 R 08.00
TITLE: Official Personnel File (OPF) (Civilian)
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
in the OPF at civilian personnel offices

COLUMN D DISPOSITION:
Transfer folder to National Personnel Records Center, St Louis, MO, 30 days after separation. NPRC will destroy 65 years after separation from Federal service.

NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 36 - 26 R 08.01
| Title: Deleted - (18 May 06) - Previously (Reserved) | Date Modified: 18 / May / 2006 |
| Authority: N/A | Frozen Record: No |
| Date Rescinded: 12 / Apr / 2006 | Date Approved: |

**Column B Consisting Of:**

**Column C Which Are:**

**Column D Disposition:** (Reserved)

### Table & Rule: T 36 - 26 R 09.00
| Title: Intergovernmental Personnel Act (IPA) assignments | Date Modified: 09 / Jun / 2005 |
| Authority: N1-AFU-90-03 | Frozen Record: No |
| Current: Yes | Date Approved: |

**Column B Consisting Of:**

copies of assignment agreements and other related records accumulated during the assignment

**Column C Which Are:**

not appropriate for filing in OPF if the assignee is an AF employee or appointed to an AF position

**Column D Disposition:**

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.

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 36 - 26 R 10.00
| Title: Deleted - (18 May 06) - Previously (Reserved) | Date Modified: 18 / May / 2006 |
| Authority: N/A | Frozen Record: No |
| Date Rescinded: 12 / Apr / 2006 | Date Approved: |

**Column B Consisting Of:**

**Column C Which Are:**

**Column D Disposition:** (Reserved)

### Table & Rule: T 36 - 26 R 11.00
| Title: Deleted - (18 May 06) - Previously (Reserved) | Date Modified: 18 / May / 2006 |
| Authority: N/A | Frozen Record: No |
| Date Rescinded: 12 / Apr / 2006 | Date Approved: |

Report generated: 01 / Oct / 2018 - 08:00:00
| TABLE & RULE: T 36 - 26 R 12.00 | DATE MODIFIED: 18 / May / 2006 |
| TITLE: DELETED - (18 May 06) - Previously (RESERVED) | FROZEN RECORD: No |
| AUTHORITY: N/A | DATE RESCINDED: 12 / Apr / 2006 |
| DATE APPROVED: |

| TABLE & RULE: T 36 - 26 R 13.00 | DATE MODIFIED: 18 / May / 2006 |
| TITLE: DELETED - (18 May 06) - Previously (RESERVED) | FROZEN RECORD: No |
| AUTHORITY: N/A | DATE RESCINDED: 12 / Apr / 2006 |
| DATE APPROVED: |

| TABLE & RULE: T 36 - 26 R 14.00 | DATE MODIFIED: 09 / Jun / 2005 |
| TITLE: Non-US Citizens in Foreign Areas | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |
| DATE APPROVED: |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
employee reconsideration files

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 1 year after date of final decision.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.

TABLE & RULE: T 36 - 26 R 19.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 36 - 26 R 20.00
TITLE: Manning Authorizations
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
unit manning records, manpower authorization listings/vouchers, or letters

COLUMN C WHICH ARE:
allocations of manpower spaces issued by the manpower office

COLUMN D DISPOSITION:
Destroy 6 months after supersession.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
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<th>TABLE &amp; RULE: T 36 - 26 R 21.00</th>
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<tr>
<td>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</td>
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<tr>
<td>DATE MODIFIED: 18 / May / 2006</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N/A</td>
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<tr>
<td>DATE RESCINDED: 12 / Apr / 2006</td>
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<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 26 R 22.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Federal Employees' Compensation Act log</td>
</tr>
<tr>
<td>DATE MODIFIED: 26 / Dec / 2017</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2016-0015-0012</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
weekly listing of injuries used as a check file for all cases sent to Office of Workers' Compensation Programs

COLUMN C WHICH ARE:
at CPFs

COLUMN D DISPOSITION:
Destroy 3 years after termination of compensation or when deadline for filing a claim has passed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 26 R 23.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Federal Employees' Compensation Act Case Files</td>
</tr>
<tr>
<td>DATE MODIFIED: 26 / Dec / 2017</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2016-0015-0012</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED: 13 / Mar / 2017</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
letters and copies of forms and statements 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

COLUMN C WHICH ARE:
at CPFs

COLUMN D DISPOSITION:
Destroy 3 years after termination 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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

25 Records relating to Italian On-the-Job Injury Reports and Occupational Diseases must be retained for 10 years after separation/resignation unless there is a recourse or compensatory action pending, then destroy when no longer needed. This note complies with Italian Law (Civil Code artt. 2946, 2947, 2948; Constitutional Court n. 63/1966 and 174/1972; art. 112 D.P.R. 30 Jun 1965 n. 1124) and as confirmed by 31 FW/JA.

69 Under 36 CFR 1226.20, NARA's letter dated 13 Mar 17, granted the AF permission to retain FECA records beyond 3 years to the US Department of Labor disposition of 15 years after the case file has become inactive, pending the anticipated change to the official disposition authority by NARA General Records Schedules.
### TABLE & RULE: T 36 - 26 R 26.00

**TITLE:** Personnel Management and Administration  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 09 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
civilian personnel status and improvement plan reports

**COLUMN C WHICH ARE:**
at CPFs

**COLUMN D DISPOSITION:**
Destroy after 3 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 36 - 26 R 27.00

**TITLE:** Personnel Strength Accounting End-of-Month (EOM) Fiscal Year Report  
**AUTHORITY:** NC1-AFU-81-48  
**DATE MODIFIED:** 09 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
federal civilian employment and corollary records

**COLUMN C WHICH ARE:**
used to derive civilian strength and full-time equivalents of the AF

**COLUMN D DISPOSITION:**
Retire as permanent.

### NOTES

12 Transfer to the National Archives in 10-year blocks when the most recent records in the block are 20 years old.

---

### TABLE & RULE: T 36 - 26 R 28.00

**TITLE:** Personnel Strength Accounting End-of-Month Fiscal Quarter Report  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 09 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
federal civilian employment and corollary records

**COLUMN C WHICH ARE:**
used to derive civilian strength and full-time equivalents of the AF

**COLUMN D DISPOSITION:**
Destroy after 5 years unless rule for fiscal year applies.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**NOTES**

**TABLE & RULE: T 36 - 26 R 29.00**

**TITLE:** Personnel Strength Accounting End-of-Month Monthly Report

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
- federal civilian employment and corollary records

**COLUMN C WHICH ARE:**
- used to derive civilian strength and full-time equivalents of the AF

**COLUMN D DISPOSITION:**
- Destroy after 2 years unless rule for fiscal year or fiscal quarter applies.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 26 R 30.00**

**TITLE:** Personnel Strength Accounting Extracts of Monthly Report of Federal Civilian Employment Forms

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
- computer records and corollary records

**COLUMN C WHICH ARE:**
- at MAJCOMs/FOAs/DRUs and/or CPFs to derive civilian personnel strength statistics for commanders and key management officials

**COLUMN D DISPOSITION:**
- Destroy when obsolete, superseded or no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
## T 36 - 27: PERSONNEL - STAFFING

**TABLE & RULE: T 36 - 27 R 01.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 09 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>applicant supply file</td>
<td>FROZEN RECORD: No</td>
</tr>
</tbody>
</table>

**AUTHORITY: GRS 01, ITEM 15**

**DATE APPROVED:**

**CURRENT:** Yes

**FROZEN RECORD:** No

**DATE MODIFIED:** 09 / Jun / 2005

**CURRENT:** Yes

**FROZEN RECORD:** No

**DATE MODIFIED:** 09 / Jun / 2005

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.

**TABLE & RULE: T 36 - 27 R 01.01**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 09 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Service Reform Act (CSRA) delegate authorities</td>
<td>FROZEN RECORD: No</td>
</tr>
</tbody>
</table>

**AUTHORITY: N1-AFU-90-03**

**DATE APPROVED:**

**CURRENT:** Yes

**FROZEN RECORD:** No

**DATE MODIFIED:** 09 / Jun / 2005

**COLUMN B CONSISTING OF:**
Civil Service Reform Act (CSRA) delegate authorities

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy after audit by OPM and AF evaluators.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 27 R 02.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 18 / May / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FROZEN RECORD: No</td>
</tr>
</tbody>
</table>

**AUTHORITY: N/A**

**DATE APPROVED:**

**CURRENT:** Yes

**FROZEN RECORD:** No

**DATE RESCINDED:** 12 / Apr / 2006

**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 36 - 27 R 02.01

**TITLE:** Job Element Qualifications Questionnaires  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 09 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
  - questionnaires

**COLUMN C WHICH ARE:**
  - job element qualifications questionnaires

**COLUMN D DISPOSITION:**
  - Destroy 2 years after supersession.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 27 R 03.00

**TITLE:** OPM Certificates  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 09 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
  - OPM certificates

**COLUMN C WHICH ARE:**
  - 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

**COLUMN D DISPOSITION:**
  - Destroy when 2 years old.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.
### TABLE & RULE: T 36 - 27 R 04.00
**TITLE:** Appointee Availability Inquiry Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 09 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>correspondence, telegrams, and related papers concerning availability of appointees</td>
</tr>
</tbody>
</table>

**COLUMN C WHICH ARE:**  
accepted appointments

**COLUMN D DISPOSITION:**  
Destroy when individual enters on duty.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 27 R 05.00
**TITLE:** Declined Appointments Names Are Received From Certificate of Eligibles  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 09 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>correspondence, telegrams, and related papers concerning availability of appointees</td>
</tr>
</tbody>
</table>

**COLUMN C WHICH ARE:**  
declined appointments names received from certificate of eligibles

**COLUMN D DISPOSITION:**  
Return to OPM with replies and applications.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 27 R 06.00
**TITLE:** Declined Appointments Offers Made From Applicant Supply File of the Installation  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 09 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>correspondence, telegrams, and related papers concerning availability of appointees</td>
</tr>
</tbody>
</table>

**COLUMN C WHICH ARE:**  
declined appointments offers made from applicant supply file of the installation

**COLUMN D DISPOSITION:**  
File with application.

### NOTES

Report generated: 01 / Oct / 2018 - 08:00:00
### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

#### TABLE & RULE: T 36 - 27 R 07.00

<table>
<thead>
<tr>
<th>TITLE: OPM Examination Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED: 09 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- records

**COLUMN C WHICH ARE:**
- OPM examination records

**COLUMN D DISPOSITION:**
- See FPM.

---

#### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

#### TABLE & RULE: T 36 - 27 R 08.00

<table>
<thead>
<tr>
<th>TITLE: AF Test Booklets in Which Answers Have Been Recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED: 09 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- AF test booklets in which answers have been recorded

**COLUMN C WHICH ARE:**
- completed test answer sheets have been posted to individual's records

**COLUMN D DISPOSITION:**
- Destroy after 3 months.

---

#### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 36 - 27 R 09.00

**TITLE:** Individual Employee Test Records

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>individual employee test records</td>
<td>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</td>
<td>Forward with OPF when employee is reassigned within the AF; destroy 1 year after employee transfers or separates from AF.</td>
</tr>
</tbody>
</table>

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.

### TABLE & RULE: T 36 - 27 R 09.01

**TITLE:** Semiannual Inventory of Test Material

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>inventory</td>
<td>semiannual or other inventories of test material</td>
<td>Destroy after completion of next inventory.</td>
</tr>
</tbody>
</table>

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 27 R 09.02

**TITLE:** Master Copy of the Tests and Annual Test Inventory

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
master copy of the tests and annual test inventory

COLUMN C WHICH ARE:
with AF Test Control Officer

COLUMN D DISPOSITION:
Destroy when 10 years old.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 27 R 10.00
TITLE: Records of Individual Promotion Actions, Recruitment
AUTHORITY: N1-AFU-90-51

NOTE:

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.

TABLE & RULE: T 36 - 27 R 10.01
TITLE: PEPs for Use in Centrally Managed AF Career Programs
AUTHORITY: N1-AFU-90-51

NOTE:

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

When a class action complaint is filed, refer to Table 36-29, Rule 2.

TABLE & RULE: T 36 - 27 R 10.02

<table>
<thead>
<tr>
<th>TITLE: Job Analysis Records Used in Validation of PEPs</th>
<th>DATE MODIFIED: 09 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROZEN RECORD: No</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-51</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

Job analysis records used in validation of PEPs and other records (i.e., SFs 52, certificates, etc.) used for career program referrals

**COLUMN C WHICH ARE:**

At AFCPMC, career program branch

**COLUMN D DISPOSITION:**

Destroy when superseded or 5 years after staffing action is completed, whichever is later.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

When a class action complaint is filed, refer to Table 36-29, Rule 2.

TABLE & RULE: T 36 - 27 R 11.00

<table>
<thead>
<tr>
<th>TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 10.00</th>
<th>DATE MODIFIED: 16 / Mar / 2007</th>
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<tr>
<td>FROZEN RECORD: No</td>
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</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-51</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: 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 records)

**COLUMN C WHICH ARE:**

At AFCPMC

**COLUMN D DISPOSITION:**

Destroy 5 years after personnel action or audit by OPM, whichever is sooner.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

When a class action complaint is filed, refer to Table 36-29, Rule 2.
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at CCPOs

COLUMN D DISPOSITION:
destroy after 5 years from date of approval/disapproval.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 27 R 12.00
TITLE: Reduction-In-Force (RIF)
AUTHORITY: 5 CFR 351.505(F)

COLUMN B CONSISTING OF:
retention registers, notice to employees and work cards. There are no Air Force or DoD regulations requiring retention of RIF registers and records; the requirement is prescribed in the 5 CFR (Code of Federal Regulations)

COLUMN C WHICH ARE:
lists prepared before reduction-in-force for each competitive level affected, related records, registers and records relating to a reduction in force for at least 1 year after the date a specific reduction in force notice is issued.

COLUMN D DISPOSITION:
Destroy 1 year after RIF effective date according to 5CFR 351.505(f).

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
36 When a class action complaint is filed, refer to Table 36-29, Rule 2.


**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.

**Table & Rule:** T 36 - 27 R 14.00

**Title:** Reemployment Priority List

**Authority:** N1-AFU-90-03

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 27 R 16.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Overseas Recruitment Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>master copies of overseas civilian personnel requests with position description attached</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at overseas CPFs servicing the position</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 1 year after position is filled.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 27 R 18.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Individual Recruitment Case Files</th>
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<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
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</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>individual recruitment case files</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>records pertaining to recruitment and selection for overseas employment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 1 year after expiration of employee's transportation agreement.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 27 R 18.01

**TITLE:** Employees Selected for Assignment Overseas Granted Return Rights to US  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 09 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
copies of processing records (SF 50B), transportation agreements, position descriptions, employment agreements, etc.

**COLUMN C WHICH ARE:**
at CPFs

**COLUMN D DISPOSITION:**
Destroy after return of employee or 1 year after return rights are terminated.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 27 R 19.00

**TITLE:** Affirmative Actions for Minorities and Women and Disabled  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 09 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
committee minutes, program activities, records of community contacts, sexual harassment records, reports and supporting papers regarding status of employment

**COLUMN C WHICH ARE:**
at MAJCOMs and below

**COLUMN D DISPOSITION:**
Destroy after 3 years or when superseded or obsolete, whichever is applicable.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 27 R 19.01

**TITLE:** Affirmative Employment Plan, Federal Equal Opportunity Recruitment Plan  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

When a class action complaint is filed, refer to Table 36-29, Rule 2.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

When a class action complaint is filed, refer to Table 36-29, Rule 2.
<table>
<thead>
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<td>AUTHORITY: N1-AFU-90-03</td>
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</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Results of Validity Studies to Include Records of Job Analysis - results of validity studies to include records of job analysis

**COLUMN C WHICH ARE:**
PEP validation referral rosters, Promotion and Placement Referral System Statistics

**COLUMN D DISPOSITION:**
Destroy when 5 years old.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 27 R 20.00**
| DATE MODIFIED: 09 / Jun / 2005 |
|--------------------------------|-------------------------------|
| TITLE: Retired Members of the Uniformed Services | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |
| AUTHORITY: N1-AFU-90-03 | |

**COLUMN B CONSISTING OF:**
records of appointments and proposed appointments

**COLUMN C WHICH ARE:**
disapproved

**COLUMN D DISPOSITION:**
Destroy 5 years after close of year in which employee was appointed or appointment was disapproved.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 27 R 21.00**
| DATE MODIFIED: 09 / Jun / 2005 |
|--------------------------------|-------------------------------|
| TITLE: Employee Placement Assistance | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |
| AUTHORITY: N1-AFU-90-03 | |
COLUMN B CONSISTING OF:
individual case files of employees registered in career programs

COLUMN C WHICH ARE:
at AFCPMC

COLUMN D DISPOSITION:
Destroy 2 years after registrant is removed from the program.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.

TABLE & RULE: T 36 - 27 R 21.01
TITLE: Civilian Career Enhancement Program
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Registration and Personal Availability Form, Central Skills Bank Registration and Geographic Availability Form

COLUMN C WHICH ARE:
at CPFs

COLUMN D DISPOSITION:
Delete from data system when superseded by new geographic availability forms or upon employee's withdrawal from the system.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 27 R 21.02
TITLE: Civilian Career Enhancement Program Hard Copy Records, Part-Time Employment Program, General Staffing Records...[cont.]
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
records ALSO: Defense Intelligence Special Career Automated System Records & Reports, SES Merit Staffing

COLUMN C WHICH ARE:
civilian career enhancement program hard copy records

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 27 R 22.00**

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<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

received and records of any positions in the pay category series and grades

**COLUMN C WHICH ARE:**

on the "stopper list" during the time lists are in force

**COLUMN D DISPOSITION:**

Destroy 2 years after registrant is removed from the program.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 27 R 22.01**

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<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: DOD Priority Placement Program and the Automated Overseas Employment Referral Program - DOD Priority Placement Program and the Automated Overseas Employment Referral Program

**COLUMN C WHICH ARE:**

individual case files of registered employees

**COLUMN D DISPOSITION:**

Destroy 2 years after registrant is removed from the program.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 27 R 22.02**

<table>
<thead>
<tr>
<th>TITLE: DOD-Announced Base Closure</th>
<th>DATE MODIFIED: 09 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at MAJCOMs

COLUMN D DISPOSITION:
Destroy 2 years after final action taken on base closure or transfer.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 27 R 23.00
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 21.02
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 16 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Part-Time Employment Program - special and recurring statistical narrative reports and supporting papers regarding status of part-time career employment developed at the CPF

COLUMN C WHICH ARE:
at HQ USAF, MAJCOMs and CPFs

COLUMN D DISPOSITION:
Destroy when 2 years old.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 27 R 24.00
TITLE: DELETED - (18 May 06) - Previously RESERVED)
AUTHORITY: N/A
DATE MODIFIED: 18 / May / 2006
FROZEN RECORD: No
DATE RESCINDED: 12 / Apr / 2006
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)
TABLE & RULE: T 36 - 27 R 25.00  
TITLE: Employee Separation from Installation  
AUTHORITY: N1-AFU-90-03  

COLUMN B CONSISTING OF:  
forms used to ensure that a separating employee clears with various installation activities prior to departure  

COLUMN C WHICH ARE:  
at CPFs  

COLUMN D DISPOSITION:  
Destroy after 3 months if maintained as a separate file; or maintain and dispose of under Table 37-11 as transitory material.  

NOTES  
58 Destroy according to Table 36-29, Rule 9, if separation clearance form documents defense related employment counseling requirements of DODD5500-7.  
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 36 - 27 R 26.00  
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 21.02  
AUTHORITY: N1-AFU-90-03  

COLUMN B CONSISTING OF:  
PREVIOUS TITLE: 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  
COLUMN C WHICH ARE:  
at base level  
COLUMN D DISPOSITION:  
Destroy when record is 2 years old.

NOTES  
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 36 - 27 R 27.00  
TITLE: Career Program Whole/Total Person Score Records  
AUTHORITY: N1-AFU-90-03  

COLUMN B CONSISTING OF:  
PREVIOUS TITLE: 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  
COLUMN C WHICH ARE:  
at base level  
COLUMN D DISPOSITION:  
Destroy when record is 2 years old.
**COLUMN B CONSISTING OF:**
forms, interview questions, validation records, etc.

**COLUMN C WHICH ARE:**
at AFC PMC

**COLUMN D DISPOSITION:**
Destroy 4 years after rating is made.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.

**TABLE & RULE: T 36 - 27 R 28.00**

<table>
<thead>
<tr>
<th>TITLE:</th>
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<td>Yes</td>
<td></td>
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</table>

**AUTHORITY:** N1-AFU-90-03

**PREVIOUS TITLE:** 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

**COLUMN C WHICH ARE:**
at CPFs, copy forwarded to the Defense Intelligence Special Career Automated System (DISCAS)

**COLUMN D DISPOSITION:**
Destroy when record is 2 years old.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.

**TABLE & RULE: T 36 - 27 R 29.00**

<table>
<thead>
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<th>TITLE:</th>
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<th>FROZEN RECORD:</th>
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<tbody>
<tr>
<td>Employee Career Appraisal Forms Initiated by Supervisor</td>
<td>09 / Jun / 2005</td>
<td>No</td>
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</tbody>
</table>

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
employee career appraisal forms initiated by supervisor

**COLUMN C WHICH ARE:**
at CPFs, with copy forwarded to the DISCAS

**COLUMN D DISPOSITION:**
Destroy after 3 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
**NOTES**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>21</strong></td>
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</tr>
<tr>
<td><strong>36</strong></td>
<td>When a class action complaint is filed, refer to Table 36-29, Rule 2.</td>
</tr>
</tbody>
</table>

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**TABLE & RULE: T 36 - 27 R 30.00**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Requisition and Referral Requests for Filling Positions</td>
<td><strong>DATE MODIFIED:</strong> 09 / Jun / 2005</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td></td>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td></td>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

covered by the DOD-wide Civilian Intelligence Career Development Program initiated by supervisor

**COLUMN C WHICH ARE:**

at CPFs, copy forwarded to the DISCAS for a roster of eligibles

**COLUMN D DISPOSITION:**

Destroy 2 years after selection is made from roster.

---

**NOTES**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
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<td>When a class action complaint is filed, refer to Table 36-29, Rule 2.</td>
</tr>
</tbody>
</table>

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**TABLE & RULE: T 36 - 27 R 31.00**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> DELETED - (16 Mar 07) - Incorporated into Rule 21.02</td>
<td><strong>DATE MODIFIED:</strong> 16 / Mar / 2007</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td></td>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td></td>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: 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

**COLUMN C WHICH ARE:**

at CPF

**COLUMN D DISPOSITION:**

Destroy when 2 years old.

---

**NOTES**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
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<td><strong>21</strong></td>
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</tr>
<tr>
<td><strong>36</strong></td>
<td>When a class action complaint is filed, refer to Table 36-29, Rule 2.</td>
</tr>
</tbody>
</table>
### TABLE & RULE: T 36 - 27 R 32.00

<table>
<thead>
<tr>
<th>TITLE: Applicant Selective Service Registration Accepted Appointments</th>
<th>DATE MODIFIED: 09 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- certification of Selective Service registration

**COLUMN C WHICH ARE:**
- accepted appointments

**COLUMN D DISPOSITION:**
- File on right hand side of OPF.

### TABLE & RULE: T 36 - 27 R 33.00

<table>
<thead>
<tr>
<th>TITLE: Applicant Selective Service Registration Declined Appointments</th>
<th>DATE MODIFIED: 09 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- applicant selective service registration

**COLUMN C WHICH ARE:**
- declined appointments

**COLUMN D DISPOSITION:**
- Return to OPM with application.

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 27 R 34.00

<table>
<thead>
<tr>
<th>TITLE: Applicant Selective Service Registration Declined Appointment or Did Not Register, When Offers Were Made</th>
<th>DATE MODIFIED: 09 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- applicant selective service registration declined appointment or did not register when offers were made

**COLUMN C WHICH ARE:**
- from applicant supply file of the installation or other source

**COLUMN D DISPOSITION:**
- File with application and dispose of according to FPM.

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 36 - 28 R 01.00
**TITLE:** Annual Training, Development & Financial Plans; Apprentice Action @ HQ USAF; Reports Required Under E.O. 12015 @ HQ USAF
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
record showing Civilian Quota (CQ) file data from Personnel Defense Civilian Personnel Data System-Civilian (DCPDS)

**COLUMN C WHICH ARE:**
at CPFs

**COLUMN D DISPOSITION:**
Destroy after 5 years.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 28 R 02.00
**TITLE:** Civilian Personnel Retraining at HQ USAF
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
reports of retraining resulting from base closure, transfer or consolidation of functions

**COLUMN C WHICH ARE:**
at HQ USAF

**COLUMN D DISPOSITION:**
Destroy after 4 years.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 28 R 03.00
**TITLE:** Civilian Personnel Retraining at Other Than HQ USAF
**AUTHORITY:** N1-AFU-90-03

**NOTES**

**DATE MODIFIED:** 10 / Jun / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

**REPORT GENERATED:** 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
reports of retraining resulting from base closure, transfer or consolidation of functions

COLUMN C WHICH ARE:
at other than HQ USAF

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 36 - 28 R 04.00
TITLE: Training Through Installation Facilities Individ. Course Folders, Training Through Other Than Installation Facilities [cont.]
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
containing training forms or comparable forms, course outlines, attendance and rating records and related materials ALSO: Long-Term Full-Time Training and Career Broadening Assignments Made Under the Auspices of Centrally Managed Career Programs, Development Opportunity Program (DOP)
COLUMN C WHICH ARE:
official and basic records of completed training courses
COLUMN D DISPOSITION:
Destroy 2 years after course is completed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 36 - 28 R 05.00
TITLE: Training Through Installation Facilities Individual Case Files
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
training through installation facilities individual case files
COLUMN C WHICH ARE:
containing applications, training schedules, apprenticeship agreements (AFFM6) examination records (performance and technical information tests), certificates of eligibility and related materials
COLUMN D DISPOSITION:
Destroy 3 years after individual completes course or discontinues training.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
When a class action complaint is filed, refer to Table 36-29, Rule 2.

TABLE & RULE: T 36 - 28 R 06.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PREVIOUS TITLE:</strong> Training Through Other Than Installation Facilities - training through other than installation facilities</td>
<td>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</td>
<td>Destroy 2 years after course is completed.</td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

When a class action complaint is filed, refer to Table 36-29, Rule 2.

TABLE & RULE: T 36 - 28 R 06.01

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>financial records in support of long-term, full-time training</td>
<td>the validation necessary to accomplish the service and reimbursement commitment</td>
<td>Destroy 1 year after end of obligated service or settlement of claim, whichever is later.</td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
PREVIOUS TITLE: Financial Records in Support of Short-Term Training - financial records

COLUMN C WHICH ARE:
in support of short-term training

COLUMN D DISPOSITION:
Destroy 1 year after end of obligated service or settlement of claim, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 28 R 07.00
TITLE: Annual Report of Civilian Training & Supplemental Records Relating to Expenses,
Apprentice Action @ Other Than HQ USAF [cont]
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 16 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMNS B CONSISTING OF:
annual report of civilian training and supplemental records relating to expenses ALSO: Reports Required Under E.O. 12015 at CPFs

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy when 3 years old.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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TABLE & RULE: T 36 - 28 R 08.00
TITLE: Centrally Managed Training and Development Under AF Career Management Programs
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 10 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMNS B CONSISTING OF:
Career Enhancement Plans (CEPs), course folders, and training records for career program participant

COLUMN C WHICH ARE:
at appropriate career program branch, AFCPMC

COLUMN D DISPOSITION:
Destroy when updated or 2 years after completion of course.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 36 - 28 R 08.01

**TITLE:** DELETED - (16 Mar 07) - Incorporated into Rule 4.00  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**PREVIOUS TITLE:** 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

**COLUMN C WHICH ARE:**

at appropriate career program branch, AFCPMC or MAJCOM

**COLUMN D DISPOSITION:**

Destroy 2 years after completion of training.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### TABLE & RULE: T 36 - 28 R 08.02

**TITLE:** Career Enhancement Plan (CEP)  
**AUTHORITY:** N1-AFU-88-31  
**DATE MODIFIED:** 10 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

Defense Civilian Personnel Data System (DCPDS) Form

**COLUMN C WHICH ARE:**

at CPFs

**COLUMN D DISPOSITION:**

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.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### TABLE & RULE: T 36 - 28 R 09.00

**TITLE:** DELETED - (16 Mar 07) - Incorporated into Rule 1.00  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
Preceding 6-month period on apprentice program

Deposit 5 years after completion of apprentice program, withdrawal of approval, or cancellation.

Notes

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

3. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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5. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

6. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 36 - 28 R 10.00
Title: Apprenticeship Approval at HQ USAF
Authority: N1-AFU-90-03

Notes

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

3. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

4. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

5. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

6. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 36 - 28 R 12.00

TITLE: Apprenticeship Approval at Other Than HQ USAF
AUTHORITY: N1-AFU-90-03

FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 10 / Jun / 2005

COLUMNS B CONSISTING OF:
letters of approval of programs by the US Department of Labor and/or Veterans Administration

COLUMNS C WHICH ARE:
at other than HQUSA

COLUMNS D DISPOSITION:
Destroy 3 years after completion of apprenticeship, withdrawal of approval, or cancellation.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 28 R 13.00

TITLE: Apprentice Standards at HQ USAF
AUTHORITY: N1-AFU-90-03

FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 22 / Jun / 2004

COLUMNS B CONSISTING OF:
apprentice standards form

COLUMNS C WHICH ARE:

COLUMNS D DISPOSITION:
destroy 5 years after completion of apprentice program or when superseded, whichever is sooner.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 28 R 14.00

TITLE: Apprentice Standards at Other Than HQ USAF
AUTHORITY: N1-AFU-90-03

FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 10 / Jun / 2005
COLUMN B CONSISTING OF:
apprentice standards form

COLUMN C WHICH ARE:
at other than HQ USAF

COLUMN D DISPOSITION:
Destroy 3 years after completion of apprentice program or when superseded, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 28 R 15.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Student Employment and Work Student Programs Written Agreements Between the School and AF Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>10 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
records pertaining to: Cooperative Education Programs, Harry S. Truman Fellowship Program, Federal Junior Fellowship Program, and Student Volunteer Service Program

COLUMN C WHICH ARE:
maintained at CPFs

COLUMN D DISPOSITION:
Destroy 2 years after agreement expires or is renegotiated, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 28 R 15.01

| TITLE: | DELETED - (16 Mar 07) - Incorporated into Rule 7.00 |
| AUTHORITY: | N1-AFU-90-03 |
| DATE MODIFIED: | 16 / Mar / 2007 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Reports Required under E.O. 12015 at CPFs - 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

COLUMN C WHICH ARE:
at CPFs

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 28 R 15.02
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 1.00
DATE MODIFIED: 16 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
PREVIOUS TITLE: 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

COLUMNS C WHICH ARE:
- at HQ USAF

COLUMNS D DISPOSITION:
- Destroy after 5 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 28 R 15.03
TITLE: OPM Form 1495, Financial Eligibility Statement
DATE MODIFIED: 10 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N1-AFU-93-06

COLUMNS B CONSISTING OF:
OPM Form 1495, Financial Eligibility Statement

COLUMNS C WHICH ARE:
records that support the eligibility of student for employment programs in circumstances where financial status is a factor

COLUMNS D DISPOSITION:
Destroy 2 years after termination from the applicable program.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 28 R 16.00
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 4.00
DATE MODIFIED: 16 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N1-AFU-90-03

Report generated: 01 / Oct / 2018 - 08:00:00
**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.

46 Rule applies to those records not required by current directives to be filed in the individual's Official Personnel Folder.

**TABLE & RULE: T 36 - 28 R 17.00**

**TITLE:** DELETED - (18 May 06) - Previously (RESERVED)

**DATE MODIFIED:** 18 / May / 2006

**FROZEN RECORD:** No

**DATE RESCINDED:** 12 / Apr / 2006

**DATE APPROVED:**

**AUTHORITY:** N/A

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

(RESERVED)

**COLUMN D DISPOSITION:**

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.

**TABLE & RULE: T 36 - 28 R 18.00**

**TITLE:** Centrally Managed Intern Program Under AF Career Management Program

**DATE MODIFIED:** 10 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-50

**COLUMN B CONSISTING OF:**

individual case files containing applications, training schedules, apprenticeship agreements, certificates of eligibility and related materials

**COLUMN C WHICH ARE:**

at appropriate career program branch, AFCPMC

**COLUMN D DISPOSITION:**

Destroy 5 years after individual completes program or discontinues training.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.
COLUMN B CONSISTING OF:
original of employee’s grievance or appeal, report of hearing or inquiry, copies of decisions rendered and related material, including any judicial proceedings

COLUMN C WHICH ARE:
used as a basis for the decision

COLUMN D DISPOSITION:
Destroy no sooner than 4 years but no later than 7 years after case is closed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
46 Selected records such as classification appeals decisions may be retained as policy/precedent files, which are governed by Table 37-14, Rule 9. Retirement to a federal records center is not authorized.
46 For employee suggestions, inventions and scientific achievements, see Table 36-34.

TABLE & RULE: T 36 - 29 R 01.01
TITLE: Individual and Class Action Complaints of Discrimination, Adverse Actions Including Performance-Based Actions & Appeals
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
individual complaints of discrimination

COLUMN C WHICH ARE:
original complaint, counselor's report, investigative and hearing reports, copies of decisions, and related material, including any judicial proceedings

COLUMN D DISPOSITION:
Disposition pending upon review/approval of AF525 as such records covered under this rule are considered unscheduled.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 36 - 29 R 01.03

**Title:** Deleted - (16 Mar 07) - Incorporated into Rule 1.02

**Authority:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>Date Modified</th>
<th>Frozen Record</th>
<th>Current</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 / Mar / 2007</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### Table & Rule: T 36 - 29 R 01.04

**Title:** Record of Complaint Not Pursued Beyond Informal Stage

**Authority:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>Date Modified</th>
<th>Frozen Record</th>
<th>Current</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 / Aug / 2011</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

When a class action complaint is filed, refer to Table 36-29, Rule 2.

### Table & Rule: T 36 - 29 R 02.00
**Title:** Deleted - (16 Mar 07) - Incorporated into Rule 1.01  
**Date Modified:** 20 / Aug / 2013  
**Frozen Record:** Yes  
**Current:** Yes  
**Authority:** N1-AFU-90-03

**Column B Consisting Of:**
PREVIOUS TITLE: Class Action Complaints of Discrimination - class action complaints of discrimination

**Column C Which Are:**
original complaint, counselor's report, transcripts, exhibits, decisions, related material (e.g., merit promotion files, PPRS, etc.)

**Column D Disposition:**
Destroy 4 years after final resolution.

### Notes
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 36 - 29 R 03.00
**Title:** Deleted - (16 Mar 07) - Incorporated into Rule 1.01  
**Date Modified:** 16 / Mar / 2007  
**Frozen Record:** No  
**Current:** Yes  
**Authority:** N1-AFU-93-07

**Column B Consisting Of:**
PREVIOUS TITLE: Adverse Actions Including Performance-Based Actions and Appeals - adverse actions including performance-based actions and appeals

**Column C Which Are:**
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

**Column D Disposition:**
Destroy 4 years after case is closed.

### Notes
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.
### TABLE & RULE: T 36 - 29 R 03.01
**TITLE:** NSPS Pay Pool Managers Panel Deliberation Records  
**AUTHORITY:** GRS 01, ITEM 23(A)(1)

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>FROZEN RECORD</th>
<th>DATE MODIFIED</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>20 / Aug / 2013</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
Panel deliberation records for each appraisal cycle which are in either hard copy as a DD Form 2906 (Test), or on a comparable electronic format using DD Form 2906 (Test) in the automated NSPS Performance Appraisal Application.

**COLUMN C WHICH ARE:**
Panel recommendations given to the approval authority after the panel deliberations. The records are given to the Pay Pool Manager (or sub-Pay Pool Mgr), to help respond to any written requests for Administrative Reconsideration.

**COLUMN D DISPOSITION:**
Pay Pool Manager (or sub-Pay Pool Mgr) must retain documents from NSPS Pay Pool Panel deliberations in a secured area for 6 months from the appraisal effective date of 1 January then destroy.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.

### TABLE & RULE: T 36 - 29 R 04.00
**TITLE:** Performance/Incentive Awards  
**AUTHORITY:** DAA-GRS-2017-0007-0003

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>FROZEN RECORD</th>
<th>DATE MODIFIED</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>26 / Dec / 2017</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
recommendations, approved nominations, memoranda of record, correspondence taken in connection with performance or incentive awards

**COLUMN C WHICH ARE:**
used as a basis of evaluating the performance or awarding an incentive.

**COLUMN D DISPOSITION:**
Destroy 2 years after approval or disapproval.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

46 For employee suggestions, inventions and scientific achievements, see Table 36-34.

### TABLE & RULE: T 36 - 29 R 04.01
**TITLE:** Awards from Other Government Agencies or Private Organizations  
**AUTHORITY:** DAA-GRS-2017-0007-0003

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>FROZEN RECORD</th>
<th>DATE MODIFIED</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>26 / Dec / 2017</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**
46 For employee suggestions, inventions and scientific achievements, see Table 36-34.
COLUMN B CONSISTING OF:
awards from other government agencies or private organization

COLUMN C WHICH ARE:
correspondence or memoranda

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.

TABLE & RULE: T 36 - 29 R 04.02
TITLE: Incentive Awards Program
AUTHORITY: GRS 01, ITEM 13

DATE MODIFIED: 10 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
incentive awards program

COLUMN C WHICH ARE:
reports pertaining to the operation

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 29 R 05.00
TITLE: Employee Performance File System Records (Appraisals) (Non-SES)
AUTHORITY: DAA-GRS-2017-0007-0008

DATE MODIFIED: 26 / Dec / 2017
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
summary performance appraisal records, including performance appraisal, job elements and standards, and performance plans

COLUMN C WHICH ARE:
used as a basis for evaluation and or support documents and not accompanied by demotion or removal recommendation of current employees. May be kept in the official personnel file or the supervisor(s) working copy

COLUMN D DISPOSITION:
Destroy 4 years after date of appraisal.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

If appraisals records are placed in the OPF, they must be disposed of according to GRS 23a(3)(b) by an agency retrieving an OPF from NPRC.

When a class action complaint is filed, refer to Table 36-29, Rule 2.

---

**TABLE & RULE: T 36 - 29 R 06.00**

<table>
<thead>
<tr>
<th>TITLE: Forms Documenting a Rating of Unacceptable</th>
<th>DATE MODIFIED: 28 / Jul / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: DAA-GRS-2017-0007-0009</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

forms documenting a rating of unacceptable

**COLUMN C WHICH ARE:**

where demotion or removal is proposed but not effected

**COLUMN D DISPOSITION:**

Destroy after the employee completes 1 year of acceptable performance from date of written advance notice of proposed removal or reduction in grade notice.

---

**TABLE & RULE: T 36 - 29 R 07.00**

<table>
<thead>
<tr>
<th>TITLE: Forms Documenting Ratings of Members of the Senior Executive Service</th>
<th>DATE MODIFIED: 28 / Jul / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: DAA-GRS-2017-0007-0010</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

forms

**COLUMN C WHICH ARE:**

forms documenting ratings of members of the Senior Executive Service

**COLUMN D DISPOSITION:**

Destroy 5 years after date of rating.
TABLE & RULE: T 36 - 29 R 08.00  
**TITLE:** Separation Actions for Employees Serving on Initial Appointment Probation  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 10 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>on employees under appointment which does not afford appeal</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>Destroy 2 years after effective date of separation.</td>
</tr>
</tbody>
</table>

**NOTES**  

17. Records are not to be filed alphabetically, or by name, SSN, or other personal identifier.  
21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.  
36. When a class action complaint is filed, refer to Table 36-29, Rule 2.  

---  

TABLE & RULE: T 36 - 29 R 09.00  
**TITLE:** Counseling Regarding Defense-Related Employment  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 10 / Jun / 2005  
**FROZEN RECORD:** Yes  
**CURRENT:** Yes  
**DATE APPROVED:**  

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>statements signed by employees confirming they have received counseling on reporting Defense-related employment</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>at CPF</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>Destroy 3 years after employee separates.</td>
</tr>
</tbody>
</table>

**NOTES**  

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.  

---  

TABLE & RULE: T 36 - 29 R 10.00  
**TITLE:** Donated Leave Program Case Files  
**AUTHORITY:** DAA-GRS-2016-0015-0009  
**DATE MODIFIED:** 15 / Dec / 2017  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
COLUMN B CONSISTING OF:
donated leave program case files

COLUMN C WHICH ARE:
information submitted or resulting from a request or contribution of leave and informational background or guidance material supporting the programs

COLUMN D DISPOSITION:
Destroy 6 years after the FY in which the effort was completed or terminated.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 29 R 11.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
DATE MODIFIED: 18 / May / 2006
FROZEN RECORD: No
DATE RESCINDED: 12 / Apr / 2006
DATE APPROVED: 12 / Apr / 2006

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 36 - 29 R 12.00
TITLE: Health Benefit Registration for Former Spouses
DATE MODIFIED: 26 / Dec / 2017
FROZEN RECORD: Yes
CURRENT: Yes
DATE APPROVED: 26 / Dec / 2017

COLUMN B CONSISTING OF:
enrollment form(s) and supporting documents of spouses eligible for benefits

COLUMN C WHICH ARE:
at CPFs

COLUMN D DISPOSITION:
Destroy 3 years after denial.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

67 EXCEPTION: Pursuant to Subchapter S17 of the FEHB Handbook enrollment files of spouses eligible for benefits are transferred to OPM when former spouse cancels the enrollment, when enrollment is terminated by the employing office, or when former spouse begins receiving an annuity payment.
### TABLE & RULE: T 36 - 29 R 13.00

<table>
<thead>
<tr>
<th>TITLE: Copies of Retirement Applications</th>
<th>DATE MODIFIED: 10 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT: No</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-07</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
copies of retirement applications

**COLUMN C WHICH ARE:**
information submitted to OPM or resulting from an application for retirement

**COLUMN D DISPOSITION:**
Destroy 1 year after the CY in which the retirement occurred.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: 
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 29 R 14.00

<table>
<thead>
<tr>
<th>TITLE: Civilian Drug Testing</th>
<th>DATE MODIFIED: 26 / Dec / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT: No</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
chain of custody forms; written notification to report 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

**COLUMN C WHICH ARE:**
at CPFs

**COLUMN D DISPOSITION:**
Destroy 3 years after date of drug test or one year after employee separates.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: 
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**66 EXCEPTION:** (1) Disciplinary action case files pertaining to actions taken against employees for drug use, drug possession, failure to comply with drug testing procedures, and similar matters are covered by GRS 2.3, items 061 or 062, which authorizes destruction of records between 4 and 7 years after the case is closed. (2) Any records covered by items GRS 2.7, items 100-130 that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).
### TABLE & RULE: T 36 - 30 R 01.00

<table>
<thead>
<tr>
<th>TITLE: Position Descriptions Record Copies</th>
<th>DATE MODIFIED: 10 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-88-02</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
position descriptions record copies

**COLUMN C WHICH ARE:**
files describing established positions, including information on title, series, grade, duties and responsibilities

**COLUMN D DISPOSITION:**
Destroy 2 years after position is abolished or description is superseded.

**NOTES**

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36. When a class action complaint is filed, refer to Table 36-29, Rule 2.

---

### TABLE & RULE: T 36 - 30 R 02.00

<table>
<thead>
<tr>
<th>TITLE: Position Descriptions Other Copies</th>
<th>DATE MODIFIED: 10 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
position descriptions other copies

**COLUMN C WHICH ARE:**
files describing established positions, including information on title, series, grade, duties and responsibilities

**COLUMN D DISPOSITION:**
Destroy when position is abolished or position description superseded.

**NOTES**

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 36 - 30 R 03.00

<table>
<thead>
<tr>
<th>TITLE: Position Surveys</th>
<th>DATE MODIFIED: 10 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
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<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
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**REPORT GENERATED:**
Report generated: 01 / Oct / 2018 - 08:00:00

1564
**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.

**TABLE & RULE: T 36 - 30 R 04.00**

<table>
<thead>
<tr>
<th>TITLE: Actions Resulting From Position Surveys</th>
<th>DATE MODIFIED: 10 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td></td>
<td>CURRENT: Yes</td>
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<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.

**TABLE & RULE: T 36 - 30 R 05.00**

<table>
<thead>
<tr>
<th>TITLE: Position Management</th>
<th>DATE MODIFIED: 10 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td></td>
<td>CURRENT: Yes</td>
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<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

When a class action complaint is filed, refer to Table 36-29, Rule 2.

***NOTES***

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
### Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

### Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:

Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### The records in this table are not authorized to be retired to federal records centers.

<table>
<thead>
<tr>
<th>DATE APPROVED</th>
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<th>FROZEN RECORD</th>
<th>DATE MODIFIED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td>16 / Mar / 2007</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:

**PREVIOUS TITLE:** Union or Association Recognition Analysis and Exhibits Determining Appropriateness of Unit - election agreement, related records; disapproval requests for union recognition

**COLUMN C WHICH ARE:**

at CPFs

**COLUMN D DISPOSITION:**

Destroy when union is no longer recognized or when no longer needed, whichever is later.

### Electronic copies created using electronic mail and word processing:

Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

### Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:

Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### The records in this table are not authorized to be retired to federal records centers.

<table>
<thead>
<tr>
<th>DATE APPROVED</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td>16 / Mar / 2007</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:

**PREVIOUS TITLE:** Summary of Recognition and Agreement Data - summary of recognition and agreement data

**COLUMN C WHICH ARE:**

at DOD/CPMS

**COLUMN D DISPOSITION:**

Destroy when union is no longer recognized or when no longer needed, whichever is later.

### Electronic copies created using electronic mail and word processing:

Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

### Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:

Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### The records in this table are not authorized to be retired to federal records centers.

<table>
<thead>
<tr>
<th>DATE APPROVED</th>
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<th>FROZEN RECORD</th>
<th>DATE MODIFIED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td>16 / Mar / 2007</td>
</tr>
</tbody>
</table>
### TABLE & RULE: T 36 - 31 R 03.00

**TITLE:** Memorandum of Agreement Under Labor Management Relations in Federal Service, Union/Association Management Consultation Mtgs.

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>memoranda of agreement under Labor Management Relations in federal service</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>initial union proposals, counter proposals, working documents, and approved agreement</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy when superseded or obsolete.</td>
</tr>
</tbody>
</table>

**NOTES**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

21 The records in this table are not authorized to be retired to federal records centers.

### TABLE & RULE: T 36 - 31 R 04.00

**TITLE:** Annual Report of Union Recognitions

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>annual report of union recognitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>report and all backup material</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy when 5 years old.</td>
</tr>
</tbody>
</table>

**NOTES**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

### TABLE & RULE: T 36 - 31 R 04.06

**TITLE:** DELETED

**AUTHORITY:** N/A

| FROZEN RECORD: | No |
| DATE RESCinded: | 01 / Jan / 1900 |
COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 31 R 05.00</th>
<th>DATE MODIFIED: 10 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Unfair Labor Practice Complaints at CPFs</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>YES</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
initial complaint, case record and decision
COLUMN C WHICH ARE:
at CPFs
COLUMN D DISPOSITION:
Destroy 4 years after resolution.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 31 R 05.01</th>
<th>DATE MODIFIED: 10 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Reserve</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
reserve
COLUMN C WHICH ARE:
the initial complaint, case record, and decision
COLUMN D DISPOSITION:
Destroy 1 year after final decision or 1 year after date of any further action on the cases, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

48 The records in this table are not authorized to be retired to federal records centers.
TABLE & RULE: T 36 - 31 R 06.00
TITLE: Union or Association Request for Permission to Post Literature
AUTHORITY: N1-AFU-90-03

CURRENT: No
FROZEN RECORD: No
DATE MODIFIED: 10 / Jun / 2005
DATE APPROVED: Yes

COLUMN B CONSISTING OF:
union or association request for permission to post literature

COLUMN C WHICH ARE:
request, literature and installation approval/disapproval

COLUMN D DISPOSITION:
Destroy 2 years after date of installation approval or disapproval.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
48 The records in this table are not authorized to be retired to federal records centers.

TABLE & RULE: T 36 - 31 R 07.00
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 3.00
AUTHORITY: N1-AFU-90-03

PREVIOUS TITLE: Union or Association Management Consultation Meetings - union or association management consultation meetings

COLUMN C WHICH ARE:
minutes of meetings and copies of decisions made

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
48 The records in this table are not authorized to be retired to federal records centers.

TABLE & RULE: T 36 - 31 R 08.00
TITLE: Grievances Filed Under Negotiation Grievance Procedure...[cont.]
AUTHORITY: DAA-GRS-2015-0007-0016

DATE MODIFIED: 28 / Jul / 2017
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

Report generated: 01 / Oct / 2018 - 08:00:00
<table>
<thead>
<tr>
<th>NOTES</th>
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<tbody>
<tr>
<td>21</td>
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<tr>
<td>21</td>
</tr>
<tr>
<td>21</td>
</tr>
<tr>
<td>46</td>
</tr>
<tr>
<td>48</td>
</tr>
</tbody>
</table>

**TABLE & RULE: T 36 - 31 R 09.00**

| DATE MODIFIED: | 16 / Mar / 2007 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

| TITLE: | DELETED - (16 Mar 07) - Incorporated into Rule 8.00 |
| Authority: | GRS 01, ITEM 28B |

**COLUMN B CONSISTING OF:**
initial and subsequent filings at successive steps of grievance procedure; management decisions; memos for the record and any other pertinent related evidence. ALSO: Arbitration Awards Rendered Under Negotiation Agreement and Appeals to Federal Labor Relations Authority at DOD/CPM or MAJCOMs

**COLUMN C WHICH ARE:**
at CPFs (or other appropriate level of recognition)

**COLUMN D DISPOSITION:**
Destroy 5 years after final resolution of case.

**NOTES**

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
</tr>
<tr>
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</table>

**TABLE & RULE: T 36 - 31 R 10.00**

| DATE MODIFIED: | 16 / Mar / 2007 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

| TITLE: | DELETED - (16 Mar 07) - Incorporated into Rule 8.00 |
| Authority: | GRS 01, ITEM 28B |

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Arbitration Awards Rendered Under Negotiated Agreement and Appeals to Federal Labor Relations Authority at DOD/PCM - request for arbitration, award; pre- and/or post-hearing briefs; appeal proposal/brief and decision, as applicable

**COLUMN C WHICH ARE:**
at DOD/PCM

**COLUMN D DISPOSITION:**
Destroy 5 years after final resolution of case.

**NOTES**

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
</tr>
<tr>
<td>21</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

**TABLE & RULE: T 36 - 31 R 10.00**

| DATE MODIFIED: | 16 / Mar / 2007 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

| TITLE: | DELETED - (16 Mar 07) - Incorporated into Rule 8.00 |
| Authority: | GRS 01, ITEM 28B |

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: 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

**COLUMN C WHICH ARE:**
at MAJCOMs

**COLUMN D DISPOSITION:**
Destroy 5 years after final resolution of case.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

36 When a class action complaint is filed, refer to Table 36-29, Rule 2.

46 Selected records may be retained as policy/precedent files managed by Table 11-1, Rule 9.

48 The records in this table are not authorized to be retired to federal records centers.

TABLE & RULE: T 36 - 31 R 11.00
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 1.00
DATE MODIFIED: 16 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N1-AFU-90-03
DATE APPROVED: 16 / Mar / 2007

COLUMN B CONSISTING OF:

PREVIOUS TITLE: Official Time Usage for Representation Purposes - summary of official time expended for representation purposes

COLUMN C WHICH ARE:

at DOD/CPMS

COLUMN D DISPOSITION:

Destroy when union is no longer recognized or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

48 The records in this table are not authorized to be retired to federal records centers.

TABLE & RULE: T 36 - 31 R 14.00
TITLE: DELETED
DATE MODIFIED: 16 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N/A
DATE APPROVED: 16 / Mar / 2007

COLUMN B CONSISTING OF:

PREVIOUS TITLE: Official Time Usage for Representation Purposes - summary of official time expended for representation purposes

COLUMN C WHICH ARE:

at DOD/CPMS

COLUMN D DISPOSITION:

Destroy when union is no longer recognized or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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48 The records in this table are not authorized to be retired to federal records centers.

TABLE & RULE: T 36 - 31 R 70.00
TITLE: DELETED
DATE MODIFIED: 16 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N/A
DATE APPROVED: 16 / Mar / 2007

COLUMN B CONSISTING OF:

PREVIOUS TITLE: Official Time Usage for Representation Purposes - summary of official time expended for representation purposes

COLUMN C WHICH ARE:

at DOD/CPMS

COLUMN D DISPOSITION:
**T 36 - 32: PERSONNEL - OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 32 R 01.00</th>
<th>DATE MODIFIED:</th>
<th>20 / Nov / 2006</th>
</tr>
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<td>TITLE: DELETED - (18 May 06) - Replaced by Table 37-11</td>
<td>FROZEN RECORD:</td>
<td>No</td>
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<tr>
<td>AUTHORITY: N/A</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
General Employee Management. Correspondence and other records about or to individual employees or pertinent to employment matters in office of jurisdiction

**COLUMN C WHICH ARE:**
filed in general correspondence files.

**COLUMN D DISPOSITION:**
(RESERVED)

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 32 R 02.00</th>
<th>DATE MODIFIED:</th>
<th>20 / Nov / 2006</th>
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<tr>
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**COLUMN B CONSISTING OF:**
General Employee Management. Correspondence and other records about or to individual employees or pertinent to employment matters in office of jurisdiction

**COLUMN C WHICH ARE:**
filed in supervisor's work folder

**COLUMN D DISPOSITION:**
(RESERVED)

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 32 R 03.00</th>
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<tr>
<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**
Supervisor's Employee Work Folder. Employee brief or RIP product generated by DCPDS (Personnel) when certain personnel actions occur e.g., promotion, appointment, change to lower grade, etc.

**COLUMN C WHICH ARE:**
generated by DCPDS (Personnel) when certain personnel actions occur e.g., promotion, appointment, change to lower grade, etc.

**COLUMN D DISPOSITION:**
(RESERVED)
<table>
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<th>Table &amp; Rule: T 36 - 32 R 04.00</th>
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| Column B Consisting Of:        |                               |
| Column C Which Are:           |                               |
| Column D Disposition:         | (Reserved)                    |

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<td>Date Approved:</td>
</tr>
<tr>
<td>Authority: N/A</td>
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| Column B Consisting Of: Supervisor's Employee Work Folder. Debt letters, letters of caution or warning, and similar papers |
| Column C Which Are: kept by supervisor |
| Column D Disposition: (Reserved) |

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<thead>
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| Column B Consisting Of:        |                               |
| Column C Which Are:           |                               |
| Column D Disposition:         | (Reserved)                    |

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<td>Date Approved:</td>
</tr>
<tr>
<td>Authority: N/A</td>
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</table>

| Column B Consisting Of:        |                               |
| Column C Which Are:           |                               |
| Column D Disposition:         |                               |
**COLUMN B CONSISTING OF:**
Supervisor's Employee Work Folder. Notations of oral admonishments and notices of reprimand

**COLUMN C WHICH ARE:**
kept by the supervisor

**COLUMN D DISPOSITION:**
(RESERVED)

---

**TABLE & RULE: T 36 - 32 R 04.04**

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<tr>
<th>TITLE: Performance Appraisal</th>
<th>DATE MODIFIED: 26 / Dec / 2017</th>
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<tr>
<td>AUTHORITY: DAA-GRS-2017-0007-0008</td>
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**COLUMN B CONSISTING OF:**
Records used to support or track employee performance during the appraisal period; records of periodic performance discussion

**COLUMN C WHICH ARE:**
kept by supervisor

**COLUMN D DISPOSITION:**
destroy 4 years after effective date of appraisal, forward to CPF if separated or transferred (CPF forwards to gaining activity).

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 36 - 32 R 04.05**

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<td>AUTHORITY: N/A</td>
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**COLUMN B CONSISTING OF:**
Supervisor's Employee Work Folder. Performance appraisal records

**COLUMN C WHICH ARE:**
used to support or track employee performance during the appraisal period, records of periodic performance discussions

**COLUMN D DISPOSITION:**
(RESERVED)

---

**TABLE & RULE: T 36 - 32 R 04.06**

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| TABLE & RULE: T 36 - 32 R 05.00 | DATE MODIFIED: 20 / Nov / 2006 |
| TITLE: DELETED - Pre-Oct 1992 and Prior to Conversion From Table 40-8 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |
| AUTHORITY: N/A |

| COLUMN B CONSISTING OF: |
| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |
| (RESERVED) |

| COLUMN B CONSISTING OF: |
| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |
| (RESERVED) |

| COLUMN B CONSISTING OF: |
| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |
| (RESERVED) |

| COLUMN B CONSISTING OF: |
| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |
| (RESERVED) |

Report generated: 01 / Oct / 2018 - 08:00:00
TABLE & RULE: T 36 - 32 R 08.00  
**TITLE:** DELETED - Pre-Oct 1992 and Prior to Conversion From Table 40-8

**AUTHORITY:** N/A

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**  
(RESERVED)

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TABLE & RULE: T 36 - 32 R 09.00  
**TITLE:** Employee Training Development

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>FROZEN RECORD</th>
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<tr>
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<td>No</td>
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</table>

**COLUMN B CONSISTING OF:**  
Career Enhancement Plan (CEP) consisting of Personnel Data System-Civilian (PDS-C) form

**COLUMN C WHICH ARE:**  
kept by supervisor or in a central administrative function

**COLUMN D DISPOSITION:**  
Destroy when replaced by a new CEP or when no longer needed, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 36 - 32 R 10.00  
**TITLE:** DELETED - Pre-Oct 1992 and Prior to Conversion From Table 40-8

**AUTHORITY:** N/A

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<tr>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**  
(RESERVED)

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TABLE & RULE: T 36 - 32 R 11.00  
**TITLE:** DELETED - Pre-Oct 1992 and Prior to Conversion From Table 40-8

**AUTHORITY:** N/A

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<td>DATE MODIFIED: 20 / Nov / 2006</td>
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<td>TITLE: DELETED - Pre-Oct 1992 and Prior to Conversion From Table 40-8</td>
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<td>TITLE: DELETED - Pre-Oct 1992 and Prior to Conversion From Table 40-8</td>
<td>FROZEN RECORD: No</td>
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<td>DATE APPROVED:</td>
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<th>TABLE &amp; RULE: T 36 - 32 R 14.00</th>
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<tr>
<td>TITLE: Supervisor’s Employee Work Folder - Correspondence and Forms</td>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
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<tr>
<td>AUTHORITY: DAA-GRS-2017-0007-0012</td>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

HQ AFAA Civilian Personnel Branch provides civilian personnel servicing for all supervisors within the agency, as such they will centrally manage reference copies of all supervisor employee work folders at their location.

### TABLE & RULE: T 36 - 32 R 15.00

**TITLE:** Supervisor's Employee Folder - Duplicate Documentation  
**AUTHORITY:** DAA-GRS-2017-0007-0012  
**DATE MODIFIED:** 26 / Dec / 2017  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**COLUMN B CONSISTING OF:**  
supervisor's employee folder - duplicate documentation  

**COLUMN C WHICH ARE:**  
other copies of documents duplicated in OPFs not provided for elsewhere in this Table  

**COLUMN D DISPOSITION:**  
Destroy when 6 months old.

### TABLE & RULE: T 36 - 32 R 16.00

**TITLE:** Air National Guard Supervisor's Employee Work Folder  
**AUTHORITY:** N1-AFU-90-09  
**DATE MODIFIED:** 10 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**COLUMN B CONSISTING OF:**  
NGB Form 904-1, Supervisor's Record of Technician Employment and related documents  

**COLUMN C WHICH ARE:**  
kept by supervisor and used to properly supervise full-time employee. Used to document actions taken, and history of employment  

**COLUMN D DISPOSITION:**  
Dispose of in accordance with TPR 293-31.

### TABLE & RULE: T 36 - 32 R 17.00

**TITLE:** DELETED - Pre-Oct 1992 and Prior to Conversion From Table 40-8  
**AUTHORITY:** N/A  
**DATE MODIFIED:** 20 / Nov / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Notices of the TPR 293-31 and other copies of documents duplicated in OPFs not provided for elsewhere in this Table.
T 36 - 33: PERSONNEL - HONORS AND AWARDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>TITLE: Special Honors, Trophies and Awards at HQ USAF, HQ AFPC or MAJCOM</th>
<th>DATE MODIFIED: 13 / Jun / 2005</th>
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<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-92-23</td>
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COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at HQ USAF, HQ AFPC or MAJCOM

COLUMN D DISPOSITION:
Destroy after 50 years.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 33 R 02.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>TITLE: Special Honors, Trophies and Awards at Initiating Activities...[cont.]</th>
<th>DATE MODIFIED: 16 / Mar / 2007</th>
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<tr>
<td>CURRENT:</td>
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<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
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COLUMN B CONSISTING OF:
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. ALSO: Safety Awards Approved Awards (Record Copy), AF Maintenance Awards Approved @ HQ USAF, AF Maintenance Awards Disapproved @ HQ USAF, AF Maintenance Awards Approved @ Initiating Activities, Air Traffic Control Annual Awards Selected, Aircraft, AF Communications & Information Management Awards, Manpower Awards Approved Awards (Record Copy) @ MAJCOM, Acquisition Awards @ Intermediate HQ

COLUMN C WHICH ARE:
at initiating activities

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 33 R 03.00
TITLE: Special Honors, Trophies and Awards at Intermediate Headquarters and All Nonselected Nominations...[cont.]
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 16 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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. ALSO: Approved/Disapproved AF Achievement & Unit/Campaign Awards @ Awarding/Disapproving Authority, Favorable Communications, Outstanding Personnel Programs, AF Maintenance Awards Approved/Disapproved @ Intermed. HQ, AF Maintenance Awards Disapproved @ Initiating Activities, Transportation Awards, Air Traffic Control Annual Awards Nonselected, Aircraft, Air Weapons Controller Badge, Air Traffic Controller Badge, AF Communications & Information Mgmt. Awards, Aircraft & Munitions Maintenance Badge Disapproved Awards @ Disapproving Authority, Manpower Awards Disapproved (Record Copy) @ MAJCOM, Manpower Awards Initiating Activity, Acquisition Awards @ Initiating Activities

COLUMN C WHICH ARE:
at intermediate headquarters and all nonselected nominations

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 33 R 04.00
TITLE: Military Honors Checklist
AUTHORITY: N1-AFU-89-30
DATE MODIFIED: 13 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
completed military honors checklist forms for honors other than funeral/memorial services

COLUMN C WHICH ARE:
at bases that provide military honors

COLUMN D DISPOSITION:
Destroy the completed forms 1 year after honors rendered.

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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<th>TABLE &amp; RULE: T 36 - 33 R 05.00</th>
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<td>TITLE: Memorialization Program Naming Air Force Installations</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-92-23</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
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**COLUMN B CONSISTING OF:**
case files accumulated by HQ AFPC/DPMASA and initiating activities which pertain only to the naming of Air Force installations

**COLUMN C WHICH ARE:**
at HQ AFPC/DPMASA or initiating activities

**COLUMN D DISPOSITION:**
Forward to HQ AFHRA/ISR upon inactivation of installation.

**NOTES**
24 Transfer to National Archives when no longer needed by HQ AFHRA/ISR for site reference.
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 33 R 06.00</th>
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<tbody>
<tr>
<td>TITLE: Memorialization Program Naming Streets, Buildings, Facilities or Rooms</td>
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<td>AUTHORITY: N1-AFU-92-23</td>
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<td>CURRENT: Yes</td>
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**COLUMN B CONSISTING OF:**
case files accumulated by HQ AFPC/DPMASA and initiating activities pertaining only to the naming of streets, buildings, facilities, or rooms

**COLUMN C WHICH ARE:**
at HQ AFPC/DPMASA or initiating activities

**COLUMN D DISPOSITION:**
Forward to HQ AFHRA/ISR when no longer needed.

**NOTES**
24 Transfer to National Archives when no longer needed by HQ AFHRA/ISR for site reference.
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

<table>
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<th>TABLE &amp; RULE: T 36 - 33 R 07.00</th>
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<td>AUTHORITY: N1-AFU-85-37</td>
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**COLUMN B CONSISTING OF:**
case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents

**COLUMN C WHICH ARE:**
(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

**COLUMN D DISPOSITION:**
Retire as permanent.

**NOTES**
5 Transfer to the National Archives in 5-year blocks when the most recent records in the block are 25 years old.
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
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<th>DATE MODIFIED: 19 / Oct / 2005</th>
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<td>TITLE: Decorations to Individuals (Military And Civilian) Approved Peacetime U.S. Military, U.S. Non-Military and Foreign</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
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**COLUMN B CONSISTING OF:**
case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents for U.S. military, non-military and foreign decorations

**COLUMN C WHICH ARE:**
U.S. military, non-military and foreign decorations at awarding/approving authority

**COLUMN D DISPOSITION:**
Destroy after 25 years.

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
<td>TITLE: Decorations to Individuals (Military and Civilian) Disapproved U.S. Military</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
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**COLUMN B CONSISTING OF:**
case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents

**COLUMN C WHICH ARE:**
U.S. nonmilitary, and foreign decorations at disapproving authority

**COLUMN D DISPOSITION:**
Destroy after 35 years.

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

46 Disapproval authority will forward a copy of the document announcing decision, and a copy of the proposed citation annotated "Disapproved" for each individual, for filing in the member's Master Personnel Record Group.

---

<table>
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**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: 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

**COLUMN C WHICH ARE:**
approved/disapproved Air Force Achievement and Unit/Campaign Awards at awarding/disapproving authority

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**
NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 33 R 11.00
TITLE: Approved/Disapproved Decorations and Awards at Initiating and Intermediate Monitoring Headquarters
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents

COLUMN C WHICH ARE:
approved/disapproved decorations and awards at initiating and intermediate monitoring headquarters

COLUMN D DISPOSITION:
Destroy after decoration is awarded or 1 year after disapproval.

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 33 R 12.00
TITLE: Refused Decorations
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
copies of records relating to refused decorations

COLUMN C WHICH ARE:
at awarding authority

COLUMN D DISPOSITION:
Destroy after 3 months.

NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Approval authority will forward a copy of the order and citation, along with a signed letter or statement from the individual documenting nonacceptance, for filing in the member's Unit Personnel Record Group.
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<td>TITLE: Decorations to Foreign Nationals and U.S. Citizens Not Employed by U.S. Government</td>
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**COLUMN B CONSISTING OF:**
- case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents

**COLUMN C WHICH ARE:**
- decorations to foreign nationals and U.S. Citizens not employed by the U.S. Government

**COLUMN D DISPOSITION:**
- Retire as permanent 2 years after completion of case.

### NOTES
- **5** Transfer to the National Archives in 5-year blocks when the most recent records in the block are 25 years old.
- **14** Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

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**COLUMN B CONSISTING OF:**
- case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents

**COLUMN C WHICH ARE:**
- approved and disapproved recommendations

**COLUMN D DISPOSITION:**
- Destroy 2 years after completion of case.

### NOTES
- **14** Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**COLUMN B CONSISTING OF:**
- PREVIOUS TITLE: 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

**COLUMN C WHICH ARE:**
- approved and disapproved recommendations

**COLUMN D DISPOSITION:**
- Destroy 2 years after completion of action.

### NOTES
Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 36 - 33 R 18.00
TITLE: Miscellaneous AF Activity-Sponsored Programs, Civil Engineering Awards Pgm. Approved Awards, Manpower Awards @ HQ USAF
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
announcements of a contest, entry applications or of nominations and supporting records, results, related papers used to monitor and control programs

COLUMN C WHICH ARE:
programs designed to promote esprit de corps, recognition, such as beauty contests, dining hall of the month or operator of the month

COLUMN D DISPOSITION:
Destroy after 2 years or when no longer needed, whichever is sooner.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 33 R 19.00
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 2.00
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Safety Awards Approved Awards (Record Copy) - copies of approved Safety Awards

COLUMN C WHICH ARE:
nominations and other records relating to awards for outstanding achievements in the prevention of accidents

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 33 R 20.00
TITLE: Safety Awards Disapproved Awards (Record Copy), Safety Awards Other Copies
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Safety Awards Approved Awards (Record Copy) - copies of approved Safety Awards

COLUMN C WHICH ARE:
nominations and other records relating to awards for outstanding achievements in the prevention of accidents

COLUMN D DISPOSITION:
Destroy after 2 years.
COLUMN B CONSISTING OF:
record copy of disapproved Safety Awards

COLUMN C WHICH ARE:
nominations and other records relating to awards for outstanding achievements in the prevention of accidents

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 33 R 21.00
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 20.00
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 16 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Safety Awards Other Copies - nominations and other records relating to awards for outstanding achievements in the prevention of accidents
COLUMN C WHICH ARE:
other than Rules 19 and 20
COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 33 R 22.00
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 2.00
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 16 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
PREVIOUS TITLE: AF Maintenance Awards Approved at HQ USAF - applications and background material and related records
COLUMN C WHICH ARE:
AF Maintenance Awards approved at HQ USAF
COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 36 - 33 R 25.00

**TITLE:** DELETED - (16 Mar 07) - Incorporated into Rule 2.00  
**DATE MODIFIED:** 16 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: AF Maintenance Awards Approved at Initiating Activities - applications and background material and related records

**COLUMN C WHICH ARE:**
AF Maintenance Awards approved at initiating activities

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 33 R 26.00

**TITLE:** DELETED - (16 Mar 07) - Incorporated into Rule 3.00  
**DATE MODIFIED:** 16 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: AF Maintenance Awards Disapproved at Initiating Activities - applications and background material and related records

**COLUMN C WHICH ARE:**
AF Maintenance Awards disapproved at initiating activities

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 33 R 27.00

**TITLE:** DELETED - (16 Mar 07) - Incorporated into Rule 18.00  
**DATE MODIFIED:** 16 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03
COLUMN B CONSISTING OF:
PREVIOUS TITLE: 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

COLUMN C WHICH ARE:
Civil Engineering Awards program approved awards

COLUMN D DISPOSITION:
Destroy after 2 years or when no longer needed, whichever is later.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Civil Engineering Awards programs disapproved awards

Destroy on submission of next FY competition or when no longer needed, whichever is later.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Supporting documentation relating to annual transportation awards

Destroy after 1 year.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Notes

Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
### TABLE & RULE: T 36 - 33 R 32.00

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**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: Aircraft - aircraft data

**COLUMN C WHICH ARE:**

exemplary service reports, certificates, review board documentation and related data

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**NOTES**

- **14** Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 33 R 33.00

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**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: Aircraft - aircraft data

**COLUMN C WHICH ARE:**

exemplary service reports, certificates, review board documentation and related data

**COLUMN D DISPOSITION:**

Destroy after 1 year.

**NOTES**

- **14** Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 33 R 34.00

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</table>
COLUMN B CONSISTING OF:
aircraft data

COLUMN C WHICH ARE:
exemplary service reports, certificates, review board documentation and related data

COLUMN D DISPOSITION:
Destroy on inactivation of unit, or when obsolete, whichever is sooner.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Exemplary service reports, certificates, review board documentation and related data
Destroy on inactivation of unit, or when obsolete, whichever is sooner.

Aircraft data
Destroy after 1 year.

PREVIOUS TITLE: Aircraft - exemplary service reports, certificates, review board documentation and related data

COLUMN C WHICH ARE:
not covered by Rules 32, 33, and 34

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

PREVIOUS TITLE: 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

COLUMN C WHICH ARE:
at approving/disapproving or intermediate levels

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 36 - 33 R 37.00

**TITLE:** DELETED - (16 Mar 07) - Incorporated into Rule 3.00  
**DATE MODIFIED:** 16 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
PREVIOUS TITLE: Air Traffic Controller Badge - applications and related records for award of air traffic controller badge

**COLUMN C WHICH ARE:**  
at approving/disapproving or intermediate levels

**COLUMN D DISPOSITION:**  
Destroy after 1 year.

---

### NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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---

### TABLE & RULE: T 36 - 33 R 38.00

**TITLE:** AF Communications and Information Management Awards, Acquisition Awards at SAF/AQ  
**DATE MODIFIED:** 16 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
nominations, minutes of meetings, selectees, non-selectees and other records

**COLUMN C WHICH ARE:**  
related to awards authorized IAW AFI 36-2845, Communications and Information Annual Awards Program

**COLUMN D DISPOSITION:**  
Destroy after 3 years or when no longer needed, whichever is later.

---

### NOTES

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: AF Communications and Information Management Awards - approved and disapproved recommendations and related records

**COLUMN C WHICH ARE:**

at intermediate headquarters

**COLUMN D DISPOSITION:**

Destroy after 2 years.

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: AF Communications and Information Management Awards - approved and disapproved recommendations and related records

**COLUMN C WHICH ARE:**

at initiating activities

**COLUMN D DISPOSITION:**

Destroy after 1 year.

**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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### COLUMN B CONSISTING OF:

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

See AFI 36-2608.

### TABLE & RULE: T 36 - 33 R 42.00

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**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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### TABLE & RULE: T 36 - 33 R 43.00

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**NOTES**

14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

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<th>COLUMN C WHICH ARE:</th>
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<tr>
<td>at initiating activity</td>
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<tr>
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Report generated: 01 / Oct / 2018 - 08:00:00
14 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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12 Rules apply to those copies not required by other directives to be filed in individual military personnel record group (See Table 36-12).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

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<tr>
<td>COLUMN C WHICH ARE:</td>
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<tr>
<td>COLUMN D DISPOSITION:</td>
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## Cadet Awards at Graduate Studies

**Column B Consisting Of:**
Cadet Awards at graduate studies

**Column C Which Are:**
- Case files containing correspondence pertaining to donor sponsorship, used in continuous correspondence to new award proposals and financial accounting for sponsorship continuation

**Column D Disposition:**
- Destroy after 50 years.

### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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## Cadet Awards at Selection Office

**Column B Consisting Of:**
Cadet Awards at selection office

**Column C Which Are:**
- Case files containing correspondence pertaining to donor sponsorship, used in continuous correspondence to new award proposals and financial accounting for sponsorship continuation

**Column D Disposition:**
- Destroy after 1 year.

### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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## Thomas D. White National Defense Award

**Column B Consisting Of:**

**Column C Which Are:**

**Column D Disposition:**

### Notes
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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TABLE & RULE: T 36 - 35 R 04.00
TITLE: Nonselected Nominations at Plans and Programs
DATE MODIFIED: 13 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
nonselected nominations at plans and programs
COLUMN C WHICH ARE:
nominations, biographical sketch, correspondence requesting board members, Superintendent's approval and Chief of Staff Air Force approval
COLUMN D DISPOSITION:
Destroy after 1 year.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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T 36 - 36: PERSONNEL - PERSONNEL RECORDS
TABLE & RULE: T 36 - 36 R 01.00
TITLE: Family Services Program, Family Data Records
DATE MODIFIED: 16 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
Family Services Program
COLUMN C WHICH ARE:
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
COLUMN D DISPOSITION:
Destroy when no longer needed.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 36 - 36 R 02.00
TITLE: Training and Experience Records of Volunteers
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 13 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMNS B CONSISTING OF:
- training and experience records of volunteers

COLUMNS C WHICH ARE:
- used by members of the Committee of Administration to record volunteer training, experience and awards

COLUMNS D DISPOSITION:
- Destroy 2 years after separation of volunteer.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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47 Accumulating offices may retain until eligible for disposal, provided additional filing equipment is not required.

TABLE & RULE: T 36 - 36 R 03.00
TITLE: Advisory Council Meeting Minutes @ Initiating Activities, Recruitment for Civilian Police @ HQ USAF/MAJCOMs...[cont.]
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 16 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes

COLUMNS B CONSISTING OF:
- Advisory Council Meeting minutes
- ALSO: Post-Service Employment Counseling, National Urban League Veterans Affairs

COLUMNS C WHICH ARE:
- at initiating activities

COLUMNS D DISPOSITION:
- Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 36 R 04.00
TITLE: At MAJCOMs
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 13 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that supplement temporary hard copy records:
Destroy after 2 years (EXCEPTION: at HQ USAF they may be destroyed when no longer needed).

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 36 - 36 R 07.00

**Title:** DELETED - (18 May 06) - Previously (RESERVED)  
**Authority:** N/A  
**Date Modified:** 18 / May / 2006  
**Frozen Record:** No  
**Date Rescinded:** 12 / Apr / 2006  
**Date Approved:**  

**Column B Consisting Of:**  

**Column C Which Are:**  

**Column D Disposition:**  
(RESERVED)  

### TABLE & RULE: T 36 - 36 R 07.01

**Title:** DELETED - (18 May 06) - Previously (RESERVED)  
**Authority:** N/A  
**Date Modified:** 18 / May / 2006  
**Frozen Record:** No  
**Date Rescinded:** 12 / Apr / 2006  
**Date Approved:**  

**Column B Consisting Of:**  

**Column C Which Are:**  

**Column D Disposition:**  
(RESERVED)  

### TABLE & RULE: T 36 - 36 R 07.02

**Title:** DELETED - (18 May 06) - Previously (RESERVED)  
**Authority:** N/A  
**Date Modified:** 18 / May / 2006  
**Frozen Record:** No  
**Date Rescinded:** 12 / Apr / 2006  
**Date Approved:**  

**Column B Consisting Of:**  

**Column C Which Are:**  

**Column D Disposition:**  
(RESERVED)  

### TABLE & RULE: T 36 - 36 R 08.00

**Title:** Marriage  
**Authority:** N1-AFU-90-03  
**Date Modified:** 13 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**  

---

Notes: no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
- marriage

COLUMN C WHICH ARE:
- applications for marriage between AF personnel and foreign nationals and related correspondence

COLUMN D DISPOSITION:
Destroy 1 year after application is approved or disapproved (EXCEPTION: copy retained by approving authority may be destroyed when no longer needed).

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 36 R 09.00
TITLE: Voting Assistance Data
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- voting assistance data

COLUMN C WHICH ARE:
correspondence and publications accumulated in connection with the administration of the Federal Voting Assistance Act

COLUMN D DISPOSITION:
Destroy after next election.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 36 R 10.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 36 - 36 R 11.00
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 3.00
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)
COLUMN B CONSISTING OF:
PREVIOUS TITLE: Recruitment for Civilian Police at HQ USAF and MAJCOMs - rosters and related correspondence

COLUMN C WHICH ARE:
recruitment for Civilian Polica a t HQ USAF and MAJCOMs

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 36 R 12.00
TITLE: Recruitment for Civilian Police at Other Than HQ USAF and MAJCOMs

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
rosters and related correspondence

COLUMN C WHICH ARE:
recruitment for Civilian Polaice at other than HQ USAF and MAJCOMs

COLUMN D DISPOSITION:
Destroy 90 days after submission of quarterly report.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 36 R 13.00
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 3.00

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
rosters and related correspondence

COLUMN C WHICH ARE:
post-service employment counseling

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
19 For use in the Air Force Records Information Management System (AFRIMS) only.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 36 R 14.00

**TITLE:** DELETED - (16 Mar 07) - Incorporated into Rule 3.00  
**DATE MODIFIED:** 16 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

#### COLUMN B CONSISTING OF:
PREVIOUS TITLE: National Urban League Veterans Affairs - rosters and related correspondence

#### COLUMN C WHICH ARE:
National Urban League Veterans Affairs

#### COLUMN D DISPOSITION:
Destroy after 1 year.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 36 - 36 R 15.00

**TITLE:** Survivor Benefit Plan (SBP)  
**DATE MODIFIED:** 13 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

#### COLUMN B CONSISTING OF:
original SBP RIP and original DD Form 2656, Data For Payment of Retired Personnel

#### COLUMN C WHICH ARE:
at initiating activities

#### COLUMN D DISPOSITION:
Documents are retained in the UPRG and should be disposed IAW AFI 36-2608.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 36 - 36 R 15.01

**TITLE:** Survivor Benefit Plan Counselor's Files  
**DATE CREATED:** 24 / Apr / 2003  
**DATE MODIFIED:** 13 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-00-05

Documents are retained in the UPRG and should be disposed IAW AFI 36-2608.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 36 - 36 R 16.00**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Deleted - (16 Mar 07) - Incorporated into Rule 1.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PreVIOUS TITLE: Family Data Records - family data records used to establish contact with 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.

**COLUMN C WHICH ARE:**

Signed receipts for items loaned out from lending closet

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 36 - 36 R 17.00**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Signed Receipts for Items Loaned Out from Lending Closet</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

signed receipts for items loaned out from lending closet

**COLUMN C WHICH ARE:**

at initiating activities

**COLUMN D DISPOSITION:**

Destroy upon return of lending items or when no longer needed.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 36 R 18.00**

<table>
<thead>
<tr>
<th>TITLE: Volunteers Record of Hours Accrued</th>
<th>DATE MODIFIED: 13 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 36 - 37 R 01.00**

<table>
<thead>
<tr>
<th>TITLE: School Quotas/Course Project File Other Than MPFs</th>
<th>DATE MODIFIED: 13 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-88-17</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
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</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 36 - 37 R 01.01**

<table>
<thead>
<tr>
<th>TITLE: School Quotas/Course Project File at MPFs</th>
<th>DATE MODIFIED: 13 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: UNSCHEDULED</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
records concerning allotment of school quotas and fulfillment thereof, including TDY relocation for school or Mission Readiness Training

COLUMN C WHICH ARE:
reflect the allocation of school quotas

COLUMN D DISPOSITION:
Destroy 1 year after the end of the calendar year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 37 R 02.00
TITLE: Airman Training Waiver, Faculty Board Proceedings & Administrative Disenrollments, Training Summaries...[cont.]
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
aorman training waiver

COLUMN C WHICH ARE:
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 ALSO: General Training Reports, USAF-Established NCO Academy Graduate Association Chapter's Minutes of Meetings & Reports

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 37 R 03.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)
## Foreign Trainees at HQ USAF

**Title:** Foreign Trainees at HQ USAF  
**Authority:** N1-AFU-90-03  
**Date Modified:** 13 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  

**Column B Consisting Of:**
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)

**Column C Which Are:**

at HQ USAF

**Column D Disposition:**
Destroy 4 years after completion of project.

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## Foreign Trainees below HQ USAF

**Title:** Foreign Trainees below HQ USAF  
**Authority:** N1-AFU-90-03  
**Date Modified:** 13 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  

**Column B Consisting Of:**
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)

**Column C Which Are:**

below HQ USAF

**Column D Disposition:**
Destroy 2 years after completion of project.

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## Foreign Trainees Records for Students (Originals)

**Title:** Foreign Trainees Records for Students (Originals)  
**Authority:** N1-AFU-90-03  
**Date Modified:** 13 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  

**Notes**

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)

at HQ USAF

**Column C Which Are:**

below HQ USAF

**Column D Disposition:**
Destroy 4 years after completion of project.

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 37 R 07.00

<table>
<thead>
<tr>
<th>TITLE: Foreign Trainees AETC Form 318 (Prior 1974), Allied Student Training Record</th>
<th>DATE MODIFIED: 13 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

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 AETC Form 318 (prior 1974), allied student training record

Destroy after 20 years or when no longer needed, whichever is sooner.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 37 R 08.00

<table>
<thead>
<tr>
<th>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</th>
<th>DATE MODIFIED: 18 / May / 2006</th>
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<tbody>
<tr>
<td>AUTHORITY: N/A</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>DATE RESCINDED: 12 / Apr / 2006</td>
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<td>DATE APPROVED:</td>
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</table>

(RESERVED)
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 37 R 08.01</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Foreign Trainees Individual Student Training and Achievement Record</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED: 13 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
foreign trainees individual student training and achievement record

**COLUMN C WHICH ARE:**
used by Inter-American Air Forces Academy (IAAFA) to provide information to each student's home country

**COLUMN D DISPOSITION:**
Destroy on inactivation of IAAFA.

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 37 R 09.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Training Instructors</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED: 13 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
training instructors

**COLUMN C WHICH ARE:**
forms used to record data on individual instructors preservice and inservice training requirements, type of instructor assignment and qualification for instructor supervisor assignment

**COLUMN D DISPOSITION:**
Destroy immediately after reassignment or separation.

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 37 R 09.01</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Forms Used to Document SERE Instructor Training</td>
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<tr>
<td>AUTHORITY: N1-AFU-99-03</td>
</tr>
<tr>
<td>DATE MODIFIED: 13 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
forms

**COLUMN C WHICH ARE:**
forms used to document Survival, Evasion, Resistance and Escape (SERE) instructor training

**COLUMN D DISPOSITION:**
Destroy when SERE instructor has completed master instructor requirements.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 37 R 09.02**

**TITLE:** Electronic Input Records (Form Filler Software)  
**DATE MODIFIED:** 13 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
form filler software

**COLUMN C WHICH ARE:**
electronic input records

**COLUMN D DISPOSITION:**
Delete when record copy is printed and filed.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 37 R 10.00**

**TITLE:** Instructor Evaluation Records  
**DATE MODIFIED:** 13 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
instructor evaluation records

**COLUMN C WHICH ARE:**
below HQ USAF

**COLUMN D DISPOSITION:**
Destroy after reassignment, PCS or Separation.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 37 R 10.01**

**TITLE:** Electronic Input Records  
**DATE CREATED:** 16 / Mar / 2005  
**DATE MODIFIED:** 13 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 37 R 11.02**

| TITLE: Faculty Board Proceedings and Administrative Disenrollments at Medical Facilities and Schools | DATE MODIFIED: 13 / Jun / 2005 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: No |

**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
- at medical facilities and schools offering intern and resident training

**COLUMN D DISPOSITION:**
- Hold for 50 years at training locations, then destroy.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 37 R 12.00**

| TITLE: Collateral Training Posted in Individual Training Records | DATE MODIFIED: 13 / Jun / 2005 |
| AUTHORITY: N1-AFU-01-01 | FROZEN RECORD: No |

**COLUMN B CONSISTING OF:**
- 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, registration forms, change requests, recommendations for elimination, and records of preparation for overseas movement

**COLUMN C WHICH ARE:**
- below HQ USAF and information is posted in individual training records

**COLUMN D DISPOSITION:**
- Destroy 6 months after class/course completion.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 37 R 13.00**

| TITLE: Locator Strip Cards | DATE MODIFIED: 13 / Jun / 2005 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: No |

**COLUMN B CONSISTING OF:**
- below HQ USAF and information is posted in individual training records

**COLUMN C WHICH ARE:**
- 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, registration forms, change requests, recommendations for elimination, and records of preparation for overseas movement

**COLUMN D DISPOSITION:**
- Destroy 6 months after class/course completion.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 37 R 14.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A
DATE MODIFIED: 18 / May / 2006
FROZEN RECORD: No
DATE RESCINDED: 12 / Apr / 2006
DATE APPROVED:

TABLE & RULE: T 36 - 37 R 15.00
TITLE: DELETED - (18 May 06) - Previously (RESERVED)
AUTHORITY: N/A
DATE MODIFIED: 18 / May / 2006
FROZEN RECORD: No
DATE RESCINDED: 12 / Apr / 2006
DATE APPROVED:

TABLE & RULE: T 36 - 37 R 16.00
TITLE: Progression Schedules
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 13 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.

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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.

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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 37 R 19.00
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 2.00
AUTHORITY: N1-AFU-90-03

FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 16 / Mar / 2007
DATE MODIFIED: 16 / Mar / 2007

COLUMN B CONSISTING OF:
PREVIOUS TITLE: General Training Reports - general training reports

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 37 R 20.00
TITLE: Academic Instructor Course Waivers
AUTHORITY: N1-AFU-90-03

FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 13 / Jun / 2005
DATE MODIFIED: 13 / Jun / 2005

COLUMN B CONSISTING OF:
academic instructor course waivers

COLUMN C WHICH ARE:
requests, justifications, approvals and disapprovals

COLUMN D DISPOSITION:
Destroy when no longer eligible for assignment to instructional positions in AU or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 37 R 21.00
TITLE: Educational Source Records
AUTHORITY: NC-AFU-75-41

FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 13 / Jun / 2005
DATE MODIFIED: 13 / Jun / 2005

REPORT GENERATED: 01 / Oct / 2018 - 08:00:00

1622
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

Notes

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

11 Retire paper records when microfilm is determined adequate substitute.

Table & Rule: T 36 - 37 R 22.00

Title: Retraining Approved Applications and Declination Statements for Approved Retraining Requests

Authority: N1-AFU-90-03

Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

47 Return medical examination reports to the base hospital.
### Column B Consisting Of:

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student critiques for contractor training courses</td>
<td></td>
</tr>
</tbody>
</table>

### Column C Which Are:

<table>
<thead>
<tr>
<th>Column C Which Are:</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td></td>
</tr>
</tbody>
</table>

### Column D Disposition:

<table>
<thead>
<tr>
<th>Column D Disposition:</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy with related contract.</td>
<td></td>
</tr>
</tbody>
</table>

### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 36 - 37 R 24.00

<table>
<thead>
<tr>
<th>Title: Student Critiques for Other Than Contractor Training Courses</th>
<th>Date Modified: 13 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: N1-AFU-90-03</td>
<td>Frozen Record: No</td>
</tr>
<tr>
<td>Current: Yes</td>
<td>Date Approved:</td>
</tr>
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</table>

### Column B Consisting Of:

<table>
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<th>Notes</th>
</tr>
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<th>Notes</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

### Column D Disposition:

<table>
<thead>
<tr>
<th>Column D Disposition:</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 2 months after all action is completed.</td>
<td></td>
</tr>
</tbody>
</table>

### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 36 - 37 R 24.01

<table>
<thead>
<tr>
<th>Title: Student Critiques Input/Background Data to Training Evaluations</th>
<th>Date Modified: 13 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: N1-AFU-90-03</td>
<td>Frozen Record: No</td>
</tr>
<tr>
<td>Current: Yes</td>
<td>Date Approved:</td>
</tr>
</tbody>
</table>
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

As associations' chapters are organized as private organizations, the records maintained by the chapters are not considered official records within the meaning and intent of AFI 37-138.

Electronic records for maintaining chapter activities

Destroy after 1 year.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

As associations’ chapters are organized as private organizations, the records maintained by the chapters are not considered official records within the meaning and intent of AFI 37-138.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

As associations’ chapters are organized as private organizations, the records maintained by the chapters are not considered official records within the meaning and intent of AFI 37-138.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 36 - 38 R 02.00

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<tbody>
<tr>
<td>Current</td>
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<td>No</td>
<td>16 / Mar / 2007</td>
</tr>
</tbody>
</table>

**Authoritative Source:** N1-AFU-90-03  
**Authority:** DELETED - (16 Mar 07) - Incorporated into Rule 1.00

**Column B Consisting Of:**
PREVIOUS TITLE: 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

**Column C Which Are:**
at School of Health Care Sciences, USAF (before FY 82)

**Column D Disposition:**
Destroy 30 years after individual completes or discontinues a training course.

**Notes:**
1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 36 - 38 R 03.00

<table>
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<tr>
<th>Title:</th>
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<th>FROZEN RECORD:</th>
<th>DATE MODIFIED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>No</td>
<td>No</td>
<td>16 / Mar / 2007</td>
</tr>
</tbody>
</table>

**Authoritative Source:** N1-AFU-90-03  
**Authority:** AETC Form 325 Duplicates & Original Partial Sessions, Physical Training Supervision Reports...[cont.]

**Column B Consisting Of:**
PREVIOUS TITLE: AETC Forms at AETC Technical Training Wings/Field Training Detachments - AETC Forms 156, 304, 379, and 565 (before FY 82)

**Column C Which Are:**
at AETC technical training wings/field training detachments

**Column D Disposition:**
Destroy 30 years after individual completes or discontinues a training course.

**Notes:**
1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 36 - 38 R 03.01

<table>
<thead>
<tr>
<th>Title:</th>
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<tbody>
<tr>
<td>Current</td>
<td>No</td>
<td>No</td>
<td>16 / Mar / 2007</td>
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**Authoritative Source:** N1-AFU-90-03  
**Authority:** AETC Form 325 Duplicates & Original Partial Sessions, Physical Training Supervision Reports...[cont.]

**Column B Consisting Of:**
PREVIOUS TITLE: AETC Forms at AETC Technical Training Wings/Field Training Detachments - AETC Forms 156, 304, 379, and 565 (before FY 82)

**Column C Which Are:**
at AETC technical training wings/field training detachments

**Column D Disposition:**
Destroy 30 years after individual completes or discontinues a training course.

**Notes:**
1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 38 R 03.02**  
**TITLE:** Individual Training and Education  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
records of individual training and education of each student

**COLUMN C WHICH ARE:**  
at USAF Special Investigations School

**COLUMN D DISPOSITION:**  
Destroy 25 years after course is completed.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 38 R 03.03**  
**TITLE:** DELETED - (16 Mar 07) - Incorporated into Rule 1.00  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
PREVIOUS TITLE: AETC Form 325 Original Completed Courses FY 82 and After - AETC Forms 325 (originals of completed courses) (FY 82 and after)

**COLUMN C WHICH ARE:**  
at AETC (982 Training Group)

**COLUMN D DISPOSITION:**  
Destroy 30 years after individual completes or discontinues a training course.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 38 R 03.04
**TITLE:** Student Record of Training (AETC Form 156)  
**AUTHORITY:** N1-AFU-00-10  
**DATE MODIFIED:** 03 / Jul / 2012  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
Student Record of Training (AETC Form 156) System of Records F036 AF PC Q

**COLUMN C WHICH ARE:**  
at AETC Technical Training Wings

**COLUMN D DISPOSITION:**  
Maintain and destroy locally 30 years after information is entered into the Air Force Training Management System.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 38 R 03.05
**TITLE:** Student Record of Training (AETC Form 156) in PMS  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 13 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
Rule 3.4 information in PMS

**COLUMN C WHICH ARE:**  
at AETC Technical Training Wings

**COLUMN D DISPOSITION:**  
Retain pending approval of disposition authority.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 38 R 04.00
**TITLE:** Individual Training Records - Copies  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 13 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes
### COLUMN B CONSISTING OF:
copies of individual training records

### COLUMN C WHICH ARE:
at AETC Technical Training Wings

### COLUMN D DISPOSITION:
Destroy on graduation or elimination of the student from training.

### NOTES
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 38 R 04.01
**TITLE:** Microform Copies of ECI Student Transcript  
**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**  
**DATE MODIFIED:** 13 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

### COLUMN B CONSISTING OF:
records used to issue student transcripts, diplomas and certificate of completion

### COLUMN C WHICH ARE:
at ECI

### COLUMN D DISPOSITION:
Retain at ECI 30 years after course completion then destroy.

### NOTES
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 38 R 04.02
**TITLE:** Records of Nonresident Students at Air Command and Staff College, AU  
**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**  
**DATE MODIFIED:** 13 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

### COLUMN B CONSISTING OF:
writing assignments, course completion letters, program completion letters, correspondence from students, etc.

### COLUMN C WHICH ARE:
at Air Command and Staff College, AU

### COLUMN D DISPOSITION:
Destroy 2 years after initial program enrollment, or upon graduation, whichever is sooner.

### NOTES
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 36 - 38 R 04.03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>writing assignments, course completion letters, program completion letters, correspondence from students, etc.</td>
<td>at Air War College AU</td>
<td>Destroy 3 months after graduation, 6 months after cancellation, or when no longer needed, whichever is later.</td>
</tr>
</tbody>
</table>

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 38 R 04.04

<table>
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<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Command and Staff College student personal data and student progress</td>
<td>at AU Data Automation Center</td>
<td>Destroy 5 years after initial program enrollment.</td>
</tr>
</tbody>
</table>

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 38 R 04.05

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>magnetic tapes of nonresident Air War College student personal data and student progress</td>
<td>at AU Data Automation Center</td>
<td>Destroy 10 years after initial program enrollment.</td>
</tr>
</tbody>
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**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTES

COLUMN B CONSISTING OF:
other training progress records

COLUMN C WHICH ARE:
records other than in Rules 1 through 4

COLUMN D DISPOSITION:
Destroy 10 years after individual completes or discontinues a training course.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTES

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Physical Training Supervision Reports - physical training supervision reports

Destroy after completion of training, when superseded or when individual no longer performs the unique duties, as appropriate.

Physical training

basic military training check sheets and schedules

Destroy after completion of basic training.

Physical Training

PREVIOUS TITLE: 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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 36 - 38 R 09.00  
TITLE: Physical Fitness Test  
AUTHORITY: N1-AFU-90-03  

COLUMN B CONSISTING OF:  
physical fitness test  

COLUMN C WHICH ARE:  
physical fitness test report work sheets and physical education attendance records  

COLUMN D DISPOSITION:  
Destroy after recording information on General Military Training Record.  

NOTES  
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.  

TABLE & RULE: T 36 - 38 R 10.00  
TITLE: Explosive Ordnance Disposal (EOD) Proficiency Training Records  
AUTHORITY: N1-AFU-90-03  

COLUMN B CONSISTING OF:  
individual EOD proficiency records accumulated in a program of continuous/re-occurring training which is essential to maintain proficiency at the level established in the standards  

COLUMN C WHICH ARE:  
filed in the individual's training records  

COLUMN D DISPOSITION:  
Destroy 24 months after training completion, when superseded by additional training, or when the training requirement is eliminated.  

TABLE & RULE: T 36 - 38 R 10.00  
TITLE: DELETED - (18 May 06) - Previously (RESERVED)  
AUTHORITY: N/A  

COLUMN B CONSISTING OF:  

COLUMN C WHICH ARE:  

COLUMN D DISPOSITION:  
(RESERVED)
### TABLE & RULE: T 36 - 38 R 11.00
**TITLE:** DELETED - (18 May 06) - Previously (RESERVED)

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<th>DATE MODIFIED:</th>
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<td>12 / Apr / 2006</td>
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**AUTHORITY:** N/A

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

---

### TABLE & RULE: T 36 - 38 R 12.00
**TITLE:** Maintenance Training Filed in Training Records

<table>
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<th>DATE MODIFIED:</th>
<th>13 / Jun / 2005</th>
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<td>FROZEN RECORD:</td>
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</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
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</table>

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

case history of the training and evaluation of maintenance specialists

**COLUMN C WHICH ARE:**

filed in consolidated training record

**COLUMN D DISPOSITION:**
Give to individual as he/she terminates military service.

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 36 - 38 R 13.00
**TITLE:** Maintenance Training - Individuals Being Reassigned

<table>
<thead>
<tr>
<th>DATE MODIFIED:</th>
<th>13 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROZEN RECORD:</td>
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</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

case history of the training and evaluation of maintenance specialists

**COLUMN C WHICH ARE:**

for individuals being reassigned

**COLUMN D DISPOSITION:**
Send to gaining organization.

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 36 - 38 R 14.00**

**TITLE:** Maintenance Training Worksheets at Management or Training Control

**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: | CURRENT: Yes | DATE APPROVED: 13 / Jun / 2005 |
| COLUMN C WHICH ARE: | No | DATE MODIFIED: 13 / Jun / 2005 |
| COLUMN D DISPOSITION: | FROZEN RECORD: No |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

| Disposition Pending...
| Destroy upon completion of training and when files are no longer needed.

**TABLE & RULE: T 36 - 38 R 15.00**

**TITLE:** Maintenance Training at Unit Training

**AUTHORITY:** UNSCHEDULED

| COLUMN B CONSISTING OF: | CURRENT: Yes | DATE APPROVED: 13 / Jun / 2005 |
| COLUMN C WHICH ARE: | No | DATE MODIFIED: 13 / Jun / 2005 |
| COLUMN D DISPOSITION: | FROZEN RECORD: No |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

| Destroy upon completion of training and when files are no longer needed.
| Destroy upon completion of training and when files are no longer needed.

**TABLE & RULE: T 36 - 38 R 16.00**

**TITLE:** Maintenance Proficiency Tests, ICBM Production Inspector Records

**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: | CURRENT: Yes | DATE APPROVED: 13 / Jun / 2005 |
| COLUMN C WHICH ARE: | No | DATE MODIFIED: 13 / Jun / 2005 |
| COLUMN D DISPOSITION: | FROZEN RECORD: No |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

| Destroy when superseded, obsolete, no longer needed, or when individual is reassigned.

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 36 - 38 R 17.00

**Title:** Training Charts, Individual Proficiency Evaluation Feeder Forms  
**Date Modified:** 16 / Mar / 2007  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- charts

**Column C Which Are:**
- training charts

**Column D Disposition:**
Destroy when replaced, obsolete, or no longer needed.

### Notes

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 36 - 38 R 18.00

**Title:** DELETED - (16 Mar 07) - Incorporated into Rule 17.00  
**Date Modified:** 16 / Mar / 2007  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
PREVIOUS TITLE: Individual Proficiency Evaluation Feeder Forms - individual proficiency evaluation record

**Column C Which Are:**
feeder forms to update the maintenance training records

**Column D Disposition:**
Destroy when replaced, obsolete or no longer needed.

### Notes

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 36 - 38 R 19.00

**Title:** Individual Proficiency Evaluation Filed in Training Record, Maintenance Standardization & Evaluation in Training Record  
**Date Modified:** 16 / Mar / 2007  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
individual proficiency evaluation record

COLUMN C WHICH ARE:
filed in consolidated training record

COLUMN D DISPOSITION:
Destroy when replaced by next equivalent evaluation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 38 R 20.00
TITLE: Training Request/Completion Notification
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
training requests and training completion notification records

COLUMN C WHICH ARE:
used for control purposes

COLUMN D DISPOSITION:
Destroy after training is completed and posted to applicable record.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 38 R 21.00
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 19.00
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Maintenance Standardization and Evaluation in Training Record - maintenance standardization and evaluation program records, i.e., personnel evaluation reports, and points computation records

COLUMN C WHICH ARE:
filed in consolidated training record

COLUMN D DISPOSITION:
Destroy when replaced by next equivalent evaluation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMNS B CONSISTING OF:
- maintenance standardization and evaluation program records, i.e., personnel evaluation reports and points computation records

COLUMNS C WHICH ARE:
- used for points computation

COLUMNS D DISPOSITION:
- Destroy when points computation summaries are produced.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:
- maintenance standardization and evaluation program records, i.e., personnel evaluation reports, and points computation records

COLUMNS C WHICH ARE:
- duplicate copies maintained by unit quality control

COLUMNS D DISPOSITION:
- Destroy 2 years after evaluation, or when no longer needed, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 38 R 23.00
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 3.01
AUTHORITY: N1-AFU-90-03
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
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<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
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**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: ICBM Production Inspector Records - ICBM production inspector records

**COLUMN C WHICH ARE:**
at quality control

**COLUMN D DISPOSITION:**
Destroy when superseded, no longer needed or when individual is reassigned.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Other Maintenance Records - other maintenance records

**COLUMN C WHICH ARE:**
duplicates of records in Rules 12 through 25

**COLUMN D DISPOSITION:**
Destroy after 1 year, or when no longer needed, whichever is sooner.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 38 R 27.00</th>
<th>DATE MODIFIED: 18 / May / 2006</th>
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<td>TITLE: DELETED - (18 May 06) - Previously (RESERVED)</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N/A</td>
<td>DATE RESCINDED: 12 / Apr / 2006</td>
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<tr>
<td>DATE APPROVED:</td>
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</tr>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)
### TABLE & RULE: T 36 - 38 R 28.00

**TITLE:** OJT Training  
**AUTHORITY:** N1-AFU-90-03  

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>training</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>OJT training</td>
</tr>
</tbody>
</table>

| COLUMN D DISPOSITION:  | 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. |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 38 R 29.00

**TITLE:** Military Aptitude Rating  
**AUTHORITY:** N1-AFU-90-03  

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>military aptitude rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>forms accumulated by military training departments of officer candidate schools and aviation cadet training schools to evaluate leadership potential</td>
</tr>
</tbody>
</table>

| COLUMN D DISPOSITION:  | Destroy 3 months after graduation of individual class, provided summary results pertaining to aviation cadets are posted to the training record. |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 38 R 30.00

**TITLE:** USAF ATC Certification  
**AUTHORITY:** N1-AFU-90-03  

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMNS B CONSISTING OF:
USAF ATC certificate requests used to request certificate issue, reissue, replacement or cancellation

COLUMNS C WHICH ARE:
at requesting activities, pertaining to certificate issue, reissue or replacement

COLUMNS D DISPOSITION:
Destroy upon receipt of certificate.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 38 R 31.00

| TITLE: USAF ATC Certification Certificate Cancellation at HQ AFFSA, Air Traffic Control Division |
| DATE MODIFIED: 16 / Mar / 2007 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: USAF ATC Certification Certificate Cancellation - USAF ATC certificate requests used to request certificate issue, reissue, replacement, or cancellation

**COLUMN C WHICH ARE:**
at HQ Air Force Flight Standards Agency (AFFSA), Air Traffic Control Division

**COLUMN D DISPOSITION:**
Destroy after 3 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 38 R 32.00

| TITLE: USAF ATC Certification Certificate Cancellation at HQ AFFSA, Air Traffic Control Division |
| DATE MODIFIED: 13 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
USAF ATC certificate requests used to request certificate issue, reissue, replacement or cancellation

**COLUMN C WHICH ARE:**
at HQ Air Force Flight Standards Agency (AFFSA), Air Traffic Control Division

**COLUMN D DISPOSITION:**
Destroy after 3 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 36 - 38 R 33.00

**Title:** USAF ATC Certificate Cancelled - Individual Reclassified/Disqualified/Retired/or Released  
**Authority:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>USAF ATC certificate cancelled - individual reclassified/disqualified/retired/released</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>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</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Return to individual after certificate is marked &quot;cancelled.&quot;</td>
</tr>
</tbody>
</table>

**Notes**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 36 - 38 R 34.00

**Title:** USAF ATC Certification Certificates Withdrawn  
**Authority:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>USAF ATC certification certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>withdrawn</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy upon notification of withdrawal by HQ Air Force Flight Standards Agency(AFFSA), Air Traffic Control Division.</td>
</tr>
</tbody>
</table>

**Notes**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 36 - 38 R 35.00

**Title:** Assignment/Special Orders/Personnel Actions, Roster of Valid ATC Certificates, Training Guide/Program Checklist  
**Authority:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>assignment/personnel actions or special orders which appoint unit training and standardization specialist and assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>at ATC function</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy when superseded or obsolete.</td>
</tr>
</tbody>
</table>
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 38 R 36.00

| TITLE: | DELETED - (16 Mar 07) - Incorporated into Rule 35.00 |
| DATE MODIFIED: | 16 / Mar / 2007 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| AUTHORITY: | N1-AFU-90-03 |

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Roster of Valid ATC Certificates - master roster

COLUMN C WHICH ARE:
of valid ATC certificates

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 38 R 37.00

| TITLE: | DELETED - (16 Mar 07) - Incorporated into Rule 35.00 |
| DATE MODIFIED: | 16 / Mar / 2007 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| AUTHORITY: | N1-AFU-90-03 |

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Training Guide/Program Checklist - training guide/program checklist

COLUMN C WHICH ARE:
facility training guides and indoctrination program checklists

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 38 R 38.00

| TITLE: | Appointment of USAF ATC FAA Examiners |
| DATE MODIFIED: | 13 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| AUTHORITY: | N1-AFU-90-03 |

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
appointment of USAF ATC FAA examiners

COLUMN C WHICH ARE:
records pertinent to the appointment of USAF ATC personnel as FAA examiners

COLUMN D DISPOSITION:
Destroy upon termination of the appointment.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 38 R 39.00
TITLE: Suspension/Withdrawal of USAF ATC Certificate at HQ AFFSA, Air Traffic Control Division
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
records pertaining to the suspension/withdrawal of an individual’s USAF ATC certificate

COLUMN C WHICH ARE:
at HQ Air Force Flight Standards Agency (AFFSA), Air Traffic Control Division

COLUMN D DISPOSITION:
Destroy after 4 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

47 These records may be retained in the office of record for 3 years after cutoff.

TABLE & RULE: T 36 - 38 R 40.00
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 3.01
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Suspension/Withdrawal of USAF ATC Certificate at Other Activities - records pertaining to the suspension/withdrawal of an individual’s USAF ATC certificate

COLUMN C WHICH ARE:
at all other activities

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.

OJT training records

kept in officer's training folder or as a transitory part of the consolidated training record for enlisted personnel, as applicable

Give to individual when 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.

ATC evaluation records

kept in officer's training folder or as a transitory part of the consolidated training record for enlisted personnel, as applicable

Give to individual when 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.
A special evaluation resulting in revoking a facility rating will be retained until individual is recertified or reclassification is completed. Special evaluation of progress for individuals in upgrade training will be retained until the individual is upgraded or reclassification is completed.

**TABLE & RULE: T 36 - 38 R 46.00**

| TITLE: | DELETED - (18 May 06) - Previously (RESERVED) |
| DATE MODIFIED: | 18 / May / 2006 |
| FROZEN RECORD: | No |
| AUTHORITY: | N/A |
| DATE RESCINDED: | 12 / Apr / 2006 |
| DATE APPROVED: | |

**COLUMN B CONSISTING OF:**

special evaluation

**COLUMN C WHICH ARE:**

(RESERVED)

**COLUMN D DISPOSITION:**

(RESERVED)

**TABLE & RULE: T 36 - 38 R 47.00**

| TITLE: | Special Task Certification |
| DATE MODIFIED: | 13 / Jun / 2005 |
| FROZEN RECORD: | No |
| AUTHORITY: | N1-AFU-90-03 |
| DATE APPROVED: | |

**COLUMN B CONSISTING OF:**

special task certification and recurring training records

**COLUMN C WHICH ARE:**

kept in training folder

**COLUMN D DISPOSITION:**

Hold for 2 years, then give to individual.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 38 R 48.00**

| TITLE: | ATC Weather Certification |
| DATE MODIFIED: | 13 / Jun / 2005 |
| FROZEN RECORD: | No |
| AUTHORITY: | N1-AFU-90-03 |
| DATE APPROVED: | |

**COLUMN B CONSISTING OF:**

certification

**COLUMN C WHICH ARE:**

ATC/weather certification and rating record

**COLUMN D DISPOSITION:**

Give to individual upon permanent termination of ATC duties.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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
Refer to Air Force Institute for Advanced Distributed Learning (AFIADL) catalog administration instructions.
<table>
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<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N/A</td>
<td>DATE RESCINDED: 12 / Apr / 2006</td>
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<td></td>
<td>DATE APPROVED:</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

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<th>TABLE &amp; RULE: T 36 - 39 R 02.00</th>
<th>DATE MODIFIED: 13 / Jun / 2005</th>
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</thead>
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<tr>
<td>TITLE: Active Duty, ANG and Reserve Officers</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at AFIT, Directorate of Admissions/Registrar

**COLUMN D DISPOSITION:**
Destroy 1 year after officer is dropped from AF rolls.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<th>TABLE &amp; RULE: T 36 - 39 R 03.00</th>
<th>DATE MODIFIED: 16 / Mar / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Admission Eligibility Records, College Catalogs</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
cards, board briefs, quota management documents, reports and other related selection records

**COLUMN C WHICH ARE:**
at AFIT, Directorate of Admissions/Registrar

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Notes:

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 36 - 39 R 07.00

**Title:** Reports and Statistical Data, Roster

**Authority:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>Date Modified</th>
<th>Frozen Record</th>
<th>Current</th>
<th>Date Approved</th>
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</thead>
<tbody>
<tr>
<td>16 / Mar / 2007</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**
- Registration, enrollment, statistical reports, course data, research studies, graduation policies

**Column C Which Are:**
- At AFIT, Directorate of Admissions/Registrar

**Column D Disposition:**
- Destroy when superseded, revised, or obsolete.

#### Notes

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
  - Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 39 R 08.00

**Title:** Airman Education and Commissioning Program (AECP) Applications

**Authority:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>Date Modified</th>
<th>Frozen Record</th>
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<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**
- 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

**Column C Which Are:**
- At AFIT, Directorate of Admissions/Registrar

**Column D Disposition:**
- Destroy 1 year after officer is dropped from AF rolls.

#### Notes

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
  - Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 47 If airman is not selected for AECP, return records to airman's base Education Services Officer (ESO).

### TABLE & RULE: T 36 - 39 R 09.00

**Title:** DELETED - (18 May 06) - Previously (RESERVED)

**Authority:** N/A

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**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: Roster - roster of educational background of officers

**COLUMN C WHICH ARE:**
at AFIT, Directorate of Admissions/Registrar

**COLUMN D DISPOSITION:**
Destroy when superseded, revised, or obsolete.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: College Catalogs - college/university course offerings

**COLUMN C WHICH ARE:**
at AFIT, Directorate of Admissions/Registrar

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<td>TITLE: Community College of the Air Force Records</td>
<td>FROZEN RECORD: No</td>
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**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at individual AFIT schools registrar's section

COLUMN D DISPOSITION:
Destroy 5 years after completion of course.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 36 - 40: PERSONNEL - TRAINING MATERIALS

TABLE & RULE: T 36 - 40 R 01.00
TITLE: Curriculum Materials Used in Formal Training Courses-Current Courses, Nonrecord Sets of Current Training Materials etc
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 19 / Apr / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
record sets of specialty training standards, course training standards, course syllabi, plans of instruction, course charts and comparable guidelines
COLUMN C WHICH ARE:
for current courses, except those covered by rules 2 and 2.1
COLUMN D DISPOSITION:
Destroy when superseded or revised.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 40 R 02.00
TITLE: Substantially Revised and Discontinued Courses Curriculum Materials
AUTHORITY: NC1-AFU-83-55
DATE MODIFIED: 19 / Apr / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
record sets of specialty training standards, course training standards, course syllabi, plans of instruction, course charts and comparable guidelines
COLUMN C WHICH ARE:
at the Air War College
COLUMN D DISPOSITION:
Retire as permanent.

NOTES
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.
48 Not applicable to records of the Air Force Academy or of the Joint Military Colleges.
### TABLE & RULE: T 36 - 40 R 02.01

<table>
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<th>TITLE: Curriculum Materials Used in Formal Training Courses Substantially Revised and Discontinued Courses - Other</th>
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**COLUMN B CONSISTING OF:**
- record sets of specialty training standards, course training standards, course syllabi, plans of instruction, course charts and comparable guidelines

**COLUMN C WHICH ARE:**
- for substantially revised and discontinued courses, except those covered by Rule 2

**COLUMN D DISPOSITION:**
- Destroy after 10 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

48 Not applicable to records of the Air Force Academy or of the Joint Military Colleges.

### TABLE & RULE: T 36 - 40 R 03.00

<table>
<thead>
<tr>
<th>TITLE: Curriculum Materials Record Sets of Training Plans, Extension Course Institute (ECI), Job Qualification Standards</th>
<th>DATE MODIFIED: 19 / Apr / 2007</th>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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**COLUMN B CONSISTING OF:**
- curriculum materials record sets of training plans

**COLUMN C WHICH ARE:**
- 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 (writing diagrams, tables, data, etc.) and comparable data for current or discontinued courses

**COLUMN D DISPOSITION:**
- Destroy when revised, obsolete or on discontinuance of the related course.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 40 R 03.01

<table>
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<tr>
<th>TITLE: Record Sets of Training Plans for Possible Security Assistance Training</th>
<th>DATE MODIFIED: 19 / Apr / 2007</th>
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<td>AUTHORITY: N1-AFU-91-34</td>
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COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
for possible security assistance training

COLUMN D DISPOSITION:
Destroy 8 years after weapons system/equipment is phased out from the USAF inventory.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

48 The MAJCOM focal point for Security Assistance (SA) stores one copy of training materials for discontinued courses with potential for SA use. Training activities including ANG and AFRES contact AFSAT/TO, HQ ACC/DOT, HQ AMC/XOTT, or HQ USSTRATCOM/DON as appropriate to determine SA applicability; and forwards such SA training material identified on Records Transmittal and Receipt (SF 135) to MAJCOM. The MAJCOM focal point for SA provides a copy of the SF 135 to AFSAT/TO, Randolph AFB TX 78150-5001.

TABLE & RULE: T 36 - 40 R 03.02
TITLE: Periodic Curriculum Histories (Formerly Rule 3.1)  
AUTHORITY: N1-AFU-91-34  
DATE MODIFIED: 13 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
what was formerly Rule 3.1

COLUMN C WHICH ARE:
periodic curriculum histories

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 40 R 04.00
TITLE: DELETED - (16 Mar 07) - Incorporated into Rule 3.00  
AUTHORITY: N1-AFU-90-03  
DATE MODIFIED: 16 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Extension Course Materials - record sets of extension course directives and Resident School Text, with related background material

COLUMN C WHICH ARE:
at HQ AU

COLUMN D DISPOSITION:
Destroy when revised, obsolete or on discontinuance of the related course.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 40 R 04.01**

**TITLE:** Record Sets of Extension Course Institute (ECI) Materials

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 19 / Apr / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at MAJCOMs and subordinate units

**COLUMN D DISPOSITION:**
Destroy 18 months after Extension Course Institute course deactivation date.

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 40 R 04.02**

**TITLE:** Curriculum Changes & Related Records Used to Activate, Historical Data, Course Status Reports

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
used to activate

**COLUMN D DISPOSITION:**
Hold 20 years in ECI, then destroy.

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 40 R 04.03**

**TITLE:** DELETED - (16 Mar 07) - Incorporated into Rule 4.02

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / Mar / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**  
manuscripts or proofs

**COLUMN C WHICH ARE:**  
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 training materials

**COLUMN D DISPOSITION:**  
Destroy when printed material is received and determined accurate, or retain for future use if camera ready.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: 
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**  
PREVIOUS TITLE: Nonrecord Sets of Training Materials Current Training - nonrecord copies of material, identified in Rules 1 through 5

**COLUMN C WHICH ARE:**  
used in training programs

**COLUMN D DISPOSITION:**  
Destroy when superseded, revised, or obsolete.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: 
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 40 R 11.00**

**TITLE:** Training Aids Activity Case Files Duplicate Files of Drawings of Laboratory or Classroom Equipment  
**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: |  |
| training aids activity case files, duplicate files of drawings of laboratory or classroom equipment |

| COLUMN C WHICH ARE: |  |
| demonstration models, building plans, and laboratory equipment |

| COLUMN D DISPOSITION: |  |
| Destroy when equipment is transferred to redistribution and marketing, or on discontinuance of the course, whichever is sooner. |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 40 R 12.00**

**TITLE:** Training Aids Activity Case Files Requests for Training Aids  
**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: |  |
| training aids activity case files requests for training activities |

| COLUMN C WHICH ARE: |  |
| work orders authorizing production, data on material, labor, production time and completion dates |

| COLUMN D DISPOSITION: |  |
| Destroy after 3 years, or when no longer needed, whichever is sooner. |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 40 R 13.00**

**TITLE:** DELETED - (16 Mar 07) - Incorporated into Rule 1.00  
**AUTHORITY:** N1-AFU-90-03

| DATE MODIFIED: | 16 / Mar / 2007 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: |  |

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
PREVIOUS TITLE: 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, equipment status, and equipment change

COLUMN C WHICH ARE:
at the aerospace equipment and technical services section, department of field training

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 40 R 14.00
TITLE: Mobile Training Set/Equipment Files (MTS) on Discontinuance of a MTS or Portions
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 13 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
MTS on discontinuance of a MTS or portions

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 1 year after final disposition of related equipment.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 40 R 15.00
TITLE: Training Systems Research and Development Materials
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 13 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
correspondence, EDP products and research reports from internal and other sources relating to development, operation and evaluation of training systems

COLUMN C WHICH ARE:
at MAJCOMs and below

COLUMN D DISPOSITION:
Destroy when superseded, obsolete or no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 36 - 40 R 16.00**

**TITLE:** Periodic Curriculum Histories

**AUTHORITY:** N1-AFU-91-34

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**COLUMN B CONSISTING OF:**

periodic curriculum histories prepared by directorates, departments or divisions of the Professional Military Education Resident programs

**COLUMN C WHICH ARE:**

at preparing offices

**COLUMN D DISPOSITION:**

Destroy after 5 years, or when no longer needed, whichever is sooner.

---

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**T 36 - 41: PERSONNEL - USAFA ACADEMIC TRAINING**

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**TABLE & RULE: T 36 - 41 R 01.00**

**TITLE:** Course Administration

**AUTHORITY:** NC1-461-82-17

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</table>

**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

at each department

**COLUMN D DISPOSITION:**

Destroy at end of academic year or upon completed action, whichever is sooner.

---

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 36 - 41 R 02.00**

**TITLE:** Cadet Scores, Instructor's Worksheets, Final Course Grade Sheet Other Copies

**AUTHORITY:** NC1-461-82-17

<table>
<thead>
<tr>
<th>DATE MODIFIED</th>
<th>19 / Mar / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROZEN RECORD</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED</td>
<td></td>
</tr>
</tbody>
</table>

---

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
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
COLUMN C WHICH ARE:
at each department
COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 41 R 03.00
TITLE: Academic Requirements
AUTHORITY: NC1-461-82-17

DATE MODIFIED: 13 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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
COLUMN C WHICH ARE:
at each department
COLUMN D DISPOSITION:
Destroy 3 months after end of semester in which administered.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

May be returned to cadet at discretion of course instructor.

TABLE & RULE: T 36 - 41 R 04.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 2.00
AUTHORITY: NC1-461-82-17

DATE MODIFIED: 19 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Instructor's Worksheets - forms for recording raw scores and grades during period between submission of grades at mid or end semester
COLUMN C WHICH ARE:
at each department
COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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

at the 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

REPORT GENERATED: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
PREVIOUS TITLE: Final Course Grade Sheet Other Copies - alpha and order of merit listings by course for certification as correct by all departments

COLUMN C WHICH ARE:
other copies

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
forms authorizing transfer of credit from other colleges for cadets

COLUMN C WHICH ARE:
at the Office of the Registrar

COLUMN D DISPOSITION:
Destroy 1 year after graduation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
forms authorizing transfer of credit from other colleges for cadets

COLUMN C WHICH ARE:
other copies

COLUMN D DISPOSITION:
Destroy after 3 months, or when no longer needed, whichever is sooner.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 41 R 13.00

<table>
<thead>
<tr>
<th>TITLE: Academic Advisor Records</th>
<th>DATE MODIFIED: 13 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-461-92-04</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
correspondence and related records such as get well plans, grades, Academic Review Committee notifications, Academic Program Summaries, counseling sessions

COLUMN C WHICH ARE:
kept by each academic advisor

COLUMN D DISPOSITION:
Destroy after cadet's graduation.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 41 R 14.00

<table>
<thead>
<tr>
<th>TITLE: Academic Advisor Records Kept by Each Academic Advisor on Disenrolled Cadets</th>
<th>DATE MODIFIED: 13 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-461-92-04</td>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
academic advisory records

COLUMN C WHICH ARE:
kept by each academic advisor on disenrolled cadets

COLUMN D DISPOSITION:
Destroy 6 months after cadet's disenrollment date.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 41 R 15.00

<table>
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<tr>
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<tr>
<td>AUTHORITY: NC1-461-82-17</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td></td>
<td>CURRENT: Yes</td>
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<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
computer printout and related correspondence of cadet academic progress

COLUMN C WHICH ARE:
at Cadet Exams and Records

COLUMN D DISPOSITION:
Destroy after graduation, or when no longer needed, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 36 - 42: PERSONNEL - USAFA ATHLETIC TRAINING

TABLE & RULE: T 36 - 42 R 01.00
TITLE: Athletic Performance
AUTHORITY: NC1-461-82-16

COLUMN B CONSISTING OF:
test forms for grading performance in physical education and answer sheets

COLUMN C WHICH ARE:
at physical education office

COLUMN D DISPOSITION:
Destroy 30 days after end of academic year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 42 R 02.00
TITLE: Physical Education Performance/Counseling, Recruited Athletes
AUTHORITY: N1-AFU-88-11

COLUMN B CONSISTING OF:
records on deficient cadets: i.e., low PE grades, remedial swimmers, weight control program records, athletic probation records, Physical Education Review committee records

COLUMN C WHICH ARE:
at Physical Education office

COLUMN D DISPOSITION:
Destroy 1 year after graduation.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 42 R 03.00**

**TITLE:** Intramural Season Participation, Intramural Competition, OIC Summary  
**AUTHORITY:** NC1-461-82-16  
**DATE MODIFIED:** 19 / Mar / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
forms monitoring team member's attendance/participation

**COLUMN C WHICH ARE:**  
at Physical Education office

**COLUMN D DISPOSITION:**  
Destroy after 1 year.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**  
PREVIOUS TITLE: Intramural Competition - forms recording cadet's intramural participation and results

**COLUMN C WHICH ARE:**  
at Physical Education office

**COLUMN D DISPOSITION:**  
Destroy after 1 year.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
 COLUMN B CONSISTING OF:
PREVIOUS TITLE: OIC Summary - forms prepared on each course and subcourse to get arithmetic means for academic year

 COLUMN C WHICH ARE:
at Physical Education office

 COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 36 - 42 R 06.00

<table>
<thead>
<tr>
<th>TITLE: Basketball Files</th>
<th>DATE MODIFIED: 13 / Jun / 2005</th>
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</thead>
<tbody>
<tr>
<td>AUTHORITY: NC1-461-82-16</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
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</tbody>
</table>

 COLUMN B CONSISTING OF:
scouting reports and basketball programs of schools to be played

 COLUMN C WHICH ARE:
at Basketball Office

 COLUMN D DISPOSITION:
Destroy after 5 years or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 36 - 42 R 07.00

<table>
<thead>
<tr>
<th>TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 2.00</th>
<th>DATE MODIFIED: 19 / Mar / 2007</th>
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<tr>
<td>AUTHORITY: NC1-461-82-16</td>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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</tbody>
</table>

 COLUMN B CONSISTING OF:
PREVIOUS TITLE: Recruited Athletes - case files of recruited, potential athletes, unsuccessful candidates, enrolled and departed cadet athletes

 COLUMN C WHICH ARE:
at Athletic Department

 COLUMN D DISPOSITION:
Destroy 1 year after graduation or 1 year after cadet would have graduated.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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<th>DATE MODIFIED: 13 / Jun / 2005</th>
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<tr>
<td>TITLE: Sports Contracts</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: NC1-461-82-16</td>
<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**
contracts with various institutions for future negotiations for football

**COLUMN C WHICH ARE:**
at Directorate of Athletics

**COLUMN D DISPOSITION:**
Destroy after 25 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
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<tr>
<th>TABLE &amp; RULE: T 36 - 42 R 09.00</th>
<th>DATE MODIFIED: 13 / Jun / 2005</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Sports Files</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: NC1-461-82-16</td>
<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**
individual case files by sport/school used for making transportation, lodging, and other arrangements for each scheduled contest; intercollegiate athletic contest contracts (except football)

**COLUMN C WHICH ARE:**
at Directorate of Athletics

**COLUMN D DISPOSITION:**
Destroy after 4 years or when no longer needed, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 42 R 10.00</th>
<th>DATE MODIFIED: 13 / Jun / 2005</th>
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<tbody>
<tr>
<td>TITLE: Home Football Game Day Operations</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: NC1-461-82-16</td>
<td>CURRENT: Yes</td>
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<tr>
<td></td>
<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**
reports on finances, weather conditions, personnel problem areas and incidents

**COLUMN C WHICH ARE:**
at Directorate of Athletics

**COLUMN D DISPOSITION:**
Destroy after 10 years.
NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 42 R 11.00

| TITLE: (RESERVED) | DATE MODIFIED: 13 / Jun / 2005 |
| AUTHORITY: N/A | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 36 - 42 R 12.00

| AUTHORITY: NC1-461-82-16 | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |

COLUMN B CONSISTING OF:
athletic schedules

COLUMN C WHICH ARE:
schedules for each sport

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 42 R 13.00

| TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 12.00 | DATE MODIFIED: 19 / Mar / 2007 |
| AUTHORITY: NC1-461-82-16 | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMB B CONSISTING OF:
PREVIOUS TITLE: 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

COLUMB C WHICH ARE:
at Sports Information Office

COLUMB D DISPOSITION:
Destroy when no longer needed.

PREVIOUS TITLE: 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

COLUMB B CONSISTING OF:
PREVIOUS TITLE: Physical Education - record of all physical education grades, physical aptitude examination, swim test score, physical fitness test, and intramural/intercollegiate participation for each cadet

COLUMB C WHICH ARE:
at Athletic Department, Analysis Division

COLUMB D DISPOSITION:
Destroy when superseded or no longer needed.

PREVIOUS TITLE: Physical Education - record of all physical education grades, physical aptitude examination, swim test score, physical fitness test, and intramural/intercollegiate participation for each cadet

COLUMB B CONSISTING OF:

PREVIOUS TITLE: Physical Fitness Test

COLUMB C WHICH ARE:
at Athletic Department, Analysis Division

COLUMB D DISPOSITION:
Destroy after 4 academic years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 36 - 42 R 16.00**

<table>
<thead>
<tr>
<th>TITLE: Squadron Athletic Advisor's Records</th>
<th>DATE MODIFIED: 13 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT: No</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE APPROVED: Yes</td>
<td>AUTHORITY: N1-AFU-88-11</td>
</tr>
</tbody>
</table>

**NOTES**

**COLUMN B CONSISTING OF:**
correspondence and related documents

**COLUMN C WHICH ARE:**
Squadron Athletic Advisor's Office

**COLUMN D DISPOSITION:**
Destroy on cadet's graduation.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 42 R 17.00**

<table>
<thead>
<tr>
<th>TITLE: Cadet Active Weight Control</th>
<th>DATE MODIFIED: 13 / Jun / 2005</th>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
training and duty status report of daily activities

COLUMN C WHICH ARE:
at SERE office

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**PREVIOUS TITLE:** Basic Cadet Training (BCT) Administration - forms and reports, such as Incident/Accident Report, Strength Report, Duty Status report

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE:** T 36 - 43 R 04.00

**TITLE:** Summer Training Records

**AUTHORITY:** NC1-461-82-09

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**COLUMN B CONSISTING OF:**

- computer sheets, program lists, summer assignment lists, completion records of graduates

**COLUMN C WHICH ARE:**

- for graduated cadets

**COLUMN D DISPOSITION:**

- Destroy 6 years after graduation.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE:** T 36 - 43 R 05.00

**TITLE:** (RESERVED)

**AUTHORITY:** N/A

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

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**TABLE & RULE:** T 36 - 43 R 06.00

**TITLE:** Lesson/Briefing and Critique

**AUTHORITY:** NC1-461-82-09

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</table>
COLUMN B CONSISTING OF:
forms for evaluating and critiquing written exercises

COLUMN C WHICH ARE:
at Military Training Division

COLUMN D DISPOSITION:
Destroy 1 semester after completion of course.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 36 - 44: PERSONNEL - FLYING TRAINING RECORDS

TABLE & RULE: T 36 - 44 R 01.00
TITLE: Tactics, Techniques and Doctrines Instruction
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 13 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
not regular flying records required by AFI 11-401

COLUMN D DISPOSITION:
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.)

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 44 R 01.01
TITLE: Tactics, Techniques, and Doctrines Instruction AETC UNT, NBT, EWOT Training Records
AUTHORITY: N1-AFU-92-28
DATE MODIFIED: 13 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
AETC undergraduate navigator (UNT), bombardier (NBT) and electronic warfare officer (EWOT) training records

COLUMN D DISPOSITION:
Destroy 1 year after completion of training, provided data are posted on individual training and flight records.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**NOTES**

| COLUMN B CONSISTING OF: |
| logs and charts |

| COLUMN C WHICH ARE: |
| for UPT, UNT, NBT and EWOT records |

| COLUMN D DISPOSITION: |
| Destroy after completion of training or when no longer needed. |

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 36 - 44 R 02.00**

**TITLE:** Training Aids Usage

**AUTHORITY:** N1-AFU-90-03

**FROZEN RECORD:** No / 13 / Jun / 2005

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

training aids usage

**COLUMN C WHICH ARE:**

- 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

**COLUMN D DISPOSITION:**

Destroy 3 months after completion of training phase, provided required flying time is posted on individual flight records.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 36 - 44 R 03.00**

**TITLE:** Synthetic Trainer Time

**AUTHORITY:** N1-AFU-90-03

**FROZEN RECORD:** No / 13 / Jun / 2005

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

evaluation

**COLUMN C WHICH ARE:**

- synthetic trainer time

**COLUMN D DISPOSITION:**

Destroy after evaluation completed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 36 - 44 R 04.00**

**TITLE:** Flight Instructors Records

**AUTHORITY:** N1-AFU-90-03

**FROZEN RECORD:** No / 13 / Jun / 2005

**CURRENT:** Yes

**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
flight instructors records

COLUMN C WHICH ARE:
fllying 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

COLUMN D DISPOSITION:
Destroy after 6 months (EXCEPTION: within AETC, destroy 6 months after the IP is placed on unrestricted IP orders).

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 44 R 05.00
TITLE: Aircrew Instruction Records, Flying Training Reports

AUTHORITY: N1-AFU-90-03

DATE APPROVED: 

DATE MODIFIED: 19 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
aircrew instruction records

COLUMN C WHICH ARE:
fllying training records pertaining to simulated combat operations, briefing, and interrogation, including combined training 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

COLUMN D DISPOSITION:
Destroy after 1 year, or on discontinuance of activity, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 44 R 06.00
TITLE: Aircrew Qualification Certificates and Training Information

AUTHORITY: N1-AFU-90-03

DATE APPROVED: 

DATE MODIFIED: 13 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
retained to assure safe and successful accomplishment of his/her flying duties in the assigned aircraft,

COLUMN D DISPOSITION:
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.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing:
Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing:
Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Notes pending...

**Table & Rule: T 36 - 44 R 10.00**

**Title:** DELETED - (19 Mar 07) - Incorporated into Rule 5.00

**Authority:** N1-AFU-90-03

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 36 - 44 R 11.01
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 8.00
AUTHORITY: N1-AFU-91-43

COLUMN B CONSISTING OF:
PREVIOUS TITLE: Qualification Answer Sheets and Written Exams - open/closed book exams and instrument exams

COLUMN C WHICH ARE:
at Standardization/Evaluation Office

COLUMN D DISPOSITION:
Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 36 - 44 R 12.00
TITLE: Training Progress
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
AETC Forms 240 (flying training) and flight training progress records not covered in rules 1-11 of this table

COLUMN C WHICH ARE:
used to document flight training progress

COLUMN D DISPOSITION:
Destroy 10 years after individual completes or discontinues a training course.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Report generated: 01 / Oct / 2018 - 08:00:00 1685
COLUMN B CONSISTING OF:
forms for scheduling and verifying jump records

COLUMN C WHICH ARE:
at Airmanship Division

COLUMN D DISPOSITION:
Destroy after 25 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
case file of each individual's parachute jumps including the advanced parachuting record

COLUMN C WHICH ARE:
at Airmanship Division

COLUMN D DISPOSITION:
Upon disenrollment or graduation, give to individual.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
COLUMNS B CONSISTING OF:
records pertaining to maintenance and reliability of parachutes and parachute related equipment

COLUMNS C WHICH ARE:
at Airmanship Division

COLUMNS D DISPOSITION:
Destroy after 3 years, when no longer needed, when superseded, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 45 R 04.00
TITLE: Parachuting Daily Operations, Airmanship Activities
AUTHORITY: NC1-461-82-04

COLUMNS B CONSISTING OF:
report for maintaining record of daily parachute operations

COLUMNS C WHICH ARE:
at Airmanship Division

COLUMNS D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 45 R 05.00
TITLE: Jump Certification, Life Support Training
AUTHORITY: NC1-461-82-04

COLUMNS B CONSISTING OF:
forms gathering parachute jump data from parachutists for certification

COLUMNS C WHICH ARE:
at Airmanship Division

COLUMNS D DISPOSITION:
Destroy on graduation or elimination of the student from training.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 36 - 45 R 06.00**

**TITLE:** Parachute Log

**AUTHORITY:** NC1-461-82-04

- **CURRENT:** Yes
- **DATE APPROVED:** 13 / Jun / 2005
- **DATE MODIFIED:** 13 / Jun / 2005
- **FROZEN RECORD:** No

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**
forms for parachute repacking

**COLUMN C WHICH ARE:**
with parachute

**COLUMN D DISPOSITION:**
Destroy after life of parachute.

---

**TABLE & RULE: T 36 - 45 R 07.00**

**TITLE:** Airmanship Courses

**AUTHORITY:** NC1-461-82-04

- **CURRENT:** Yes
- **DATE APPROVED:** 13 / Jun / 2005
- **DATE MODIFIED:** 13 / Jun / 2005
- **FROZEN RECORD:** No

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**
forms, student progress and related documents for recording training in airmanship courses

**COLUMN C WHICH ARE:**
at Airmanship Division

**COLUMN D DISPOSITION:**
Destroy after 1 year or when no longer needed, whichever is sooner.

---

**TABLE & RULE: T 36 - 45 R 08.00**

**TITLE:** (RESERVED)

**AUTHORITY:** N/A

- **CURRENT:** Yes
- **DATE APPROVED:** 13 / Jun / 2005
- **DATE MODIFIED:** 13 / Jun / 2005
- **FROZEN RECORD:** No

**NOTES**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

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**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: Aircraft Flight Status and Time - forms reporting sorties in airmanship courses, USAFA Form 0-588

**COLUMN C WHICH ARE:**

at Airmanship Division

**COLUMN D DISPOSITION:**

Destroy after 25 years.

### NOTES

1. Retain at USAFA for entire retention period.

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: Airmanship Activities - forms summarizing the previous days activities

**COLUMN C WHICH ARE:**

at Airmanship Division

**COLUMN D DISPOSITION:**

Destroy after 1 year.

### NOTES

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 45 R 12.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>forms recording cadets flight missions and graded reviews in Aviation courses</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>at 50th Airmanship Training Squadron (50ATS)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 30 days after end of semester.</td>
<td></td>
</tr>
</tbody>
</table>

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 45 R 13.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PREVIOUS TITLE: Aviation Courses - forms grading cadet's flight missions, performance and record results of training flight missions</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>at 50th Airmanship Training Squadron (50ATS)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 30 days after end of semester.</td>
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</tbody>
</table>

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 45 R 14.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**
forms requesting and logging flights (cadet)

**COLUMN C WHICH ARE:**
at Aero Club

**COLUMN D DISPOSITION:**
Destroy after 3 months, or when no longer needed, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 45 R 15.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 5.00</td>
</tr>
<tr>
<td>DATE MODIFIED: 19 / Mar / 2007</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
PREVIOUS TITLE: 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.

**COLUMN C WHICH ARE:**
at Life Support Division

**COLUMN D DISPOSITION:**
Destroy upon graduation/disenrollment, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 36 - 46: PERSONNEL - USAFA APPLICANT/CANDIDATE RECORDS**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 36 - 46 R 01.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Candidate Folder</td>
</tr>
<tr>
<td>DATE MODIFIED: 13 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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, acceptance/declination forms

**COLUMN C WHICH ARE:**
appointed

**COLUMN D DISPOSITION:**
Forward to Cadet Exams and Records for inclusion in Master Cadet Personnel Record.

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 36 - 46 R 01.01
TITLE: Candidate Folder Personal Data Record
AUTHORITY: NC1-461-82-12
DATE MODIFIED: 13 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
candidate activity record, USAFA candidate evaluation, admission panel review sheet, candidate writing sample

COLUMN C WHICH ARE:
appointed

COLUMN D DISPOSITION:
Forward to the Directorate of Institutional Research for disposition IAW Table 38-6.

---

TABLE & RULE: T 36 - 46 R 01.02
TITLE: Candidate Folder Drug and Alcohol Abuse Certificate
AUTHORITY: NC1-461-82-12
DATE MODIFIED: 13 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
candidate older drug and alcohol abuse certificate

COLUMN C WHICH ARE:
appointed

COLUMN D DISPOSITION:
Forward to Directorate of Cadet Personnel for retention in CPR-1.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 36 - 46 R 02.00
TITLE: Candidate Folder Not Appointed, Candidate for USAF Academy
AUTHORITY: N1-AFU-88-10
DATE MODIFIED: 19 / Mar / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
USAFA candidate evaluation, high school/college/prep transcript, ACT/SAT scores, retirement orders, death certificates, letter of recommendation, nominee card, etc.

COLUMN C WHICH ARE:
not appointed

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
48 If not appointed, return birth certificates, adoption papers, or other legal documents to individual after 1 year.
### Table & Rule: T 36 - 46 R 02.01

**Title:** Individual Candidate Folder, Admissions Administration  
**Authority:** N1-AFU-88-10  
**Date Modified:** 19 / Mar / 2007  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
correspondence and forms pertaining to each individual seeking appointment to USAFA not included in Rule 2

**Column C Which Are:**

**Column D Disposition:**
destroy after each admission cycle.

**Notes:**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 36 - 46 R 03.00

**Title:** DELETED - (19 Mar 07) - Incorporated into Rule 2.01  
**Authority:** NC1-461-82-12  
**Date Modified:** 19 / Mar / 2007  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
PREVIOUS TITLE: Admissions Administration - administrative records such as Applicant Cards, Applicant Questionnaires

**Column C Which Are:**
on persons not yet candidates, etc.

**Column D Disposition:**
Destroy after admissions cycle.

**Notes:**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 36 - 46 R 04.00

**Title:** DELETED - (19 Mar 07) - Incorporated into Rule 2.00  
**Authority:** NC1-461-82-12  
**Date Modified:** 19 / Mar / 2007  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
PREVIOUS TITLE: Candidate for USAF Academy - nominee cards and nomination forms

**Column C Which Are:**
for contacting prospective candidates

**Column D Disposition:**
Destroy after 1 year.

**Notes:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 36 - 46 R 05.00**

| TITLE: Report of Candidate Status (Congressional) | DATE MODIFIED: 13 / Jun / 2005 |
| DATE MODIFIED: 13 / Jun / 2005 | FROZEN RECORD: No |
| FROZEN RECORD: No | CURRENT: Yes |
| CURRENT: Yes | DATE APPROVED: |

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**T 36 - 47: PERSONNEL - APPLICATIONS FOR EDUCATIONAL PROGRAMS**

**TABLE & RULE: T 36 - 47 R 01.00**

| DATE MODIFIED: 19 / Mar / 2007 | FROZEN RECORD: No |
| FROZEN RECORD: No | CURRENT: Yes |
| CURRENT: Yes | DATE APPROVED: |

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 36 - 47 R 02.00
TITLE: OTS and AECP Applicants Who Failed to Complete Processing
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
OTS and AECP applicants who failed to complete processing

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 47 R 03.00
TITLE: DELETED - (19 Mar 07) - Incorporated into Rule 1.00
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
OTS and AECP Applicants Examination Answer Sheets - answer sheets

COLUMN C WHICH ARE:
OTS and AECP applicants examination answer sheets

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 47 R 04.00
TITLE: AFIT Form 0-22, Routine Control Cards
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 13 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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### TABLE & RULE: T 36 - 48 R 01.00

<table>
<thead>
<tr>
<th>TITLE</th>
<th>Description of Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY</td>
<td>N1-AFU-98-01</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**  
description of courses

**COLUMN C WHICH ARE:**  
course charts, plans of instruction, and similar records of courses conducted by AF and other military service schools

**COLUMN D DISPOSITION:**  
Destroy when superseded, obsolete, or when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### TABLE & RULE: T 36 - 48 R 02.00

<table>
<thead>
<tr>
<th>TITLE</th>
<th>Student Enrollment in CCAF Associate Degree Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY</td>
<td>N1-AFU-90-03</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**  
student enrollment in CCAF Associate Degree Programs

**COLUMN C WHICH ARE:**  
copies of examination reports and training certificates

**COLUMN D DISPOSITION:**  
Destroy after data has been entered on degree program progress report.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 48 R 03.00

<table>
<thead>
<tr>
<th>TITLE</th>
<th>Students Retired or Separated from Active Duty Not Joining the ANG or Active Reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY</td>
<td>N1-AFU-90-03</td>
</tr>
</tbody>
</table>

**DATE MODIFIED:** 13 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
students retired or separated from active duty not joining the ANG or active reserve

COLUMN C WHICH ARE:
registration application forms, official transcripts, and correspondence

COLUMN D DISPOSITION:
Destroy 4 months after student retires or separates.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 48 R 03.01
TITLE: Students Who Have Not Communicated with CCAF for 3 Years  DATE MODIFIED: 13 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
students who have not communicated with CCAF for 3 years

COLUMN C WHICH ARE:
registration application forms, official transcripts, and correspondence

COLUMN D DISPOSITION:
Destroy 3 years after latest communication from the student.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 48 R 03.02
TITLE: Students Who Have Completed Program Requirements  DATE MODIFIED: 13 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
students who have completed program requirements

COLUMN C WHICH ARE:
registration application forms, official transcripts and correspondence

COLUMN D DISPOSITION:
Destroy 1 calendar year after graduation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
If student registers in another program, transfer transcripts to that program.

### TABLE & RULE: T 36 - 48 R 04.00

**Title:** Accreditation of AF Schools or Courses  
**Authority:** N1-AFU-90-03  
**Approved:** 13 / Jun / 2005  
**Current:** Yes  
**Frozen Record:** No

**Column B consisting of:**
- self-study reports, reports submitted to accrediting associations, correspondence to and from accrediting association officials and related records

**Column C which are:**
- at CCAF administrative center

**Column D Disposition:**
- Destroy after 50 years.

### NOTES

80 Retain these records in the office of record until eligible for destruction.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 48 R 05.00

**Title:** Student Collegiate Academic Records  
**Authority:** N1-AFU-04-03  
**Approved:** 20 / Sep / 2006  
**Current:** Yes  
**Frozen Record:** No

**Column B consisting of:**
- course completions, dates and transfer credit.

**Column C which are:**
- maintained in the Student Transcript Administration and Records System (STARS)

**Column D Disposition:**
- Destroy after 75 years or when no longer needed for research, whichever is latest.

### NOTES

80 Retain these records in the office of record until eligible for destruction.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### TABLE & RULE: T 36 - 48 R 06.00

**Title:** Articulation Agreements  
**Authority:** N1-AFU-90-03  
**Approved:** 13 / Jun / 2005  
**Current:** Yes  
**Frozen Record:** No

**Column B consisting of:**
- self-study reports, reports submitted to accrediting associations, correspondence to and from accrediting association officials and related records

**Column C which are:**
- course completions, dates and transfer credit.

**Column D Disposition:**
- Destroy after 50 years.
COLUMN B CONSISTING OF:
articulation agreements

COLUMN C WHICH ARE:
formal agreements or other memoranda of understandings with civilian institutions for recognition of CCAF students and graduates

COLUMN D DISPOSITION:
Destroy after 1 year, or when superseded, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 48 R 07.00
TITLE: Degree Program
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
degree program
COLUMN C WHICH ARE:
completed degree program progress report and relevant approving records
COLUMN D DISPOSITION:
Destroy after 50 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 48 R 08.00
TITLE: Associate in Applied Science Degree Program Development
AUTHORITY: N1-AFU-98-01

COLUMN B CONSISTING OF:
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
COLUMN C WHICH ARE:
academic program department
COLUMN D DISPOSITION:
Destroy 2 years after program becomes inactive.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
## T 36 - 49: PERSONNEL - USAFA PREPARATORY SCHOOL RECORDS

### TABLE & RULE: T 36 - 49 R 01.00

<table>
<thead>
<tr>
<th align="left">TITLE: Student Record Card</th>
<th>DATE MODIFIED: 13 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td align="left">AUTHORITY: NC1-461-82-13</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td align="left"></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td align="left"></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- data on each student

**COLUMN C WHICH ARE:**
- at Preparatory School

**COLUMN D DISPOSITION:**
- Destroy after 30 years.

### NOTES

1. Retain at USAFA for entire retention period.

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 49 R 02.00

<table>
<thead>
<tr>
<th>TITLE: Prep School Administration</th>
<th>DATE MODIFIED: 13 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: NC1-461-82-13</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
- at Preparatory School

**COLUMN D DISPOSITION:**
- Destroy at the end of academic year, or when no longer needed, whichever is sooner.

### NOTES

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 36 - 49 R 03.00

<table>
<thead>
<tr>
<th>TITLE: Preparatory School Folder</th>
<th>DATE MODIFIED: 13 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: UNSCHEDULED</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
correspondence and forms documenting student's academic history and related activities while at the Prep School

at Preparatory School

Disposition pending...

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Regular Airmen Records at Preparatory School on Disenrolled Students

Return the records to the individual for hand carry to next permanent duty station.

Regular Airmen Records at Preparatory School on Graduates

Forward records to Cadet Personnel office for appropriate disposition.

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

Returns to Cadet Personnel office for appropriate disposition.

Regular Airmen Records at Preparatory School on Graduates

Forward records to Cadet Personnel office for appropriate disposition.

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

Returns to Cadet Personnel office for appropriate disposition.

Regular Airmen Records at Preparatory School on Graduates

Forward records to Cadet Personnel office for appropriate disposition.

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

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Regular Airmen Records at Preparatory School on Graduates

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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

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Regular Airmen Records at Preparatory School on Graduates

Forward records to Cadet Personnel office for appropriate disposition.

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

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Regular Airmen Records at Preparatory School on Graduates

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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

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Regular Airmen Records at Preparatory School on Graduates

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Regular Airmen Records at Preparatory School on Graduates

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Regular Airmen Records at Preparatory School on Graduates

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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

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Regular Airmen Records at Preparatory School on Graduates

Forward records to Cadet Personnel office for appropriate disposition.

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

Returns to Cadet Personnel office for appropriate disposition.

Regular Airmen Records at Preparatory School on Graduates

Forward records to Cadet Personnel office for appropriate disposition.

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

Returns to Cadet Personnel office for appropriate disposition.

Regular Airmen Records at Preparatory School on Graduates

Forward records to Cadet Personnel office for appropriate disposition.

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

Returns to Cadet Personnel office for appropriate disposition.

Regular Airmen Records at Preparatory School on Graduates

Forward records to Cadet Personnel office for appropriate disposition.

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

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Regular Airmen Records at Preparatory School on Graduates

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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

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Regular Airmen Records at Preparatory School on Graduates

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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

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Regular Airmen Records at Preparatory School on Graduates

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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

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Regular Airmen Records at Preparatory School on Graduates

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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

Returns to Cadet Personnel office for appropriate disposition.

Regular Airmen Records at Preparatory School on Graduates

Forward records to Cadet Personnel office for appropriate disposition.

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

Returns to Cadet Personnel office for appropriate disposition.

Regular Airmen Records at Preparatory School on Graduates

Forward records to Cadet Personnel office for appropriate disposition.

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

Returns to Cadet Personnel office for appropriate disposition.

Regular Airmen Records at Preparatory School on Graduates

Forward records to Cadet Personnel office for appropriate disposition.

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

Returns to Cadet Personnel office for appropriate disposition.

Regular Airmen Records at Preparatory School on Graduates

Forward records to Cadet Personnel office for appropriate disposition.

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

Returns to Cadet Personnel office for appropriate disposition.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 36 - 50: PERSONNEL - EDUCATION SERVICES PROGRAM

TABLE & RULE: T 36 - 50 R 01.00

| COLUMN B CONSISTING OF: | 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 |
| COLUMN C WHICH ARE: | used to input high school and college credits into the system, or reflect academic achievement |
| COLUMN D DISPOSITION: | Destroy two years after calendar year of input into the Individual Record Education Services Program. |

TABLE & RULE: T 36 - 50 R 02.00

| COLUMN B CONSISTING OF: | forms and other records with appropriate school contract invoices ALSO: Records Supporting Consolidating Grade Sheets, Cases of Noncompliance or Failure |
| COLUMN C WHICH ARE: | at base education offices |
| COLUMN D DISPOSITION: | Destroy 3 years from final payment of invoice with destruction after close of FY. |

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 50 R 02.01

| COLUMN B CONSISTING OF: | PREVIOUS TITLE: Reimbursements, Failures, Incompletes, Waivers, Failures or Withdrawals - forms and other records with appropriate school contract invoices |
| COLUMN C WHICH ARE: | at base education offices |
| COLUMN D DISPOSITION: | Destroy 3 years from final payment of invoice with destruction after close of FY. |
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 36 - 50 R 03.00

**Title:** DELETED - (19 Mar 07) - Incorporated into Rule 2.00

**Authority:** N1-AFU-93-02

**Date Modified:** 19 / Mar / 2007  
**Frozen Record:** No  
**Current:** Yes  

**Column B Consisting Of:**
PREVIOUS TITLE: Records Supporting Consolidating Grade Sheets - forms and other records with appropriate school contract invoices

**Column C Which Are:**
at base education offices

**Column D Disposition:**
Destroy 3 years from final payment of invoice with destruction after close of FY.

### Table & Rule: T 36 - 50 R 04.00

**Title:** DELETED - (19 Mar 07) - Incorporated into Rule 2.00

**Authority:** N1-AFU-90-03

**Date Modified:** 19 / Mar / 2007  
**Frozen Record:** No  
**Current:** Yes  

**Column B Consisting Of:**
PREVIOUS TITLE: 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

**Column C Which Are:**
in individual Record Education Services Program form, whichever is applicable

**Column D Disposition:**
Destroy 3 years from final payment of invoice with destruction after close of FY.

### Table & Rule: T 36 - 50 R 05.00

**Title:** DANTES

**Authority:** N1-AFU-90-03

**Date Modified:** 13 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
applications for tests, testing activity and inventory reports and similar forms

COLUMN C WHICH ARE:
informational copies of forms supportive of DANTES activities

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 50 R 06.00
TITLE: Education Services Program Report
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
forms and supporting records

COLUMN C WHICH ARE:
at HQ USAF/MAJCOMs or base education offices

COLUMN D DISPOSITION:
Destroy after 5 years or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 36 - 50 R 07.00
TITLE: Memorandum of Understanding
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
agreements and changes thereto

COLUMN C WHICH ARE:
at MAJCOMs or base education offices

COLUMN D DISPOSITION:
Destroy 2 years after termination or cancellation of institutional program.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### T 36 - 50 R 08.00

**TABLE & RULE:** T 36 - 50 R 08.00  
**TITLE:** Education Records Not Covered Above  
**AUTHORITY:** N1-AFU-90-03  

<table>
<thead>
<tr>
<th>FROZEN RECORD</th>
<th>DATE MODIFIED</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>13 / Jun / 2005</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B** consisting of:
applications and related records prescribed by AFI 36-2306, the Education Services Program, such as Bootstrap applications

**COLUMN C** which are:
not required to be filed in the personnel record groups per AFI 36-2608

**COLUMN D** disposition:
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.

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### T 36 - 51: PERSONNEL - ACCESSIONS

**TABLE & RULE:** T 36 - 51 R 01.00  
**TITLE:** Recall Cases (Officers)  
**AUTHORITY:** PENDING AUTHORITY

<table>
<thead>
<tr>
<th>DATE CREATED</th>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>22 / Aug / 2006</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B** consisting of:
AF IMT 125, Application for Extended Active Duty with the United States Air Force, Officer Performance Reports (OPRs), Single Uniform Retrieval Formats (SURFs), and related correspondence

**COLUMN C** which are:
Record copies at AFPC/DPPAOO

**COLUMN D** disposition:
Destroy after 5 years

---

**TABLE & RULE:** T 36 - 51 R 02.00  
**TITLE:** Interservice transfer case files  
**AUTHORITY:** PENDING AUTHORITY

<table>
<thead>
<tr>
<th>DATE CREATED</th>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 / Aug / 2006</td>
<td>22 / Aug / 2006</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B** consisting of:
Documents reflecting eligibility and qualification, approval/disapproval, acceptance/declination for interservice transfer

**COLUMN C** which are:
record copies at AFPC/DPPAOO

**COLUMN D** disposition:
destroy 5 years after transfer of the officer
### T 37 - 02: INFORMATION MANAGEMENT - DELETED--(14 AUG 2006) CONVERTED TO TABLE 33-33, ADMINISTRATION OF POSTAL ACCOUNTS

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
</table>

### T 37 - 19: INFORMATION MANAGEMENT - RECORDS MANAGEMENT PROGRAM

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
</table>

#### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- **47** Not authorized for retirement to a federal records center.
- **52** If the records result in the issuance of a publication, it is handled according to Table 37-7.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**NOTES**

10 See NOTE in AFI 33-364, paragraph 6.5 for procedure when the SF 135 is used as a receipt for classified records.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

52 Forward to the next higher records management office on inactivation.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 37 - 19 R 04.00</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Retirement, Transfer, or Shipment of Records for Records Placed in Staging Areas</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

forms and related correspondence used to retire, transfer or ship records

**COLUMN C WHICH ARE:**

at offices of initiators below HQ USAF for records placed in staging areas

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

52 Forward to the next higher records management office on inactivation.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 37 - 19 R 05.00</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Retirement, Transfer, or Shipment of Records Retired to Records Centers</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

forms and related correspondence used to retire, transfer or ship records

**COLUMN C WHICH ARE:**

at office of Record Manager (RM)

**COLUMN D DISPOSITION:**

Destroy when all records listed have been retired or destroyed.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

52 Forward to the next higher records management office on inactivation.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 37 - 19 R 05.00</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Retirement, Transfer, or Shipment of Records Retired to Records Centers</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

forms and related correspondence used to retire, transfer or ship records

**COLUMN C WHICH ARE:**

at RMs, Command Records Managers (CRM) and other offices

**COLUMN D DISPOSITION:**

Destroy when all records listed have been destroyed or transferred to the National Archives or when no longer needed, whichever is later.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Forward to the next higher records management office on inactivation.

---

**TABLE & RULE: T 37 - 19 R 06.00**

**TITLE:** Retirement, Transfer or Shipment of Records Transferred Between AF Activities and Between AF Activities and Other Agencies

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>retirement, transfer or shipment of records</th>
</tr>
</thead>
</table>

| COLUMN C WHICH ARE: | at RM, CRM and other offices |

**COLUMN D DISPOSITION:**
Destroy after 1 year or when no longer needed, whichever is later.

---

**TABLE & RULE: T 37 - 19 R 07.00**

**TITLE:** Temporary Electronic Storage Devices Used to Move or Share Records

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 01 / May / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>electronic files, documents, records, and information on laptops, portable storage (thumb drives, disks, tapes, etc.) created or used</th>
</tr>
</thead>
</table>

| COLUMN C WHICH ARE: | between locations, permanently or temporarily, used when sharing records, and or when transporting records to and from one point to another. File new records in the organizational repository or shared drive within 3 days of return to the office of record to enable record sharing and ensure inclusion in network backups |

| COLUMN D DISPOSITION: | Erase records from storage devise when no longer needed. If storage media cannot be reused, destroy. |

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 37 - 19 R 08.00

<table>
<thead>
<tr>
<th>TITLE: Air Force Material for Publication in the Federal Register</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-87-25</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
- at CIO-BIM/P

**COLUMN D DISPOSITION:**
- Destroy after 7 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
- Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 37 - 19 R 08.01

<table>
<thead>
<tr>
<th>TITLE: Air Force Material for Publication in the Federal Register at Originating Offices</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-87-25</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
- at originating offices

**COLUMN D DISPOSITION:**
- They become background material to the related publications or are incorporated and disposed of with the records to which they pertain.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
- Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 37 - 19 R 09.00

<table>
<thead>
<tr>
<th>TITLE: Records Disposition Recommendations at Air Staff (Record Program Office)</th>
<th>DATE MODIFIED: 01 / May / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
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<td></td>
<td>CURRENT: Yes</td>
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<td></td>
<td>DATE APPROVED:</td>
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</tbody>
</table>
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**
records disposition recommendations

**COLUMN C WHICH ARE:**
at activities other than Rules 9 and 10

**COLUMN D DISPOSITION:**
Destroy 1 year after disposition instructions are published; 1 year after specific instructions are received; or 1 year after disapproval.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 37 - 19 R 10.01**

<table>
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<tr>
<th>TABLE &amp; RULE: T 37 - 19 R 10.01</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
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<tbody>
<tr>
<td>TITLE: Records Disposition Recommendations at Other Activities</td>
<td>15 / Jun / 2005</td>
<td>Yes</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
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**TABLE & RULE: T 37 - 19 R 11.00**

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<td>TITLE: DELETED - 8 Aug 06 (Previously RESERVED)</td>
<td>25 / Sep / 2006</td>
<td>No</td>
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**TABLE & RULE: T 37 - 19 R 12.00**

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**TABLE & RULE: T 37 - 19 R 13.00**

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Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 37 - 19 R 14.00
TITLE: Document Imaging Systems (Approved)  
DATE MODIFIED: 15 / Jun / 2005  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED:

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at SAF records management office

COLUMN D DISPOSITION:
Destroy 6 years after formal system cancellation or completion.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: 
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 37 - 19 R 15.00
TITLE: Document Imaging Systems (Approved) at Records Management Offices Below HQ USAF and at Implementing Offices  
DATE MODIFIED: 15 / Jun / 2005  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED:

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at Records Management Offices below HQ USAF and at implementing offices

COLUMN D DISPOSITION:
Destroy when system is cancelled or completed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: 
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 37 - 19 R 16.00

**TITLE:** Document Imaging Systems (Disapproved)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 15 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
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)

**COLUMN C WHICH ARE:**
at SAF and MAJCOM records management offices

**COLUMN D DISPOSITION:**
Destroy 6 years after disapproval.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 37 - 19 R 16.01

**TITLE:** Document Imaging Systems (Disapproved) at Originating Offices  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 15 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
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)

**COLUMN C WHICH ARE:**
at originating offices

**COLUMN D DISPOSITION:**
Destroy 2 years after disapproval.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 37 - 19 R 17.00

**TITLE:** Other Records Management Operations  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 15 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

47 Not authorized for retirement to a federal records center.

### TABLE & RULE: T 37 - 19 R 18.00

<table>
<thead>
<tr>
<th>TITLE: Microform Production Facilities</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUTHORITY: N1-AFU-90-03</strong></td>
<td><strong>15 / Jun / 2005</strong></td>
<td><strong>No</strong></td>
<td><strong>Yes</strong></td>
<td></td>
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</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 37 - 19 R 19.00

<table>
<thead>
<tr>
<th>TITLE: Microform Production Facilities Other Than Approving Offices</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUTHORITY: N1-AFU-90-03</strong></td>
<td><strong>15 / Jun / 2005</strong></td>
<td><strong>No</strong></td>
<td><strong>Yes</strong></td>
<td></td>
</tr>
</tbody>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 37 - 19 R 20.00**

**TITLE:** DELETED - 8 Aug 06 (Previously RESERVED)

**AUTHORITY:** N/A

**DATE MODIFIED:** 25 / Sep / 2006

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

---

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

---

**TABLE & RULE: T 37 - 19 R 21.00**

**TITLE:** Document Image Inspections

**AUTHORITY:** DAA-GRS-2013-0002-0007

**DATE MODIFIED:** 13 / Mar / 2018

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

---

**COLUMN B CONSISTING OF:**

document image inspections

**COLUMN C WHICH ARE:**

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

**COLUMN D DISPOSITION:**

Destroy 1 year after the records are transferred to the National Archives of the United States.

---

**TABLE & RULE: T 37 - 19 R 22.00**

**TITLE:** Document Image Inspection Reports

**AUTHORITY:** GRS 16, ITEM 10B

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

---

**COLUMN B CONSISTING OF:**

document image inspection reports

**COLUMN C WHICH ARE:**

reports made to the National Archives and Records Administration on the results of document image inspections, as required by Federal law and related correspondence

**COLUMN D DISPOSITION:**

Destroy when 2 years old or when superseded, whichever is later.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

eFOIA has been validated as a scheduled system for records under this table and rule.

 Correspondence relating to administering the FOIA

 Destroy after 2 years.

 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.

 Correspondence relating to administering the FOIA

 Destroy after 3 years.
### TABLE & RULE: T 37 - 19 R 24.01

- **TITLE:** FOIA Case Files and Control Logs
- **AUTHORITY:** DAA-GRS-2016-0002-0001, DAA-GRS-2016-0002-0004, DAA-GRS-2016-0013-0003
- **DATE MODIFIED:** 14 / Mar / 2018
- **CURRENT:** Yes
- **DATE APPROVED:**
- **DATE RESCINDED:**
- **DATE MODIFIED:**
- **FROZEN RECORD:** No
- **CURRENT:**
- **DATE APPROVED:**

#### COLUMN B CONSISTING OF:
- legal opinions, official files or record copies of requested records, record search findings initiated by FOIA, order of the courts or under E-Discovery rules, those pending litigation, and those under appeal, denials of access to all or parts of records requested. Includes FOIA control logs maintained for control purposes, including registers and similar records listing data, nature of request and name and address of requester

#### COLUMN C WHICH ARE:
- turned over to the requester, the courts, legal staff, or general counsel or in response to the search request. These include records of searchers, keywords, and or search criteria, and not appealed

#### COLUMN D DISPOSITION:
- Destroy 7 years after final agency action or 3 years after final adjudication by the courts. Records identified and frozen but not retrieved by the courts or legal staff can be destroyed with related records when the appeal or litigation is resolved or terminated. File records responsive to FOIA requests according to rules on FOIA in this table.

### NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- eFOIA has been validated as a scheduled system for records under this table and rule.

### TABLE & RULE: T 37 - 19 R 25.00

- **TITLE:** DELETED - 8 Aug 06 (Previously RESERVED)
- **AUTHORITY:** N/A
- **DATE MODIFIED:** 25 / Sep / 2006
- **CURRENT:** Yes
- **DATE APPROVED:**
- **DATE RESCINDED:**
- **DATE MODIFIED:**
- **FROZEN RECORD:** No
- **CURRENT:**
- **DATE APPROVED:**

#### COLUMN B CONSISTING OF:

#### COLUMN C WHICH ARE:

#### COLUMN D DISPOSITION:

### TABLE & RULE: T 37 - 19 R 26.00

- **TITLE:** DELETED - (14 Mar 18) – Incorporated into Rule 24.01
- **AUTHORITY:** DAA-GRS-2016-0002-0001
- **DATE MODIFIED:** 15 / Mar / 2018
- **FROZEN RECORD:** No
- **DATE RESCINDED:** 15 / Mar / 2018
- **DATE APPROVED:** 09 / Feb / 2016

#### COLUMN B CONSISTING OF:
- PREVIOUS TITLE: FOIA Denials not Appealed

#### COLUMN C WHICH ARE:
- not appealed

#### COLUMN D DISPOSITION:
- Destroy after 6 years.

### NOTES
### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

68 eFOIA has been validated as a scheduled system for records under this table and rule.

### TABLE & RULE: T 37 - 19 R 27.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED: 15 / Mar / 2018</th>
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<tr>
<td>DATE APPROVED: 09 / Feb / 2016</td>
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**COLUMN B CONSISTING OF:**

**PREVIOUS TITLE:** FOIA Denials - Appealed

**COLUMN C WHICH ARE:**

appealed

**COLUMN D DISPOSITION:**

Destroy 6 years after final determination by the Secretary of the Air Force or 3 years after final adjudication by courts, whichever is later.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

68 eFOIA has been validated as a scheduled system for records under this table and rule.

### TABLE & RULE: T 37 - 19 R 27.01

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

### TABLE & RULE: T 37 - 19 R 28.00

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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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68 eFOIA has been validated as a scheduled system for records under this table and rule.

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**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: FOIA Control Logs

**COLUMN C WHICH ARE:**

at FOIA managers’ offices

**COLUMN D DISPOSITION:**

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.

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**COLUMN B CONSISTING OF:**

PREVIOUS TITLE: Annual FOIA Report

**COLUMN C WHICH ARE:**

annual input to the DOD report to Justice

**COLUMN D DISPOSITION:**

Destroy after 2 years.

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### TABLE & RULE: T 37 - 19 R 32.00

**TITLE:** FOIA Cash Collection Records  
**AUTHORITY:** DAA-GRS-2013-0003-0001

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<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
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<tbody>
<tr>
<td>receipts for monies, cash collection sheets and related accountable records</td>
<td>at FOIA managers' offices</td>
<td>Destroy when 10 years old.</td>
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</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

52 When small volume makes it more practical, file and dispose of with records in Rules 24, 26 and 27.

---

### TABLE & RULE: T 37 - 19 R 33.00

**DATE MODIFIED:** 14 / Sep / 2017  
**DATE APPROVED:**  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**TITLE:** DELETED - (14 Mar 18) -- Incorporated into Rule 24.01  
**AUTHORITY:** DAA-GRS-2016-0013-0003

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<tr>
<td><strong>PREVIOUS TITLE:</strong> FOIA legal opinions</td>
<td>in case file</td>
<td>Destroy 2 years after the opinion has been written or when no longer needed, whichever is sooner.</td>
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</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMNS B CONSISTING OF:
records pertaining to development, establishment, supplementation and issuance of management policies and procedures governing EDSCs or other comparable systems

COLUMNS C WHICH ARE:
at HQ USAF/MAJCOMs/FOAs/DRUs records management offices

COLUMNS D DISPOSITION:
Destroy 6 years after system cancellation.

NOTES
18 Records created as a result of prescribing directives for EDSCs on non-AFMC bases, will be disposed of per this table. Records created as a result of AFI 21-401 prescribing directive for EDSCs located on AFMC bases will be disposed of per 23-series tables.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

47 Not authorized for retirement to a federal records center.

TABLE & RULE: T 37 - 19 R 35.00
TITLE: EDSCs on Non-AFMC Bases Requests for Establishment
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
EDSCs on non-AFMC bases requests for establishment, supporting records and approval/disapproval correspondence

COLUMNS C WHICH ARE:
at approving offices

COLUMNS D DISPOSITION:
Destroy 1 year after termination of system.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 37 - 19 R 37.00

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<th>DATE MODIFIED: 15 / Jun / 2005</th>
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<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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### COLUMN B CONSISTING OF:
EDSCs on non-AFMC bases, supporting records and approval/disapproval correspondence

### COLUMN C WHICH ARE:
requests for establishment at implementing offices

### COLUMN D DISPOSITION:
Destroy upon termination of system.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 37 - 19 R 38.00

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### COLUMN B CONSISTING OF:
EDSCs on non-AFMC bases requests for establishment, supporting records and approval/disapproval correspondence

### COLUMN C WHICH ARE:
at HQ USAF/MAJCOMs/FOAs/DRUs records management offices

### COLUMN D DISPOSITION:
Destroy 6 years after disapproval or on inactivation, whichever is sooner.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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47 Not authorized for retirement to a federal records center.

### Table & Rule: T 37 - 19 R 39.00

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### COLUMN B CONSISTING OF:
EDSCs on non-AFMC bases requests for establishment, supporting records and approval/disapproval correspondence

### COLUMN C WHICH ARE:
disapproved at originating offices

### COLUMN D DISPOSITION:
Destroy after 1 year.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**NOTES**

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**T 37 - 20: INFORMATION MANAGEMENT - DELETED--CONVERTED TO TABLE 33-30, PRIVACY ACT PROGRAM**

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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| COLUMN D DISPOSITION:            |                                |

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| COLUMN D DISPOSITION:            |                                |

| COLUMN B CONSISTING OF:          |                                |

| COLUMN C WHICH ARE:              |                                |

| COLUMN D DISPOSITION:            |                                |

| COLUMN B CONSISTING OF:          |                                |

| COLUMN C WHICH ARE:              |                                |

| COLUMN D DISPOSITION:            |                                |

| COLUMN B CONSISTING OF:          |                                |

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| COLUMN B CONSISTING OF:         |                                  |
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| COLUMN D DISPOSITION:           |                                  |

T 37 - 28: INFORMATION MANAGEMENT - DELETED

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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

### T 37 - 52: INFORMATION MANAGEMENT - DELETED

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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

### T 37 - 75: INFORMATION MANAGEMENT - DELETED

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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
### TABLE & RULE: T 38 - 01 R 01.00

**TITLE:** Productivity Enhancement Studies (includes Management Advisory Studies)  
**DATE MODIFIED:** 15 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
associated feasibility studies, study proposals, requests and memoranda with related records

**COLUMN C WHICH ARE:**  
approved proposals/requests, held at AFMEA, MAJCOMs or Command Management Engineering Team (CMET)

**COLUMN D DISPOSITION:**  
Destroy 3 years after implementation action is taken on the final study report.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 38 - 01 R 01.01

**TITLE:** Productivity Enhancement Studies Approved Proposals/Requests Later Rejected  
**DATE MODIFIED:** 15 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
associated feasibility studies, study proposals, requests and memoranda with related records

**COLUMN C WHICH ARE:**  
held at AFMEA, MAJCOMs or CMET

**COLUMN D DISPOSITION:**  
Destroy 2 years after rejection of report.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 38 - 01 R 02.00

**TITLE:** Productivity Enhancement Studies Disapproved Proposals/Requests  
**DATE MODIFIED:** 15 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
associated feasibility studies, study proposals, requests and memoranda with related records

**COLUMN C WHICH ARE:**  
approved proposals/requests, held at AFMEA, MAJCOMs or CMET

**COLUMN D DISPOSITION:**  
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
associated feasibility studies, study proposals, requests and memoranda with related records

COLUMN C WHICH ARE:
held at AFMEA, MAJCOMs or CMET

COLUMN D DISPOSITION:
Destroy 1 year after disapproval action.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

COLUMN B CONSISTING OF:
Electronic systems that replace temporary hard copy records:

COLUMN C WHICH ARE:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

COLUMN D DISPOSITION:
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 01 R 03.00
TITLE: Productivity Enhancement Studies Approved for Implementation
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 15 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
study plans and reports with related records for submission of management advisory study reports

COLUMN C WHICH ARE:
held at AFMEA, MAJCOMs or CMET

COLUMN D DISPOSITION:
Destroy 3 years after implementation of the study recommendations.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

COLUMN B CONSISTING OF:
Electronic systems that replace temporary hard copy records:

COLUMN C WHICH ARE:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

COLUMN D DISPOSITION:
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 01 R 04.00
TITLE: Productivity Enhancement Studies
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 15 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
study plans and reports with related records for submission of management advisory study reports

COLUMN C WHICH ARE:
rejected by the approving authority, held at AFMEA, MAJCOMs or CMET

COLUMN D DISPOSITION:
Destroy 2 years after study rejection.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

COLUMN B CONSISTING OF:
Electronic systems that replace temporary hard copy records:

COLUMN C WHICH ARE:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

COLUMN D DISPOSITION:
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 38 - 01 R 05.00
TITLE: (RESERVED)  
AUTHORITY: N/A  
CURRENT: Yes  
DATE MODIFIED: 15 / Jun / 2005  
FROZEN RECORD: No  
DATE APPROVED: 

COLUMN B CONSISTING OF:  
COLUMN C WHICH ARE:  
COLUMN D DISPOSITION: (RESERVED)

TABLE & RULE: T 38 - 01 R 06.00
TITLE: (RESERVED)  
AUTHORITY: N/A  
CURRENT: Yes  
DATE MODIFIED: 15 / Jun / 2005  
FROZEN RECORD: No  
DATE APPROVED: 

COLUMN B CONSISTING OF:  
COLUMN C WHICH ARE:  
COLUMN D DISPOSITION: (RESERVED)

TABLE & RULE: T 38 - 01 R 07.00
TITLE: Productivity Enhancement Studies Indexes  
AUTHORITY: N1-AFU-90-03  
CURRENT: Yes  
DATE MODIFIED: 15 / Jun / 2005  
FROZEN RECORD: No  
DATE APPROVED: 

COLUMN B CONSISTING OF:  
productivity enhancement studies indexes  
COLUMN C WHICH ARE:  
at AFMEAs and MAJCOMs  
COLUMN D DISPOSITION:  
Destroy when superseded.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

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<td>AUTHORITY: N1-AFU-90-03</td>
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**COLUMN B CONSISTING OF:**

associated feasibility studies, memoranda and measurement plan (MEAS-PLAN) with related records

**COLUMN C WHICH ARE:**

for AF standards at Functional Management Engineering Team (FMET) or designated lead team

**COLUMN D DISPOSITION:**

Destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply.

**NOTES**

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

47  Not authorized for retirement to a federal records center.

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)
COLUMN B CONSISTING OF:
manpower standards studies

COLUMN C WHICH ARE:
standards at command lead teams

COLUMN D DISPOSITION:
Destroy 1 year after verification that standards are superseded, obsolete, or upon inactivation of activity to which standards apply.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
manpower standards studies

COLUMN C WHICH ARE:
at MAJCOMs, FOAs and input teams

COLUMN D DISPOSITION:
Destroy after publication of the manpower standard.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
manpower standards studies

COLUMN C WHICH ARE:
standards at MAJCOMs, FOAs and input teams

COLUMN D DISPOSITION:
Destroy after publication of the manpower standard.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 01 R 18.00
TITLE: Manpower Standards Studies FMET or Designated Lead Team
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
manpower standards studies FMET or designated lead team

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 01 R 19.00
TITLE: (RESERVED)
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 38 - 01 R 20.00
TITLE: Manpower Standards Studies at Command Lead Team
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

(RESERVED)
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.

Notes

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 01 R 23.00

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NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 01 R 24.00

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<th>COLUMN B CONSISTING OF:</th>
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<tr>
<td>final report (FIN-REP) and proposals with related records, including supporting computations, computerized output products, program management data, and impact applications reports</td>
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NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 01 R 25.00

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<th>COLUMN B CONSISTING OF:</th>
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<tr>
<td>computerized output products pertaining to the unadjusted input data (raw data) such as operational audit detail, summary lists, data analyses and regression analysis products</td>
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NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 38 - 01 R 26.00**

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| COLUMN C WHICH ARE: |

| COLUMN D DISPOSITION: |

(RESERVED)

**TABLE & RULE: T 38 - 01 R 27.00**

| COLUMN B CONSISTING OF: |

computerized output products pertaining to the unadjusted input data (raw data) such as operational audit detail, summary lists, data analyses and regression analysis products

| COLUMN C WHICH ARE: |

developed by command lead team

| COLUMN D DISPOSITION: |

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.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 38 - 01 R 27.01**

| COLUMN B CONSISTING OF: |

developed by command lead team

| COLUMN C WHICH ARE: |

computerized output products pertaining to the unadjusted input data (raw data) such as operational audit detail, summary lists, data analyses and regression analysis products

| COLUMN D DISPOSITION: |

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.
COLUMN B CONSISTING OF:
computer entries of rules 22, 24, 25 and 27 computerized output products

COLUMN C WHICH ARE:
at AF Design and Service Center and MAJCOMs/bases data automation office

COLUMN D DISPOSITION:
Destroy (cancel) in accordance with rules 22, 24, 25 and 27.

NOTES
21  Electronic copies created using electronic mail and word processing:  Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21  Electronic systems that replace temporary hard copy records:
    Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 01 R 28.00
TITLE: Manpower Standards Studies for AF and Command Standards
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 15 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
standards maintenance records including review process, partial remeasurement, data analyses, revised equations and manpower tables, as appropriate.
COLUMN C WHICH ARE:
for AF and command standards
COLUMN D DISPOSITION:
Destroy on the same basis as the original FIN-REP to which they pertain.

NOTES
21  Electronic copies created using electronic mail and word processing:  Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21  Electronic systems that replace temporary hard copy records:
    Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 01 R 29.00
TITLE: Manpower Standards Studies at the Preparing Activity
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 15 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
documented manpower guides defining manpower allowances with supporting records
COLUMN C WHICH ARE:
at preparing activity
COLUMN D DISPOSITION:
Destroy 1 year after guide is superseded or obsolete.

NOTES
21  Electronic copies created using electronic mail and word processing:  Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21  Electronic systems that replace temporary hard copy records:
    Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 38 - 01 R 30.00**

**TITLE:** Manpower Standards Studies at the Using Activity  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 15 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
documented manpower guides defining manpower allowances with supporting records

**COLUMN C WHICH ARE:**
at the using activity

**COLUMN D DISPOSITION:**
Destroy when superseded or obsolete.

**NOTES**

11 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

11 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

11 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 38 - 01 R 31.00**

**TITLE:** Manpower Standards Studies Disapproved  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 15 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
manpower standard studies coordinated through the FMET or AFMEA study staffing process

**COLUMN C WHICH ARE:**
disapproved

**COLUMN D DISPOSITION:**
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.

**NOTES**

11 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

11 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

11 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 38 - 01 R 32.00**

**TITLE:** Manpower Standards Studies Existing Reports and Supporting Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 15 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
manpower standards studies for standard studies that have been cancelled during development for AF or command standards

**COLUMN C WHICH ARE:**
existing reports and supporting records

**COLUMN D DISPOSITION:**
Destroy 2 years after cancellation.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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Electronic systems that replace temporary hard copy records:
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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
AF Form 29, Management Engineering Program Quarterly Status Report; and AF Form 501, Management Engineering Program Study Schedule

COLUMN C WHICH ARE:
at MAJCOMs and FOAs

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
47 Not authorized for retirement to a federal records center.
COLUMN B CONSISTING OF:
schedule with related records

COLUMN C WHICH ARE:
at MAJCOMs and FOAs

COLUMN D DISPOSITION:
Destroy 1 year after supersession or when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

47 Not authorized for retirement to a federal records center.

TABLE & RULE: T 38 - 01 R 38.00
TITLE: Air Force MEP Master Schedule at AFMEA or Using Activity
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 15 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
schedule with related records

COLUMN C WHICH ARE:
at AFMEA or using activity

COLUMN D DISPOSITION:
Destroy when superseded.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

47 Not authorized for retirement to a federal records center.
### T 38 - 02: MANPOWER AND ORGANIZATION - PRODUCTIVITY MEASUREMENT, EVALUATION AND ENHANCEMENT

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<td>TITLE: Productivity Enhancing Capital Investments Approved Requests at MAJCOMs/FOAs</td>
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#### COLUMN B CONSISTING OF:
- 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

#### COLUMN C WHICH ARE:
- at MAJCOMs/FOAs

#### COLUMN D DISPOSITION:
- Destroy 2 years after close of FY in which approved project was amortized.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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#### COLUMN B CONSISTING OF:
- 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

#### COLUMN C WHICH ARE:
- at HQ USAF and HQ AFMEA

#### COLUMN D DISPOSITION:
- Destroy 3 years after close of FY in which approved project was amortized.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
MAJCOMs/FOAs

COLUMN D DISPOSITION:
Destroy 1 year after close of FY in which approved project was amortized.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 02 R 04.00
TITLE: Productivity Enhancing Capital Investments Disapproved Requests
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
disapproved requests

COLUMN D DISPOSITION:
Destroy 1 year after close of FY in which request was disapproved.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 02 R 05.00
TITLE: Productivity Enhancement
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
productivity enhancement

COLUMN C WHICH ARE:
projects, studies, research materials, reports and other data pertaining to enhancement of labor productivity and quality of working life

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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### TABLE & RULE: T 38 - 03 R 01.00

**TITLE:** Manpower Authorization as of the Last Day of Each Calendar Month at HQ USAF

**AUTHORITY:** N1-AFU-90-03

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<tbody>
<tr>
<td>15 / Jun / 2005</td>
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<td>Yes</td>
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</table>

**COLUMN B CONSISTING OF:**

computer magnetic master tapes containing detailed unit and position manpower authorization data for all fiscal periods in the current manpower program

**COLUMN C WHICH ARE:**

at HQ USAF

**COLUMN D DISPOSITION:**

Destroy after 1 year.

### NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 38 - 03 R 02.00

**TITLE:** Manpower Authorization as of the Last Day of Each Calendar Month

**AUTHORITY:** N1-AFU-90-03

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<tr>
<td>15 / Jun / 2005</td>
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</table>

**COLUMN B CONSISTING OF:**

computer magnetic master tapes containing detailed unit and position manpower authorization data for all fiscal periods in the current manpower program

**COLUMN C WHICH ARE:**

at MAJCOMs

**COLUMN D DISPOSITION:**

Destroy after 6 months.

### NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 38 - 03 R 03.00

**TITLE:** Manpower Authorization as of the Last Day of Each Fiscal Quarter

**AUTHORITY:** N1-AFU-90-03

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**COLUMN B CONSISTING OF:**

computer magnetic master tapes containing detailed unit and position manpower authorization data for all fiscal periods in the current manpower program

**COLUMN C WHICH ARE:**

at MAJCOMs

**COLUMN D DISPOSITION:**

Destroy after 1 year.

### NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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COLUMN B CONSISTING OF:
computer magnetic master tapes containing detailed unit and position manpower authorization data for all fiscal periods in the current manpower program

COLUMN C WHICH ARE:
at HQ USAF

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 38 - 03 R 04.00
TITLE: Manpower Authorization as of the Last Day of Each Fiscal Quarter
AUTHORITY: N1-AFU-90-03

DATE APPROVED:

---

COLUMN B CONSISTING OF:
computer magnetic master tapes containing detailed unit and position manpower authorization data for all fiscal periods in the current manpower program

COLUMN C WHICH ARE:
at MAJCOMs

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 38 - 03 R 05.00
TITLE: Manpower Authorization as of the Last Day of Each Fiscal Year
AUTHORITY: NC1-AFU-80-08

DATE APPROVED:

---

COLUMN B CONSISTING OF:
computer magnetic master tapes containing detailed unit and position manpower authorization data for all fiscal periods in the current manpower program

COLUMN C WHICH ARE:
at HQ USAF

COLUMN D DISPOSITION:
Retire as permanent.

NOTES
28 Transfer to the National Archives as soon as possible after creation.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 38 - 03 R 06.00
**TITLE:** Manpower Authorization as of the Last Day of Each Fiscal Year  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 15 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**  
computer magnetic master tapes containing detailed unit and position manpower authorization data for all fiscal periods in the current manpower program  

**COLUMN C WHICH ARE:**  
at MAJCOMs  

**COLUMN D DISPOSITION:**  
Destroy after 5 years.  

**NOTES**  
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 38 - 03 R 07.00
**TITLE:** Manpower Authorization Data Extracted from the Manpower Authorization File  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 15 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**  
computer magnetic tapes or card decks containing manpower authorization data  

**COLUMN C WHICH ARE:**  
extracted from the manpower authorization file  

**COLUMN D DISPOSITION:**  
Destroy when superseded or no longer needed.  

**NOTES**  
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 38 - 03 R 07.01
**TITLE:** Manpower Authorization Data that are Used as Interface Between Data Systems  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 15 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**  
computer magnetic tapes or card decks  

**COLUMN C WHICH ARE:**  
used as interface between data systems  

**COLUMN D DISPOSITION:**  
Destroy when superseded or no longer needed.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<td>(RESERVED)</td>
</tr>
</tbody>
</table>
TABLE & RULE: T 38 - 03 R 11.00
TITLE: Manpower Authorization Machine Listing of Data
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
manpower authorization machine listing of data

COLUMN C WHICH ARE:
derived from the manpower authorization file

COLUMN D DISPOSITION:
Destroy when superseded or no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 03 R 12.00
TITLE: Manpower Authorization Machine Listings Such as Tables, Registers and Indexes
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
manpower authorization machine listings which reflect the posture of manpower subsystem files at the completion of an update cycle

COLUMN C WHICH ARE:
tables, registers and indexes

COLUMN D DISPOSITION:
Destroy after 1 month or when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 03 R 13.00
TITLE: Manpower Authorization Machine Listings Such as Error Lists
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
manpower authorization machine listings and change lists which provide selective information during an update cycle

COLUMN C WHICH ARE:
error lists

COLUMN D DISPOSITION:
Destroy on completion of the update cycle or when no longer needed.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 03 R 14.00
TITLE: Manpower Authorization Machine Listings Containing Selected Data
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
manpower authorization machine listings containing selected data

COLUMN C WHICH ARE:
obtained through inquiry against the various manpower files

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 03 R 14.01
TITLE: (RESERVED)
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 38 - 03 R 14.02
TITLE: Resource Control
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)
COLUMN B CONSISTING OF:
computer magnetic tapes reflecting the status of manpower allocations for all fiscal periods in the current manpower program

COLUMN C WHICH ARE:
as of the last day of each calendar month at MAJCOMs

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 03 R 15.00
TITLE: Manpower Change Requests
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
correspondence, forms or machine listings which identify the changes requested and contain justification, coordination and approval/disapproval statements
COLUMN C WHICH ARE:
approved requests at HQ USAF
COLUMN D DISPOSITION:
Destroy 5 years after approval.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 03 R 16.00
TITLE: Manpower Change Requests Disapproved Requests
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
correspondence, forms or machine listings which identify the changes requested and contain justification, coordination and approval/disapproval statements
COLUMN C WHICH ARE:
at HQ USAF
COLUMN D DISPOSITION:
Destroy 3 years after disapproval.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 38 - 03 R 17.00

**TITLE:** Manpower Change Requests Approved/Disapproved Requests  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUM D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>correspondence, forms or machine listings which identify the changes requested and contain justification, coordination and approval/disapproval statements</td>
<td>Destroy 2 years after implementation or disapproval.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
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<tr>
<td>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
</tbody>
</table>

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### TABLE & RULE: T 38 - 03 R 18.00

**TITLE:** Manpower Change Requests Approved/Disapproved Requests Below MAJCOMs  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUM D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>correspondence, forms or machine listings which identify the changes requested and contain justification, coordination and approval/disapproval statements</td>
<td>Destroy 1 year after implementation or disapproval.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
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</tr>
</tbody>
</table>

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### TABLE & RULE: T 38 - 03 R 18.01

**TITLE:** Manpower Change Requests Information Copies Maintained for Monitoring Purposes  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUM D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>correspondence, forms or machine listings which identify the changes requested and contain justification, coordination and approval/disapproval statements</td>
<td>Destroy 1 year after implementation or disapproval.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOTES</th>
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<tbody>
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</tbody>
</table>
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### Table & Rule: T 38 - 03 R 19.00

<table>
<thead>
<tr>
<th>TITLE: Manpower Change Requests Forms Used as Keypunch Creation Sheets</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
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<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

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### Table & Rule: T 38 - 03 R 20.00

<table>
<thead>
<tr>
<th>TITLE: Deferred Manpower Requirements</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

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Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 38 - 03 R 21.00

<table>
<thead>
<tr>
<th>TITLE: USAF Organization at HQ USAF</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: NC1-AFU-80-08</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
USAF Command Organization Chart Book

**COLUMN C WHICH ARE:**
at HQ USAF

**COLUMN D DISPOSITION:**
Retire as permanent.

**NOTES**

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 38 - 03 R 22.00

<table>
<thead>
<tr>
<th>TITLE: USAF Organization at Issuing Activities</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: NC1-AFU-80-08</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
DAF directives such as DAF/PRM letters directing organizational actions

**COLUMN C WHICH ARE:**
at issuing activities

**COLUMN D DISPOSITION:**
Retire as permanent.

**NOTES**

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 38 - 03 R 23.00

<table>
<thead>
<tr>
<th>TITLE: USAF Manpower Programming</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: NC1-AFU-80-08</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
manpower programming data in support of USAF force structure, including program change requests, force and financial plan, 5-year defense plan

**COLUMN C WHICH ARE:**
at HQ USAF

**COLUMN D DISPOSITION:**
Retire as permanent.

**NOTES**

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
no longer needed for administrative, legal, audit, or other operational purposes.

**NOTE**

**TABLE & RULE: T 38 - 03 R 24.00**

**TITLE:** Commercial Activity (CA) Inventory Reporting Data System at HQ USAF and AFMEA

**AUTHORITY:** N1-AFU-90-03

---

**COLUMNS B CONSISTING OF:**

magnetic tapes containing CA annual inventory reporting data for in-house activities and contract services

**COLUMNS C WHICH ARE:**

at HQ USAF and AFMEA

**COLUMNS D DISPOSITION:**

Destroy when obsolete or no longer needed.

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 38 - 03 R 25.00**

**TITLE:** Commercial Activity (CA) Inventory Reporting Data System at MAJCOMs/FOAs/DRUs

**AUTHORITY:** N1-AFU-90-03

---

**COLUMNS B CONSISTING OF:**

magnetic tapes containing CA annual inventory reporting data for in-house activities and contract services

**COLUMNS C WHICH ARE:**

at MAJCOMs/FOAs/DRUs

**COLUMNS D DISPOSITION:**

Destroy after 2 years.

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 38 - 03 R 25.01**

**TITLE:** Commercial Activity (CA) Inventory Reporting Data System at MAJCOMs/FOAs/DRUs and Bases

**AUTHORITY:** N1-AFU-90-03

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
punch cards used for developing magnetic tape containing CA annual inventory report data

COLUMN C WHICH ARE:
at MAJCOMs/FOAs/DRUs and bases

COLUMN D DISPOSITION:
Destroy when obsolete or no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 38 - 03 R 26.00**

**TITLE:** Manpower Standards Application and Reapplication  
**AUTHORITY:** N1-AFU-90-03

| DATE MODIFIED: | 15 / Jun / 2005 |
| DATE APPROVED: |

COLUMN B CONSISTING OF:  
annotated machine listings, standards application worksheets, coordination records, workload collection worksheets and workload verification records/correspondence

COLUMN C WHICH ARE:  
at MAJCOMs/FOAs and management engineering teams (METs)

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 38 - 03 R 27.00**

**TITLE:** Commercial Activities Cost Comparison Studies  
**AUTHORITY:** N1-AFU-90-03

| DATE MODIFIED: | 15 / Jun / 2005 |
| DATE APPROVED: |

COLUMN B CONSISTING OF:  
performance work statement of unit or function considered for contracting out, deduct analysis, cost study and supporting records

COLUMN C WHICH ARE:  
at MAJCOMs and MET performing cost study

COLUMN D DISPOSITION:
Destroy 5 years after study, upon completion of next study, or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 38 - 03 R 28.00

<table>
<thead>
<tr>
<th>Title: (Reserved)</th>
<th>Date Modified: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: N/A</td>
<td>Frozen Record: No</td>
</tr>
<tr>
<td>Current: Yes</td>
<td>Date Approved:</td>
</tr>
</tbody>
</table>

**Notes**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 38 - 03 R 29.00

<table>
<thead>
<tr>
<th>Title: Commercial Activity Program Records at HQ USAF and AFMEA</th>
<th>Date Modified: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: N1-AFU-90-03</td>
<td>Frozen Record: No</td>
</tr>
<tr>
<td>Current: Yes</td>
<td>Date Approved:</td>
</tr>
</tbody>
</table>

**Notes**

- Machine listings of data derived from the CA inventory reporting data system
- Destroy when obsolete or no longer needed.

### TABLE & RULE: T 38 - 03 R 30.00

<table>
<thead>
<tr>
<th>Title: Commercial Activity Program Records at MAJCOMs/FOAs/DRUs and Bases</th>
<th>Date Modified: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: N1-AFU-90-03</td>
<td>Frozen Record: No</td>
</tr>
<tr>
<td>Current: Yes</td>
<td>Date Approved:</td>
</tr>
</tbody>
</table>

**Notes**

- Machine listings of data derived from the CA inventory reporting data system
- Destroy after 5 years.

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 38 - 03 R 30.01**

**TITLE:** Commercial Activity Program Records at MAJCOMs/FOAs/DRUs and bases  
**DATE MODIFIED:** 30 / Mar / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
background records for CA inventory report data entered on punch card transcripts and/or work sheets, including general CA inventory report correspondence

**COLUMN C WHICH ARE:**
at MAJCOMs/FOAs/DRUs and bases

**COLUMN D DISPOSITION:**
destroy after 2 years.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 38 - 03 R 30.02**

**TITLE:** Commercial Activity (CA) Program Records at HQ USAF and AFMEA  
**DATE MODIFIED:** 30 / Mar / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
CA reviews, new start or expansion requests, cost comparison studies and general CA program correspondence

**COLUMN C WHICH ARE:**
at HQ USAF and AFMEA

**COLUMN D DISPOSITION:**
destroy when obsolete or no longer needed.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 38 - 03 R 30.03**

**TITLE:** Commercial Activity (CA) Program Records at MAJCOMs/FOAs/DRUs and Bases  
**DATE MODIFIED:** 30 / Mar / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**

**REPORT GENERATED:** 01 / Oct / 2018 - 08:00:00  
**1763**
COLUMN B CONSISTING OF:
CA reviews, new start or expansion requests, cost comparison studies and general CA program correspondence

COLUMN C WHICH ARE:
at MAJCOMs/FOAs/DRUs and bases

COLUMN D DISPOSITION:
destroy when superseded.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 03 R 31.00
TITLE: USAF Organization Tables (OTs) at HQ USAF
AUTHORITY: NC1-AFU-80-08
DATE APPROVED: 15 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 15 / Jun / 2005

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at HQ USAF

COLUMN D DISPOSITION:
Retire as permanent.

NOTES

27 Transfer to the National Archives when 25 years old. USAF Organizational Tables are no longer created. Less than one cubic foot is stored in the WNRC.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 03 R 32.00
TITLE: USAF Organization Tables (OTs) Below HQ USAF
AUTHORITY: N1-AFU-90-03
DATE APPROVED: 15 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 15 / Jun / 2005

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
below HQ USAF

COLUMN D DISPOSITION:
Destroy when superseded.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 38 - 03 R 33.00

**TITLE:** Civilian Position Essentiality Statements at HQ USAF  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 15 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- statements prepared annually for all civilian positions and individually for vacated positions before they may be filled

**COLUMN C WHICH ARE:**
- at HQ USAF

**COLUMN D DISPOSITION:**
- Destroy after 3 years.

**NOTES**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 38 - 03 R 34.00

**TITLE:** Civilian Position Essentiality Statements Below HQ USAF  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 15 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- statements prepared annually for all civilian positions and individually for vacated positions before they may be filled

**COLUMN C WHICH ARE:**
- below HQ USAF

**COLUMN D DISPOSITION:**
- Destroy after 1 year.

**NOTES**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 38 - 03 R 35.00

**TITLE:** Contract Manpower Equivalent (CME)  
**AUTHORITY:** PENDING AUTHORITY  
**DATE CREATED:** 04 / Sep / 2003  
**DATE MODIFIED:** 15 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- all documents used to calculate, validate, create or support contract manpower equivalents

**COLUMN C WHICH ARE:**
- maintained at all levels below HQ USAF

**COLUMN D DISPOSITION:**
- Disposition pending...

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
    Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 38 - 04: MANPOWER AND ORGANIZATION - PEACETIME PROGRAM RECORDS

**TABLE & RULE:** T 38 - 04 R 01.00
**TITLE:** USAF
**AUTHORITY:** N1-AFU-86-66

**COLUMN B CONSISTING OF:**
USAF

**COLUMN C WHICH ARE:**
records with the short title of PA, PD, PT, PM, PS, PG, PC, PO; PFT, PTT, AMMP, ECMP&R and STEP

**COLUMN D DISPOSITION:**
Retire as permanent.

**NOTES**
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 38 - 04 R 02.00
**TITLE:** USAF
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
USAF

**COLUMN C WHICH ARE:**
records with the short title of PA, PD, PT, PM, PS, PG, PC, PO; PFT, PTT, AMMP, ECMP&R and STEP

**COLUMN D DISPOSITION:**
Destroy when superseded or obsolete.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
    Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 38 - 04 R 03.00
**TITLE:** (RESERVED)
**AUTHORITY:** N/A

**DATE MODIFIED:** 15 / Jun / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**
TABLE & RULE: T 38 - 04 R 04.00

TITLE: USAF

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

(RESERVED)

FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 15 / Jun / 2005
DATE APPROVED:

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 04 R 05.00

TITLE: USAF

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

background, source and feeder material

COLUMN D DISPOSITION:

Destroy when related record is superseded or no longer needed.

FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 15 / Jun / 2005
DATE APPROVED:

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 04 R 06.00

TITLE: Command Program Records Equivalent to the USAF

AUTHORITY: N1-AFU-86-66

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

Destroy after 2 years or when obsolete, whichever is later.

FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 15 / Jun / 2005
DATE APPROVED:

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
command program records (EXCEPTION: see rules 11.2, 16 and 17)

COLUMN C WHICH ARE:
equivalent to the USAF

COLUMN D DISPOSITION:
Destroy 2 years after close of the earliest FY included in the document or when superseded or obsolete, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 04 R 07.00
TITLE: Command Program Records Equivalent to the USAF
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 15 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
command program records (EXCEPTION: see rules 11.2, 16 and 17)

COLUMN C WHICH ARE:
equivalent to the USAF

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 04 R 08.00
TITLE: Command Program Records Background, Source and Feeder Materials
AUTHORITY: N1-AFU-86-66
DATE MODIFIED: 15 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
command program records background, source and feeder materials (EXCEPTION: see Rules 11.2, 16 and 17)

COLUMN C WHICH ARE:
at MAJCOMs

COLUMN D DISPOSITION:
Destroy 2 years after close of the earliest FY included in the document or when superseded or obsolete, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 38 - 04 R 09.00

**Title:** Command Program Records Retained Copies of Command Staff Element Activity Submissions  
**Authority:** N1-AFU-90-03  
**Date Modified:** 15 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- command program records with related correspondence

**Column C Which Are:**
- retained copies of command staff element activity submissions

**Column D Disposition:**
Destroy when related plans are superseded or obsolete.

**Notes**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 38 - 04 R 10.00

**Title:** Command Program Records Retained Copies of Major Subordinate Command Submissions  
**Authority:** N1-AFU-90-03  
**Date Modified:** 15 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- command program records including forms pertaining to the recommended flying-hour program

**Column C Which Are:**
- retained copies of major subordinate command submissions

**Column D Disposition:**
Destroy 2 years after close of the FY to which they relate.

**Notes**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 38 - 04 R 11.00

**Title:** Command Program Records Retained Copies of Submissions Made to Major Subordinate Commands  
**Authority:** N1-AFU-90-03  
**Date Modified:** 15 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- command program records including forms pertaining to the recommended flying-hour program

**Column C Which Are:**
- retained copies of submissions made to major subordinate commands

**Column D Disposition:**
Destroy on receipt and review of the related command program record for accuracy.

**Notes**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 04 R 11.01

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<thead>
<tr>
<th>TITLE: (RESERVED)</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N/A</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 38 - 04 R 11.02

<table>
<thead>
<tr>
<th>TITLE: Command Control and Communications Program (C3P)</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

background, source and feeder material

COLUMN C WHICH ARE:

at MAJCOMs

COLUMN D DISPOSITION:

Destroy after 5 years or when no longer needed for ongoing decision processes, whichever is later.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 04 R 12.00

<table>
<thead>
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<th></th>
<th></th>
</tr>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-86-66</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 38 - 04 R 12.01**

**TITLE:** DELETED

**AUTHORITY:** N/A

**FROZEN RECORD:** No

**DATE RESCINDED:** 01 / Jan / 1900

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

- Destroy 2 years after the date all actions were completed.

**TABLE & RULE: T 38 - 04 R 13.00**

**TITLE:** USAF Organizational Records at Issuing Activities

**AUTHORITY:** NC1-AFU-80-08

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

- USAF directives which direct organizational actions
- HQ USAF/PRP DAF movement directives for the movement of AF units
- DAF movement directives issued by overseas commands that effect payment for travel and relocation of people and units
- Background to records described in Rule 15

**COLUMN D DISPOSITION:**

- Retire as permanent.

**NOTES**

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 38 - 04 R 14.00**

**TITLE:** USAF Organizational Records at Other Than Issuing Activities

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 15 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at other than issuing activities

COLUMN D DISPOSITION:
Destroy 1 year after action is completed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 04 R 15.00
TITLE: USAF Organizational Records Requests for Action and Justification Thereof
AUTHORITY: N1-AFU-90-03

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 04 R 16.00
TITLE: Resource Category Programs at HQ AFIC
AUTHORITY: N1-AFU-86-66

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 38 - 04 R 17.00

**TITLE:** Resource Category Programs at other MAJCOMs and Below  
**AUTHORITY:** N1-AFU-86-66  
**DATE MODIFIED:** 15 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at other MAJCOMs and below</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 3 years, or when no longer needed, whichever is sooner.</td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 38 - 04 R 18.00

**TITLE:** Force and Financial Program (F&FP)  
**AUTHORITY:** N1-AFU-86-66  
**DATE MODIFIED:** 15 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at HQ USAF Office of Primary Responsibility (OPR) for each document</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retire as permanent.</td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 38 - 04 R 19.00

**TITLE:** Resource Category Programs at other HQ USAF Staff Offices  
**AUTHORITY:** N1-AFU-86-66  
**DATE MODIFIED:** 15 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at other HQ USAF staff offices

COLUMN D DISPOSITION:
Destroy after 8 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 04 R 20.00
TITLE: Resource category programs at MAJCOMs, FOAs and DRUs
AUTHORITY: N1-AFU-86-66
DATE MODIFIED: 15 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at MAJCOMs, FOAs and DRUs

COLUMN D DISPOSITION:
Destroy after 8 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 38 - 04 R 21.00
TITLE: Resource Category Programs at Subordinate Commands Below MAJCOM Level
AUTHORITY: N1-AFU-86-66
DATE MODIFIED: 15 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
below MAJCOM level

COLUMN D DISPOSITION:
Destroy when superseded or no longer needed.
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 38 - 05: MANPOWER AND ORGANIZATION - COMMITTEE AND BOARD RECORDS

TABLE & RULE: T 38 - 05 R 01.00
TITLE: AF Committees Recorders’ Records
AUTHORITY: NC1-AFU-80-08

COLUMN B CONSISTING OF:
AF committees recorders’ records

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Retire as permanent.

NOTES
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
53 Committees and advisory committees are defined and explained in AFR 11-36.

TABLE & RULE: T 38 - 05 R 02.00
TITLE: AF Committees Members’ Records
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
not made a part of another records series or not covered elsewhere in other tables

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Committees and advisory committees are defined and explained in AFR 11-36.

Committees and advisory committees are defined and explained in AFR 11-36.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Transfer to the National Archives when 15 years old or upon termination of committee, whichever is sooner.

Records documenting the establishment and formation of Federal Advisory Committees (FACAs) and their significant actions and decisions. Records may include: records related to the establishment of the committee, records related to committee membership, records of committee meetings and hearings, records related to committee findings and recommendations, records created by committee members, records related to research collected or created by the committee, documentation of advisory committee subcommittees (i.e., working groups, or other subgroups), records related to committee termination (i.e., email, letter, memo, etc.), and other records documenting decisions, discussions, or actions related to the work of a committee, including information on committee websites not captured elsewhere in committee records.

Federal Advisory Committees (FACAs) recorders’ records

Records documenting the establishment and formation of Federal Advisory Committees (FACAs) and their significant actions and decisions. Records may include: records related to the establishment of the committee, records related to committee membership, records of committee meetings and hearings, records related to committee findings and recommendations, records created by committee members, records related to research collected or created by the committee, documentation of advisory committee subcommittees (i.e., working groups, or other subgroups), records related to committee termination (i.e., email, letter, memo, etc.), and other records documenting decisions, discussions, or actions related to the work of a committee, including information on committee websites not captured elsewhere in committee records.

Federal Advisory Committees (FACAs) recorders’ records

Records documenting the establishment and formation of Federal Advisory Committees (FACAs) and their significant actions and decisions. Records may include: records related to the establishment of the committee, records related to committee membership, records of committee meetings and hearings, records related to committee findings and recommendations, records created by committee members, records related to research collected or created by the committee, documentation of advisory committee subcommittees (i.e., working groups, or other subgroups), records related to committee termination (i.e., email, letter, memo, etc.), and other records documenting decisions, discussions, or actions related to the work of a committee, including information on committee websites not captured elsewhere in committee records.

Federal Advisory Committees (FACAs) recorders’ records

Federal Advisory Committees (FACAs) recorders’ records

Federal Advisory Committees (FACAs) recorders’ records
<table>
<thead>
<tr>
<th>COLUMN &amp; RULE: T 38 - 05 R 05.00</th>
<th>TITLE: Sound Recordings Transcribed to Paper</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT:</td>
<td>FROZEN RECORD: No</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- sound recordings of minutes of meetings of boards/committees

**COLUMN C WHICH ARE:**
- transcribed to paper records

**COLUMN D DISPOSITION:**
- Destroy when transcribed (degauss and reuse magnetic tapes).

**NOTES**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>COLUMN &amp; RULE: T 38 - 05 R 06.00</th>
<th>TITLE: Sound Recordings Not Transcribed to Paper</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT:</td>
<td>FROZEN RECORD: No</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- sound recordings of minutes of meetings of boards/committees

**COLUMN C WHICH ARE:**
- not transcribed to paper records

**COLUMN D DISPOSITION:**
- See Rules 1 thru 4, as applicable.

**NOTES**
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>COLUMN &amp; RULE: T 38 - 05 R 07.00</th>
<th>TITLE: Administrative Support Records</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT:</td>
<td>FROZEN RECORD: No</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
- chairman/recorder/members and responsible staff activity records not covered elsewhere in other tables

**COLUMN D DISPOSITION:**
- Destroy when no longer needed.

**NOTES**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 38 - 05 R 08.00**

| TITLE: Committee Management Officers' Control Files for AF Committees | DATE MODIFIED: 17 / Aug / 2017 |
| COLUMN B CONSISTING OF: | }
| committee management officers' control files for AF committees | }
| COLUMN C WHICH ARE: | }
| monitoring and control case files which consist of records relating to the approval, establishment, review and termination of individual boards/committees | }
| COLUMN D DISPOSITION: | }
| These records are potentially permanent and must be scheduled by submission of an SF 115 to NARA. | }

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 38 - 05 R 09.00**

| TITLE: Committee Management Officers' Control Files for Advisory Committees | DATE MODIFIED: 15 / Jun / 2005 |
| COLUMN B CONSISTING OF: | }
| committee management officers' control files for advisory committees | }
| COLUMN C WHICH ARE: | }
| monitoring and control case files which consist of records relating to the approval, establishment, review and termination of individual boards/committees | }
| COLUMN D DISPOSITION: | }
| Destroy when obsolete, no longer needed or on inactivation of committee. | }

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 38 - 05 R 10.00**

| TITLE: Reports of Existing Committees Accumulated by HQ USAF Committee Management Officer | DATE MODIFIED: 15 / Jun / 2005 |
| COLUMN B CONSISTING OF: | }
| | }
| COLUMN C WHICH ARE: | }
| | }
| COLUMN D DISPOSITION: | }
| | }

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Annual reports of AF and advisory committees in existence
Retire as permanent one copy of each inventory.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 38 - 06 R 01.00</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Institutional Research Project Findings and Summaries</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: NC1-461-85-01</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at Directorate of Institutional Research

**COLUMN D DISPOSITION:**
Retire as permanent.

**NOTES**

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

11 Microfilm upon completion of study/project, or one year after graduation. Retain microfilm at USAF Academy.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 38 - 06 R 02.00</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Cadet Listings</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: NC1-461-82-14</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at Directorate of Institutional Research, Graduate Research and Office of the Registrar

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 38 - 06 R 03.00</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: (RESERVED)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMNS B CONSISTING OF:

COLUMNS C WHICH ARE:

COLUMNS D DISPOSITION:
(RESERVED)

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 38 - 06 R 04.00</th>
<th>DATE MODIFIED: 15 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Education Research Database</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: NC1-461-85-01</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Retire as permanent.

NOTES

31 Transfer a copy of the magnetic tape annually to the National Archives when the data is 5 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 38 - 06 R 05.00</th>
<th>FROZEN RECORD: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED</td>
<td>DATE RESCINDED: 01 / Jan / 1900</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 38 - 07 R 01.00

**TITLE:** Approved Ideas, Inventions and Scientific Achievements  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>at Suggestion Program Offices at all Levels</td>
<td>Destroy 1 year after final action.</td>
</tr>
</tbody>
</table>

**NOTES**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |
| 46 | For IDEA Program Offices, final action is date of approval of an award or written notification of non-adoption. |
| 47 | If volume warrants, the records may be destroyed on a daily, weekly, monthly, or semiannual basis; See AFI 37-138, Table 3.1, Note 2. |

### TABLE & RULE: T 38 - 07 R 02.00

**TITLE:** Disapproved Ideas, Inventions and Scientific Achievements  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>in Idea Program Data System (IPDS) or paper case files when processing classified ideas.</td>
<td>Destroy 1 year after final action.</td>
</tr>
</tbody>
</table>

**NOTES**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |
| 46 | For evaluating offices, final action is the date the IDEA is implemented. Final action on IDEAS not implemented is the date of disapproval. |
| 47 | If volume warrants, the records may be destroyed on a daily, weekly, monthly, or semiannual basis; See AFI 37-138, Table 3.1, Note 2. |
## TABLE & RULE: T 38 - 07 R 03.00
### TITLE: Ideas, Inventions and Scientific Achievements Minutes of Meetings

**CURRENT:** Yes  
**FROZEN RECORD:** No  
**DATE MODIFIED:** 15 / Jun / 2005  
**DATE APPROVED:**  

### COLUMN B CONSISTING OF:
- Minutes of meetings or memoranda for record showing action taken

### COLUMN C WHICH ARE:
- At IDEA program offices at all levels

### COLUMN D DISPOSITION:
- Destroy 2 years after approval or disapproval.

### NOTES
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## TABLE & RULE: T 38 - 07 R 04.00
### TITLE: Products from IDEA Program Data System (SPDS)

**CURRENT:** Yes  
**FROZEN RECORD:** No  
**DATE MODIFIED:** 15 / Jun / 2005  
**DATE APPROVED:**  

### COLUMN B CONSISTING OF:
- Transcription records used to produce a report or the report itself which serve diversified purposes

### COLUMN C WHICH ARE:
- IDPDS (mechanically produced) output products

### COLUMN D DISPOSITION:
- Destroy when superseded or no longer needed.

### NOTES
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- **47** Not authorized for retirement to a federal records center.

## TABLE & RULE: T 38 - 07 R 05.00
### TITLE: Reports, Controlled and Uncontrolled

**CURRENT:** Yes  
**FROZEN RECORD:** No  
**DATE MODIFIED:** 15 / Jun / 2005  
**DATE APPROVED:**  

### COLUMN B CONSISTING OF:
- Transcription records used to produce a report or the report itself which serve diversified purposes

### COLUMN C WHICH ARE:
- IDPDS (mechanically produced) output products

### COLUMN D DISPOSITION:
- Destroy when superseded or no longer needed.

### NOTES
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- **47** Not authorized for retirement to a federal records center.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Not authorized for retirement to a federal records center.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Not authorized for retirement to a federal records center.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Not authorized for retirement to a federal records center.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

46 For evaluating offices, final action is the date the IDEA is implemented. Final action on IDEAS not implemented is the date of disapproval.

47 If volume warrants, the records may be destroyed on a daily, weekly, monthly, or semiannual basis; See AFI 37-138, Table 3.1, Note 2.

T 38 - 08: MANPOWER AND ORGANIZATION - PERFORMANCE MANAGEMENT PROGRAM

TABLE & RULE: T 38 - 08 R 01.00
TITLE: Performance Management
AUTHORITY: N1-AF7-05-02
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Destroy after 4 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 39 - 17: NO SERIES - DELETED

TABLE & RULE: T 39 - 17 R 02.00
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
### T 40 - 01: MEDICAL COMMAND - VETERINARY SERVICE

**TABLE & RULE: T 40 - 01 R 01.00**

<table>
<thead>
<tr>
<th>FIELD</th>
<th>VALUE</th>
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</thead>
<tbody>
<tr>
<td>TITLE</td>
<td>Research Animal Service</td>
</tr>
<tr>
<td>AUTHORITY</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED</td>
<td>15 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD</td>
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</tr>
<tr>
<td>CURRENT</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
records used for laboratory research

**COLUMN C WHICH ARE:**
at medical laboratories

**COLUMN D DISPOSITION:**
Destroy 5 years after death of animal or completion of research effort or when no longer needed, whichever is later.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### T 40 - 02: MEDICAL COMMAND - RADIOISOPTOE RECORDS

**TABLE & RULE: T 40 - 02 R 01.00**

<table>
<thead>
<tr>
<th>FIELD</th>
<th>VALUE</th>
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</thead>
<tbody>
<tr>
<td>TITLE</td>
<td>Applications for By-Product Material License and AFMC IM Records of Radioactive Commodity Management Approved Copies</td>
</tr>
<tr>
<td>AUTHORITY</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED</td>
<td>15 / Jun / 2005</td>
</tr>
<tr>
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<tr>
<td>CURRENT</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED</td>
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</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
applications for by-product material license and AFMC IM Records of radioactive commodity management approved copies

**COLUMN C WHICH ARE:**
at USAF Radioisotope Committee

**COLUMN D DISPOSITION:**
Destroy 5 years after expiration of license.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**TABLE & RULE: T 40 - 02 R 02.00**

<table>
<thead>
<tr>
<th>FIELD</th>
<th>VALUE</th>
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</thead>
<tbody>
<tr>
<td>TITLE</td>
<td>Applications for By-Product Material License and AFMC IM Records of Radioactive Commodity Management Disapproved Copies</td>
</tr>
<tr>
<td>AUTHORITY</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED</td>
<td>15 / Jun / 2005</td>
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<td>CURRENT</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
applications for by-product material license and AFMC IM records of radioactive commodity management

**COLUMN C WHICH ARE:**
disapproved copies

**COLUMN D DISPOSITION:**
Destroy upon receipt of the disapproved form.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
reports of incidents

COLUMN C WHICH ARE:
involving accidents, thefts and loss of radioisotopes or other licensed materials

COLUMN D DISPOSITION:
Disposition pending...

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
records showing receipt, use and disposal of radioisotope material, indicating material on hand

COLUMN C WHICH ARE:
at isotope clinics

COLUMN D DISPOSITION:
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.

COLUMN B CONSISTING OF:
patient's records

COLUMN C WHICH ARE:
dosage records, scan sheet, tracings, copy of consultation sheet, patient's index card, and applicable worksheets

COLUMN D DISPOSITION:
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.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 40 - 02 R 06.00**

**TITLE:** DELETED

**AUTHORITY:** N/A

<table>
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<tr>
<th>COLUMN B CONSISTING OF:</th>
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</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
</table>

**T 40 - 05: MEDICAL COMMAND - DELETED**

**TABLE & RULE: T 40 - 05 R 12.01**

**TITLE:** duty and travel restrictions reminder letters

**AUTHORITY:** DISPOSITION PENDING

| DATE MODIFIED: 01 / May / 2002 |
| FROZEN RECORD: No |
| DATE RESCINDED: |
| DATE APPROVED: |

<table>
<thead>
<tr>
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<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
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UNSCHEDULED
T 41 - 01: HEALTH SERVICE - MINUTES OF MEDICAL MEETINGS, PROFESSIONAL STAFFING AND PROFESSIONAL ACTIVITIES REPORTS

**TABLE & RULE: T 41 - 01 R 01.00**

<table>
<thead>
<tr>
<th>TITLE: (RESERVED)</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N/A</td>
<td>FROZEN RECORD: No</td>
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</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

**TABLE & RULE: T 41 - 01 R 02.00**

<table>
<thead>
<tr>
<th>TITLE: Consultants Employment Records</th>
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</thead>
<tbody>
<tr>
<td>DATE MODIFIED: 16 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
correspondence and forms relating to requests used for hiring civilian medical consultants at hospitals

**COLUMN C WHICH ARE:**
applications, authorizations and approvals

**COLUMN D DISPOSITION:**
Destroy 6 months after termination of employment.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 01 R 03.00**

<table>
<thead>
<tr>
<th>TITLE: Intern and Resident Training</th>
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<tbody>
<tr>
<td>DATE MODIFIED: 16 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
intern and resident training

**COLUMN C WHICH ARE:**
individual training records, including rating reports for interns and residents undergoing formal professional training at hospitals

**COLUMN D DISPOSITION:**
Hold for 50 years at training locations, then destroy.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

REPORT OF PROFESSIONAL ACTIVITIES OF AF MEDICAL TREATMENT FACILITIES

COLUMN B CONSISTING OF:
report of professional activities of AF treatment facilities

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 1 year.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

REPORT OF PROFESSIONAL ACTIVITIES OF AF MEDICAL TREATMENT FACILITIES

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)
### TABLE & RULE: T 41 - 02 R 01.00

**TITLE:** Physical Examination Reports Not Filed in Field Record Group or Retained in Reference File  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**

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  

**COLUMN C WHICH ARE:**

not filed in Field Record Group or retained in the reference file  

**COLUMN D DISPOSITION:**

Destroy after 1 year.  

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 02 R 01.01

**TITLE:** Physical Examination Reports Retained in an Active Reference File  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**

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  

**COLUMN C WHICH ARE:**

retained in an active reference file by a certification or waiver authority  

**COLUMN D DISPOSITION:**

Destroy when no longer needed.  

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 02 R 02.00

**TITLE:** Physical Examination Worksheets  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
COLUMN B CONSISTING OF:
physical examination worksheets

COLUMN C WHICH ARE:
worksheets used in preparing physical examination reports

COLUMN D DISPOSITION:
Destroy when information has been transcribed to record copies of Report of Medical Examination.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 02 R 03.00
TITLE: Medical Board Proceedings
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Medical Board proceedings

COLUMN C WHICH ARE:
records of Medical Board proceedings, except for copies filed in clinical records or Field Records Group

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 02 R 04.00
TITLE: Visual Classification and Qualification
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
copies of tests-with accompanying statistical reports

COLUMN C WHICH ARE:
administered as part of the process of classifying individuals reporting for induction

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 41 - 02 R 05.00
TITLE: Visual Standards for Varied Air Force Assignments
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
visual standards for varied Air Force assignments

COLUMN C WHICH ARE:
correspondence, reports, statistics and literature on vision, refraction and similar items

COLUMN D DISPOSITION:
Destroy when superseded, obsolete, or no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 02 R 06.00
TITLE: Applicants to a Service Academy (Medically Qualified)
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at DOD Medical Examination Review Board (DODMERB) for medically qualified applicants

COLUMN D DISPOSITION:
Send to the appropriate Service Academy, ROTC Program or USUHS to which the applicant was accepted at end of current year cycle.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 02 R 06.01
TITLE: Applicants to a Service Academy (Medically Unqualified)
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
CORPORATE RISK MANAGEMENT SERVICES (CORRM)

COLUMN C WHICH ARE:
Correspondence, reports, statistics and literature on vision, refraction and similar items

COLUMN D DISPOSITION:
Destroy when superseded, obsolete, or no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
ROTC Scholarship Program or Uniformed Services University of Health Sciences (USUHS). Consisting of physical examination reports and other records of medical qualifications

COLUMN C WHICH ARE:
at DODMERB

COLUMN D DISPOSITION:
Destroy at end of current year cycle.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 41 - 02 R 06.02
TITLE: Applicants to a Service Academy (at Examining Facilities).mutex::020
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
ROTC Scholarship Program or Uniformed Services University of Health Sciences (USUHS). Consisting of physical examination reports and other records of medical qualifications

COLUMN C WHICH ARE:
at examining facilities

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 41 - 02 R 06.03
TITLE: Applicants to a Service Academy (at DODMERB)

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
ROTC Scholarship Program or Uniformed Services University of Health Sciences (USUHS). Consisting of physical examination reports and other records of medical qualifications

COLUMN C WHICH ARE:
at DODMERB

COLUMN D DISPOSITION:
Destroy 5 years after end of current year cycle.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
**NOTES**

no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 41 - 02 R 06.04**

<table>
<thead>
<tr>
<th>TITLE: Applicants to a Service Academy (Not Maintained in Applicants Folder)</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

ROTC Scholarship Program/Uniformed Services University of Health Sciences (USUHS). Consisting of machine listings relating to scheduling and management of physical examinations, such as daily transaction listings, error listings, scheduling actions and all other related computer generated products

**COLUMN C WHICH ARE:**

not maintained in applicants individual file folder at DODMERB

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 41 - 02 R 06.05**

<table>
<thead>
<tr>
<th>TITLE: Applicants to a Service Academy (Computer Files)</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
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<tbody>
<tr>
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<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

applicants to a Service Academy (computer files)

**COLUMN C WHICH ARE:**

computer storage files of rule 6.4 records

**COLUMN D DISPOSITION:**

Destroy 2 years after end of current year cycle.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 41 - 02 R 07.00**

<table>
<thead>
<tr>
<th>TITLE: Physical Examinations of Local Wage Rate and Domestic Employees</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMB B CONSISTING OF:
physical examinations of local wage rate and domestic employees

COLUMB C WHICH ARE:
physical examinations, x-rays and related documents

COLUMB D DISPOSITION:
Destroy on termination of individual's employment.

NOTES

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 41 - 02 R 08.00
TITLE: Medical Examinations of Foreign Students
AURTHORITY: N1-AFU-90-03

COLUMB B CONSISTING OF:
medical examinations of foreign students

COLUMB C WHICH ARE:
medical examination reports and related documents on foreign students eliminated for physical reasons from Air Force training

COLUMB D DISPOSITION:
Destroy after 1 year.

NOTES

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 41 - 03: HEALTH SERVICE - AEROMEDICAL EVACUATION RECORDS

T 41 - 03 R 01.00
TITLE: Patient Air Evacuation Reports
AURTHORITY: N1-AFU-90-03

COLUMB B CONSISTING OF:
patient air evacuation reports

COLUMB C WHICH ARE:
daily aeromedical patient evacuation reports and related papers concerning the holding and movement of patients within the domestic aeromedical evacuation system

COLUMB D DISPOSITION:
Destroy after 3 months.

NOTES

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 03 R 02.00**

**TITLE:** Patient Transfer Records Originals  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
patient transfer records originals

**COLUMN C WHICH ARE:**  
Request for Patient Transfer or comparable forms used to record information required to transfer patients from one military medical facility to another

**COLUMN D DISPOSITION:**  
File as a part of the medical record accompanying the patient.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 03 R 03.00**

**TITLE:** Patient Transfer Records for Local Use  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
patient transfer records for local use

**COLUMN C WHICH ARE:**  
Request for Patient Transfer or comparable forms used to record information required to transfer patients from one military medical facility to another

**COLUMN D DISPOSITION:**  
Destroy after patient has been transferred or forms are no longer needed.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 03 R 04.00**

**TITLE:** Patient Transfer Records Basic Tag  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

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.
<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>patient transfer records basic tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>Patient Evacuation Tag or comparable forms, consisting of the ship's record office tab, embarkation tab and debarkation tab</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>File as a permanent part of the individual's clinical record.</td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 41 - 03 R 05.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Patient Transfer Records Duplicate Copy</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED: 16 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>patient transfer records duplicate copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>Patient Evacuation Tag or comparable forms, consisting of the ship's record office tab, embarkation tab and debarkation tab</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy on completion of local action.</td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 41 - 03 R 06.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Patient Transfer Records Used to List Patients Delivered to the Same Offload Terminal</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED: 16 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>patient transfer records used to list patients delivered to the same offload terminal</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>Patient Evacuation Manifest or comparable forms and supporting records</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy after 1 year.</td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

---

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 41 - 03 R 07.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Patient Transfer Records When Baggage is Moved Together With the Patient</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED: 16 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

patient transfer records when baggage is moved together with the patient

**COLUMN C WHICH ARE:**

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

**COLUMN D DISPOSITION:**

Destroy on delivery of baggage to the destination medical treatment facility.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 41 - 03 R 08.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Patient Transfer Recommendations and Authorizations</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED: 16 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

recommendations and authorizations

**COLUMN C WHICH ARE:**

patient transfer recommendations and authorizations

**COLUMN D DISPOSITION:**

Destroy 3 months after transfer of patient.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 41 - 03 R 09.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Patient Arrival Notices</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED: 29 / Mar / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

at overseas commands

**COLUMN D DISPOSITION:**

destroy after 6 months.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 41 - 04: HEALTH SERVICE - MEDICAL LOGISTICS

COLUMN B CONSISTING OF:
Medical Logistics System/Defense Medical Logistics Service Support (DMLSS) System

COLUMN C WHICH ARE:
stock record account data on magnetic cartridge and diskettes, Archive, Recovery, Audit backups, and Operating System backups

COLUMN D DISPOSITION:
Operating System and Archive backups should be held for 14 days and keep 3 months of Recovery Tapes and Audit Backups.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 41 - 04 R 03.00
TITLE: Medical Materiel Requirements List
AUTHORITY: N1-AFU-01-04

COLUMN B CONSISTING OF:
medical materiel requirements list (MEDLOG only!)

COLUMN C WHICH ARE:
mechanically prepared listings of potential requisitions

COLUMN D DISPOSITION:
Destroy 1 month after completion and verification of requisition actions. No longer needed in DMLSS

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 04 R 04.00
TITLE: Due-in/Due-outs
AUTHORITY: N1-AFU-01-04

COLUMN B CONSISTING OF:
records of all current due-in/due-outs and related status documents

COLUMN C WHICH ARE:
due-in/due-out suspense list (MEDLOG) Monthly Due-in/Due-out Report (DMLSS)

COLUMN D DISPOSITION:
Destroy when all annotated actions are verified.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 04 R 05.00
TITLE: Requisition Trouble List, Part I
AUTHORITY: N1-AFU-01-04

COLUMN B CONSISTING OF:
requisition trouble list

COLUMN C WHICH ARE:
records of items below safety level

COLUMN D DISPOSITION:
Destroy when all annotated actions are verified. Not in DMLSS

NOTES
### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 04 R 06.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Requisition Trouble List, Part II (MEDLOG) Troubled Due-in Report (DMLSS)</th>
<th>DATE MODIFIED:</th>
<th>02 / Mar / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-01-04</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- Requisition trouble list
  
**COLUMN C WHICH ARE:**
- Records of items requiring follow-up
  
**COLUMN D DISPOSITION:**
- Destroy when all annotated actions are verified.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 04 R 07.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Requisition Trouble List, Part III</th>
<th>DATE MODIFIED:</th>
<th>02 / Mar / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-01-04</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- Requisition trouble list
  
**COLUMN C WHICH ARE:**
- Records of items exceeding average pipeline time in transit
  
**COLUMN D DISPOSITION:**
- Destroy when all annotated actions are verified. No report in DMLSS

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 04 R 08.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Requisition Trouble List, Part IV</th>
<th>DATE MODIFIED:</th>
<th>02 / Mar / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-01-04</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- Requisition trouble list
  
**COLUMN C WHICH ARE:**
- Records of items requiring follow-up
  
**COLUMN D DISPOSITION:**
- Destroy when all annotated actions are verified. No report in DMLSS

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
- requisition trouble list

COLUMN C WHICH ARE:
- list of local purchase items in purchase order number sequence

COLUMN D DISPOSITION:
Destroy when all annotated actions are verified. No report in DMLSS

**NOTES**

<table>
<thead>
<tr>
<th>Notes</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
</tbody>
</table>

**TABLE & RULE: T 41 - 04 R 09.00**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Medical Materiel Transaction Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority:</td>
<td>N1-AFU-01-04</td>
</tr>
<tr>
<td>Date Modified:</td>
<td>16 / Jun / 2005</td>
</tr>
<tr>
<td>Frozen Record:</td>
<td>No</td>
</tr>
<tr>
<td>Current:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Notes**

- Destroy when all annotated actions are verified. No report in DMLSS

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**TABLE & RULE: T 41 - 04 R 10.00**

| Title: | Medical Materiel Stock Status Report Output for Monthly Processing |
| Authority: | N1-AFU-01-04 |
| Date Modified: | 02 / Mar / 2006 |
| Frozen Record: | No |
| Current: | Yes |

**Notes**

- Destroy when superseded or no longer needed, whichever is later. Held electronically in DMLSS for 30 days

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**Notes**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |
**TABLE & RULE: T 41 - 04 R 11.00**

**TITLE:** Medical Custodian Receipt Records Custodian Copy

**AUTHORITY:** N1-AFU-01-04

**CURRENT:** Yes
**FROZEN RECORD:** No
**DATE MODIFIED:** 02 / Mar / 2006

---

**COLUMN B CONSISTING OF:**
medical custodian receipt records custodian copy

**COLUMN C WHICH ARE:**
Listings and custodian request/receipts that reflect authorized purchase of items. Individual files of personnel 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.

**COLUMN D DISPOSITION:**
Destroy when superseded.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 41 - 04 R 12.00**

**TITLE:** Medical Custodian Receipt Records Memo File Copy

**AUTHORITY:** N1-AFU-01-04

**CURRENT:** Yes
**FROZEN RECORD:** No
**DATE MODIFIED:** 02 / Mar / 2006

---

**COLUMN B CONSISTING OF:**
medical custodian receipt records memo file copy

**COLUMN C WHICH ARE:**
Listings and custodian request/receipts that reflect authorized equipment in use for each custodian account

**COLUMN D DISPOSITION:**
Keep current and all previous custodian letters. Keep all receipts /requests for six years and three months

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 41 - 04 R 13.00**

**TITLE:** Source Documents Local Purchase Receiving Records

**AUTHORITY:** N1-AFU-01-04

**CURRENT:** Yes
**FROZEN RECORD:** No
**DATE MODIFIED:** 16 / Jun / 2005
COLUMN B CONSISTING OF:
source documents local purchase receiving records

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 04 R 14.00
TITLE: Purchase Orders
AUTHORITY: N1-AFU-01-04

COLUMN B CONSISTING OF:
purchase orders

COLUMN C WHICH ARE:
destruction documents and related documents

COLUMN D DISPOSITION:
Destroy 1 year after close of FY to which they pertain.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 04 R 15.00
TITLE: Catalog Change Action
AUTHORITY: N1-AFU-01-04

COLUMN B CONSISTING OF:
due-in/due-out reconciliation and other documents

COLUMN C WHICH ARE:
needed to support an entry transaction on the document register

COLUMN D DISPOSITION:
Destroy after all actions are completed and verified.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
daily excess reports

COLUMN C WHICH ARE:
excess reconciliation, excess reported list, monthly excess reconciliation and records of their status

COLUMN D DISPOSITION:
Report does not exist in DMLSS. Destroy when superseded or after all excess actions are completed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
nonrotatable dated item list

COLUMN C WHICH ARE:
mechanically prepared listings of dated items requiring quality assurance review

COLUMN D DISPOSITION:
Report not in DMLSS. Destroy after all actions are completed and verified.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 04 R 19.00
TITLE: DELETED - (2 Mar 06) Nonrotatable Dated Item List, Part II
AUTHORITY: N1-AFU-01-04

COLUMN B CONSISTING OF:
nonrotatable dated item list

COLUMN C WHICH ARE:
mechanically prepared listings of dated items requiring quality assurance review

COLUMN D DISPOSITION:
Report not in DMLSS. Destroy when superseded.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 04 R 20.00
TITLE: (DELETE) Record Maintenance
AUTHORITY: N1-AFU-01-04

COLUMN B CONSISTING OF:
record maintenance

COLUMN C WHICH ARE:
PUZ, SPZ and BRR actions list, QA record catalog changes, MOV transaction list, and daily balance register

COLUMN D DISPOSITION:
Report does not exist in DMLSS. Destroy after required action is completed and verified.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 41 - 04 R 21.00

| TITLE: (DELETE) AUTODIN Transaction List and Local Purchase Interface List | DATE MODIFIED: 21 / Jun / 2007 |
| FROZEN RECORD: No | CURRENT: Yes |
| AUTHORITY: N1-AFU-01-04 |

**COLUMN B CONSISTING OF:**

- AUTODIN transaction list and local purchase interface list

**COLUMN C WHICH ARE:**

- Interface with other standard mechanical systems mechanically prepared listings of information to be transferred by magnetic media to other operating systems (ADRSS/BCAS/MMAS)

**COLUMN D DISPOSITION:**

- Report does not exist in DMLSS. Destroy after required action is completed and verified.

### NOTES

**43** Transfer to base records staging area 1 year after the close of the FY to which they pertain. Accounting and Finance then takes custody of these local purchase receiving records, considering them as financial records of the basis for disbursement of funds.

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 04 R 22.00

| TITLE: (DELETE) Finance Transaction List | DATE MODIFIED: 21 / Jun / 2007 |
| FROZEN RECORD: No | CURRENT: Yes |
| AUTHORITY: N1-AFU-01-04 |

**COLUMN B CONSISTING OF:**

- Finance transaction list

**COLUMN C WHICH ARE:**

- Interface with other standard mechanical systems mechanically prepared listings of information to be transferred by magnetic media to other operating systems (ADRSS/BCAS/MMAS)

**COLUMN D DISPOSITION:**

- Accomplished by DCM in DMLSS. Destroy 3 months after "as of" date.

### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 04 R 23.00

| FROZEN RECORD: No | CURRENT: Yes |
| AUTHORITY: N1-AFU-01-04 |

**COLUMN B CONSISTING OF:**

- Mechanically prepared listings of information to be transferred by magnetic media to other operating systems (ADRSS/BCAS/MMAS)

**COLUMN C WHICH ARE:**

- Accomplished by DCM in DMLSS. Destroy 3 months after "as of" date.

**COLUMN D DISPOSITION:**

- Accomplished by DCM in DMLSS. Destroy 3 months after "as of" date.
COLUMN B CONSISTING OF:
mechanically prepared WRM management listings

COLUMN C WHICH ARE:
QA receipt list, QA inspection list, QA record catalog changes, WRM validation list, residue balance list, outshipment list, etc.

COLUMN D DISPOSITION:
These reports are managed through Pending actions in the AM Module. Destroy after actions are completed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 41 - 04 R 23.01 |
|-----------------|-----------------|
| TITLE: (RESERVED) | DATE MODIFIED: 16 / Jun / 2005 |
| AUTHORITY: N/A | FROZEN RECORD: No |
| | CURRENT: Yes |

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 41 - 04 R 24.00 |
|-----------------|-----------------|
| TITLE: WRM Procurement Fund Summary Records | DATE MODIFIED: 02 / Mar / 2006 |
| AUTHORITY: N1-AFU-01-04 | FROZEN RECORD: No |
| | CURRENT: Yes |

COLUMN B CONSISTING OF:
WRM procurement fund summary records

COLUMN C WHICH ARE:
dated item budget requirement report, extended expiration list (MEDLOG) Assemblage Funds Status Report (DMLSS)

COLUMN D DISPOSITION:
Destroy when superseded.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 41 - 04 R 25.00

**Title:** WRM Readiness List  
**Authority:** N1-AFU-01-04  
**Column B Consisting Of:**  
WRM Readiness List (MEDLOG) Assemblage Status Reports (DMLSS)  
**Column C Which Are:**  
mechanically prepared listings of WRM project showing overages and shortages  
**Column D Disposition:**  
Destroy when superseded or no longer needed, whichever is later.

### Notes

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 04 R 26.00

**Title:** DELETED - (2 Mar 06) Financial Report, Cost Center Master List  
**Authority:** N1-AFU-01-04  
**Column B Consisting Of:**  
financial report, cost center master list  
**Column C Which Are:**  
project fund management report and cost center delete/error list  
**Column D Disposition:**  
Financial data is in DMLSS -- no cost center master list. Destroy when superseded.

### Notes

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 04 R 27.00

**Title:** DELETED - (2 Mar 06) Medical Equipment Management Reports  
**Authority:** N1-AFU-01-04  
**Column B Consisting Of:**  
machine listings, supply support reports and similar type reports relating to equipment control, identification, redistribution, changes, accounting, monetary obligations, surveillance, etc.  
**Column C Which Are:**  
reports of medical and nonmedical in-use equipment  
**Column D Disposition:**  
Reports are held in DMLSS under EM module. Destroy after 1 year or when no longer needed, whichever is later.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 04 R 28.00

TITLE: DELETED - (2 Mar 06) Index Number Change List, Index Number Control List
AUTHORITY: N1-AFU-01-04

COLUMN B CONSISTING OF:
index number change list, index number control list

COLUMN C WHICH ARE:
machine listings, supply support reports and similar type reports relating to equipment control, identification, redistribution, changes, accounting, monetary obligations, surveillance, etc.

COLUMN D DISPOSITION:
Not in DMLSS. Destroy when superseded or no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 04 R 29.00

TITLE: Mechanically Prepared Scheduled Equipment Maintenance Listings
AUTHORITY: N1-AFU-01-04

COLUMN B CONSISTING OF:
mechanically prepared scheduled equipment maintenance listings

COLUMN C WHICH ARE:
listings that reflect work accomplished against equipment requiring maintenance

COLUMN D DISPOSITION:
Destroy 2 years after "as of" date.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 04 R 30.00

TITLE: Mechanically Prepared Unscheduled Equipment Maintenance Listings
AUTHORITY: N1-AFU-01-04

COLUMN B CONSISTING OF:
mechanically prepared scheduled equipment maintenance listings

COLUMN C WHICH ARE:
listings that reflect work accomplished against equipment requiring maintenance

COLUMN D DISPOSITION:
Destroy 2 years after "as of" date.
COLUMN B CONSISTING OF:
mechanically prepared unscheduled equipment maintenance listings

COLUMN C WHICH ARE:
listings that reflect work accomplished against equipment requiring maintenance

COLUMN D DISPOSITION:
Destroy when no longer have equipment.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 04 R 31.00
**TITLE:** Local Recurring Listings and Reports
**AUTHORITY:** N1-AFU-01-04

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>local recurring listings and reports</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>not covered elsewhere in this Table</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when superseded or no longer needed, whichever is later.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 04 R 32.00
**TITLE:** Medical Waste Management Plan
**AUTHORITY:** GRS 09, ITEM 01E

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>documents, correspondence, meeting minutes, forms and background information</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>used to develop the medical waste management plan.</td>
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</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 3 years or when superseded, whichever is later.</td>
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</tbody>
</table>

**NOTES**
14 Comply with rules dispositions or state or local requirements, whichever is later.
<table>
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<tr>
<td>TITLE: Medical Waste Manifests, Destruction and Treatment Operating Logs and Incinerator Destruction Reports</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0003-0001</td>
<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
<td></td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**
waste manifest tracking correspondence and logs; reports and documents prepared by the transporter or the medical facility, waste destruction or treatment operating / use logs, and waste incinerator destruction reports

**COLUMN C WHICH ARE:**
used to identify or track medical waste shipments, transport companies and agreements, track use of medical destruction treatment equipment, and/or incinerator destruction use and maintenance

**COLUMN D DISPOSITION:**
Destroy 10 years from the date the medical waste was accepted by the initial transporter, last entry was made in the waste treatment operating log, or medical waste destruction/disposal occurs at the medical waste incinerator.

**NOTES**
14 Comply with rules dispositions or state or local requirements, whichever is later

<table>
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<tr>
<td>TITLE: Medical Waste Management Plans</td>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: DAA-GRS-2016-0016-0001</td>
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**COLUMN B CONSISTING OF:**
Records containing information relating to medical waste management plans, schedules, logs, and other routine activities

**COLUMN C WHICH ARE:**
not incorporated into organized files.

**COLUMN D DISPOSITION:**
Retain for a minimum of 3 years or until superseded, whichever is longer.

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<tr>
<td>TITLE: Medical Waste Manifests, Destruction, and Incinerator Data</td>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: DAA-GRS-2017-0008-0001</td>
<td>CURRENT: Yes</td>
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</table>

**COLUMN B CONSISTING OF:**
Medical waste manifest tracking, waste destruction or treatment operating logs, and incinerator destruction reports

**COLUMN C WHICH ARE:**
retained at the Medical Treatment Facility for 10 years to track the date waste was accepted by the initial transporter, date of the last shipment on each entry log, and the date of destruction of medical waste.

**COLUMN D DISPOSITION:**
Destroy when no longer needed or 10 years after the end of the calendar year the event occurred.

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| COLUMN B CONSISTING OF:          |                      |
| COLUMN C WHICH ARE:              |                      |
| COLUMN D DISPOSITION:            |                      |

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| COLUMN B CONSISTING OF:          |                      |
| COLUMN C WHICH ARE:              |                      |
| COLUMN D DISPOSITION:            |                      |

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| COLUMN C WHICH ARE:              |                      |
| COLUMN D DISPOSITION:            |                      |

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**T 41 - 05: HEALTH SERVICE - MEDICAL EQUIPMENT MAINTENANCE TEST RECORDS**

### TABLE & RULE: T 41 - 05 R 01.00

<table>
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<tr>
<th>TITLE: Conductivity Test Records</th>
<th>DATE MODIFIED: 02 / Aug / 2007</th>
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<td>AUTHORITY: GAO TITLE 8, ITEM 7 AND AFI 41-201</td>
<td>FROZEN RECORD: No</td>
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**COLUMN B CONSISTING OF:**
forms recording testing required by National Fire Protection Association (NFPA) Code 56A, Standard for Inhalation Anesthetics and NFPA Code 99 Health Care Facilities

**COLUMN C WHICH ARE:**
stored at the Medical Treatment Facility (MTF) and retained in the Defense Medical Logistics Standard Support (DMLSS) system and relevant to in service.

**COLUMN D DISPOSITION:**
Retain for 1 year after the equipment is removed from the Air Force inventory.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 05 R 02.00

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**COLUMN B CONSISTING OF:**
leakage current measurements, general and leakage current measures and EKG forms

**COLUMN C WHICH ARE:**
stored at the Medical Treatment Facility (MTF) and retained in the Defense Medical Logistics Standard Support (DMLSS) system and are relevant to equipment in service.

**COLUMN D DISPOSITION:**
Destroy 1 year after the equipment is removed from service or from the Air Force inventory.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 05 R 03.00

<table>
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<th>TITLE: Leakage Current Test Records Equipment Permanently Removed from Service</th>
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**COLUMN B CONSISTING OF:**

COLUMN B CONSISTING OF:
leakage current measurements, general and leakage current measurements, EKG forms

COLUMN C WHICH ARE:
stored at the Medical Treatment Facility (MTF) and retained in the Defense Medical Logistics Standard Support (DMLSS) system and relevant to equipment removed from service.

COLUMN D DISPOSITION:
Destroy 1 year after the equipment is removed from service or from the Air Force inventory.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 41 - 05 R 04.00

| TITLE: Defibrillator Performance Test Equipment Remaining in Service | DATE MODIFIED: 02 / Aug / 2007 |
| FROZEN RECORD: Yes | CURRENT: No |
| AUTHORITY: GAO TITLE 8, ITEM 7 AND AFI 41-201 | DATE APPROVED: |

COLUMN B CONSISTING OF:
DC defibrillator inspection forms on defibrillator performance test equipment

COLUMN C WHICH ARE:
stored at the Medical Treatment Facility (MTF) and retained in the Defense Medical Logistics Standard Support (DMLSS) system and relevant to equipment in service.

COLUMN D DISPOSITION:
Retain for 1 year after the equipment is removed from service or the Air Force inventory.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 41 - 05 R 05.00

| TITLE: Defibrillator Performance Test Equipment Removed from Service | DATE MODIFIED: 02 / Aug / 2007 |
| FROZEN RECORD: Yes | CURRENT: No |
| AUTHORITY: GAO TITLE 8, ITEM 7 AND AFI 41-201 | DATE APPROVED: |

COLUMN B CONSISTING OF:
DC defibrillator inspection forms on defibrillator performance test equipment that has been removed from service

COLUMN C WHICH ARE:
stored at the Medical Treatment Facility (MTF) and retained in the Defense Medical Logistics Standard Support (DMLSS) system and relevant to equipment that has been removed from service.

COLUMN D DISPOSITION:
Destroy 1 year after the equipment is removed from service or from the Air Force inventory.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
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21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
### NOTES

no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 05 R 06.00

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<td>sound pressure level test data on audiometer calibration records equipment remaining in service</td>
<td>stored at the Medical Treatment Facility (MTF) and retained in the Defense Medical Logistics Standard Support (DMLSS) system and relevant to equipment in service.</td>
<td>Retain 1 year after the equipment is removed from service or from the Air Force inventory.</td>
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### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 05 R 07.00

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<tr>
<td>sound pressure level test data on audiometer calibration records equipment permanently removed from service</td>
<td>stored at the Medical Treatment Facility (MTF) and retained in the Defense Medical Logistics Standard Support (DMLSS) system and relevant to equipment removed from service.</td>
<td>Destroy 1 year after the equipment is removed from service or from the Air Force inventory.</td>
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### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**COLUMN B CONSISTING OF:**
transactions and data input in the Defense Medical Logistics Standard Support (DMLSS) module

**COLUMN C WHICH ARE:**
contain data, reports, and valid transactions to substantiate those reports

**COLUMN D DISPOSITION:**
Destroy 1 year after equipment the data pertains to is removed from the Air Force inventory or when no longer needed.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
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**COLUMN B CONSISTING OF:**
data used to compile the following reports: Trouble Shooting; Work Request, Room Inventory, Facility Systems Inventory (FSI), Maintenance Procedures, Preventive Maintenance Schedule, Statement of condition-Plan for Improvement(s) (PFI), Facility Inventory(s), Requirements Module, and Project Management

**COLUMN C WHICH ARE:**
records of corrupted data on existing preventive maintenance schedules, work request priority (routine, urgent, emergency); scheduled and unscheduled Medical Treatment Facility (MTF) work requests; facility attributes such as square footage, MEPRS code and occupancy; Real Property by room to single unit or group of facility; real property installed equipment; tasks associated with preventative maintenance procedures for facility real property installed equipment; frequency (start dates) and item recipients for preventative maintenance tasks; documentation and progress toward rectifying facility deficiencies evaluated by the Life Safety code (NFPA 10); square footage, year built, plant replacement value, and key events; open maintenance items not yet input into the work request or project module of DMLSS; and data identified with active facility SRM, minor construction or MILCON projects.

**COLUMN D DISPOSITION:**
Destroy 1 year after the calendar year the event occurred or when superceded whichever is later.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Records of all valid activities

Destroy upon receipt of new list.

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Report generated: 01 / Oct / 2018 - 08:00:00
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 06 R 06.00**

**TITLE:** DELETED-2 Aug 2007, Information in Defense Medical Logistics Standard Support (DMLSS)

**AUTHORITY:** GAO TITLE 8, ITEM 7 AND AFI 41-201

**COLUMN B CONSISTING OF:**
Original Rule Title: Equipment Purchase List

- Consisting of: equipment purchase list
- COLUMN C WHICH ARE:
  - report of items requiring procurement action and/or provides status of items due-in
- COLUMN D DISPOSITION:
  - Destroy upon receipt and validation of new list.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 06 R 07.00**

**TITLE:** DELETED-2 Aug 2007, Information in Defense Medical Logistics Standard Support (DMLSS)

**AUTHORITY:** GAO TITLE 8, ITEM 7 AND AFI 41-201

**COLUMN B CONSISTING OF:**
Original Rule Title: Dollar Value Recapitulation

- Consisting of: dollar value recapitulation
- COLUMN C WHICH ARE:
  - report of items requiring procurement action and/or provides status of items due-in
- COLUMN D DISPOSITION:
  - Destroy upon receipt and validation of new list.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 06 R 08.00**

**TITLE:** DELETED-2 Aug 2007, Information in Defense Medical Logistics Standard Support (DMLSS)

**AUTHORITY:** GAO TITLE 8, ITEM 7 AND AFI 41-201

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**
Original Rule Title: Warehouse Space Required/In-Use/Available

consisting of: warehouse space required/in-use/available

**COLUMN C WHICH ARE:**
report of the dollar value of all items required, due-in, in storage, in use, installed and short

**COLUMN D DISPOSITION:**
Destroy upon receipt and validation of new list.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 06 R 09.00**

**TITLE:** DELETED-2 Aug 2007, Information in Defense Medical Logistics Standard Support (DMLSS)

**AUTHORITY:** GAO TITLE 8, ITEM 7 AND AFI 41-201

**DATE MODIFIED:** 02 / Aug / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
Original Rule Title: Equipment Installation Requirement List

Consisting of: equipment installation requirement list

**COLUMN C WHICH ARE:**
reports of all items requiring installation and/or some type of utility requirement

**COLUMN D DISPOSITION:**
Destroy upon receipt and validation of new list.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 06 R 10.00**

**TITLE:** DELETED-2 Aug 2007, Information in Defense Medical Logistics Standard Support (DMLSS)

**AUTHORITY:** GAO TITLE 8, ITEM 7 AND AFI 41-201

**DATE MODIFIED:** 02 / Aug / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
Original Rule Title: Master List

Consisting of: master list

**COLUMN C WHICH ARE:**
list of all master records

**COLUMN D DISPOSITION:**
Destroy upon receipt and validation of new list.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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**TABLE & RULE: T 41 - 06 R 11.00**

**TITLE:** DELETED-2 Aug 2007, Information in Defense Medical Logistics Standard Support (DMLSS)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 02 / Aug / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
Original Rule Title: Budgetary List

**COLUMN C WHICH ARE:**
- report of all financial data by item, type item and fiscal year

**COLUMN D DISPOSITION:**
Destroy upon receipt and validation of new list.

Notes

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 06 R 12.00**

**TITLE:** (RESERVED)  
**AUTHORITY:** N/A  
**DATE CREATED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

**TABLE & RULE: T 41 - 06 R 12.01**

**TITLE:** (RESERVED)  
**AUTHORITY:** N/A  
**DATE CREATED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:
(RESERVED)

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 41 - 06 R 12.02</th>
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<tr>
<td>AUTHORITY: GAO TITLE 8, ITEM 7 AND AFI 41-201</td>
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<tr>
<td>DATE MODIFIED: 02 / Aug / 2007</td>
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<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
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</table>

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### COLUMN B CONSISTING OF:

Original Rule Title: Duty and Travel Restrictions Reminder Letters

consisting of: letters

### COLUMN C WHICH ARE:
duty and travel restrictions reminder letters

### COLUMN D DISPOSITION:

**T 41 - 07: HEALTH SERVICE - MEDICAL WAR RESERVE MATERIEL (WRM) QUALITY ASSURANCE**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 41 - 07 R 01.00</th>
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<tbody>
<tr>
<td>TITLE: Medical Materiel Management System (MMMS)</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED: 16 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 41 - 07 R 02.00
**TITLE:** Creation Lists  
**AUTHORITY:** N1-AFU-90-03  
| COLUMN B CONSISTING OF: | creation lists |  
| COLUMN C WHICH ARE: | initial listings received when activating MWRMQAS |  
| COLUMN D DISPOSITION: | Destroy when no longer needed. |  

### NOTES
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 07 R 03.00
**TITLE:** Tape Control Lists  
**AUTHORITY:** N1-AFU-90-03  
| COLUMN B CONSISTING OF: | tape control lists |  
| COLUMN C WHICH ARE: | records of current tapes |  
| COLUMN D DISPOSITION: | Destroy upon validation of next listing. |  

### NOTES
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 07 R 04.00
**TITLE:** Edit Lists  
**AUTHORITY:** N1-AFU-90-03  
| COLUMN B CONSISTING OF: | edit lists |  
| COLUMN C WHICH ARE: | records of invalid transactions as identified by error messages |  
| COLUMN D DISPOSITION: | Destroy after corrections have been processed and verified or when no longer needed, whichever is later. |  

### NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 07 R 05.00

**TITLE:** Inspection and Alphabetical Lists  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
inspection and alphabetical lists

**COLUMN C WHICH ARE:**
records of location of assets and management data

**COLUMN D DISPOSITION:**
Destroy when superseded or no longer needed, whichever is later.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**Report generated: 01 / Oct / 2018 - 08:00:00**
COLUMN B CONSISTING OF:
validation lists

COLUMN C WHICH ARE:
records of differences between quantity on hand and inventory code

COLUMN D DISPOSITION:
Destroy when superseded or no longer needed, whichever is later.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 41 - 08: HEALTH SERVICE - GENERAL ADMINISTRATIVE RECORDS OF MEDICAL ACTIVITIES

<table>
<thead>
<tr>
<th>TABLE &amp; RULE</th>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>T 41 - 08 R 01.00</td>
<td>16 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
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<tr>
<td>TITLE: Medical Services Staffing at HQ USAF</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
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</tbody>
</table>

- REPORTS REFLECTING STAFFING DATA, USED FOR BUDGET PLANNING AND TO VALIDATE MANPOWER REQUIREMENTS
- COPY OTHER THAN RULE 1

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 41 - 08 R 02.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE</th>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>T 41 - 08 R 02.00</td>
<td>16 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>TITLE: Medical Services Staffing Other Copies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
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</table>

- REPORTS REFLECTING STAFFING DATA, USED FOR BUDGET PLANNING AND TO VALIDATE MANPOWER REQUIREMENTS

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**NOTES**

**TABLE & RULE: T 41 - 08 R 03.00**
**TITLE:** Nonavailability Statements  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at medical facilities

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 08 R 04.00**
**TITLE:** Third Party Liability Notice  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
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)

**COLUMN C WHICH ARE:**
at medical facilities

**COLUMN D DISPOSITION:**
Destroy 1 year after reconciliation with base staff judge advocate's files.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 08 R 05.00**
**TITLE:** Medical Facility Inspection Reports of Specific Problems Where Correction of Deficiencies Awaits Budgetary or Work Order Acti  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
reports generated at medical facilities

**COLUMN C WHICH ARE:**
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)

**COLUMN D DISPOSITION:**
Destroy after 1 year after reconciliation with base staff judge advocate's files.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:
- reports

### COLUMN C WHICH ARE:
- reports of internal sanitary inspections of medical facilities—such as inspection of wards, quarters, messes and food, barber and beauty shops

### COLUMN D DISPOSITION:
- Destroy on completion of such action.

### NOTES

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
</tbody>
</table>

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### TABLE & RULE: T 41 - 08 R 06.00

<table>
<thead>
<tr>
<th>TITLE: Medical Facility Inspection Reports Other Copies</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

---

### COLUMN B CONSISTING OF:
- reports of internal sanitary inspections of medical facilities—such as inspection of wards, quarters, messes and food, barber and beauty shops

### COLUMN C WHICH ARE:
- reports other than Rule 5

### COLUMN D DISPOSITION:
- Destroy after 3 months.

### NOTES

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
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### TABLE & RULE: T 41 - 08 R 07.00

<table>
<thead>
<tr>
<th>TITLE: Status Reports of Inactive and Surplus Hospitals</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

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### COLUMN B CONSISTING OF:
- status reports of inactive and surplus hospitals

### COLUMN C WHICH ARE:
- statistical reports and related papers pertaining to status and capability of inactive and surplus USAF hospitals and dispensaries

### COLUMN D DISPOSITION:
- Destroy after 5 years.

### NOTES

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
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<tbody>
<tr>
<td>21</td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
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<tr>
<td>21</td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
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<td>21</td>
<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
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Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 41 - 08 R 08.00

**TITLE:** Medical Checklist  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>medical checklist</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>medical investigator's checklist for casualties of aircraft accidents</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
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<tr>
<td>Destroy after 3 months.</td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 08 R 09.00

**TITLE:** Ambulance Emergency Requests  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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</thead>
<tbody>
<tr>
<td>ambulance emergency requests</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>hospital alert information (aircraft/missile crash)</td>
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<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>Destroy after 3 months.</td>
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</tbody>
</table>

**NOTES**

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Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### TABLE & RULE: T 41 - 08 R 10.00

**TITLE:** Affiliation Agreements  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tr>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### NOTES

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>21</strong></td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td><strong>21</strong></td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td><strong>21</strong></td>
<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
</tbody>
</table>

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### TABLE & RULE: T 41 - 08 R 11.00

<table>
<thead>
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<th>TITLE: (RESERVED)</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
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<tbody>
<tr>
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<td>FROZEN RECORD: No</td>
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<tr>
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<td>DATE APPROVED:</td>
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### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:

(RESERVED)

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### TABLE & RULE: T 41 - 08 R 12.00

<table>
<thead>
<tr>
<th>TITLE: (RESERVED)</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
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<tr>
<td>CURRENT: Yes</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

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### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:

(RESERVED)
### TABLE & RULE: T 41 - 09 R 01.00

**TITLE:** Very Seriously Ill Reports  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
copies of Report of Very Seriously Ill, Removal from Very Seriously Ill Roster or other comparable reports

**COLUMN C WHICH ARE:**  
at registrar offices

**COLUMN D DISPOSITION:**  
Destroy on disposition or death of patient.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 09 R 02.00

**TITLE:** Very Seriously Ill Roster  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
Roster of Very Seriously Ill or comparable rosters

**COLUMN C WHICH ARE:**  
at registrar offices

**COLUMN D DISPOSITION:**  
Destroy after 3 months.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 09 R 03.00

**TITLE:** Clearance Sheets  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

---

Report generated: 01 / Oct / 2018 - 08:00:00
checklist of clearance of personnel, indicating turn back of property, return of books to library and comparable clearances

at hospitals

Destroy after 3 months.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

at hospitals

Destroy on return of patient.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 41 - 09 R 06.00
TITLE: Spectacle Issue and Receipt Records for Repeat Refracture Cases
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at hospitals

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 09 R 07.00
TITLE: (RESERVED)
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 41 - 09 R 08.00
TITLE: (RESERVED)
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 41 - 09 R 09.00
TITLE: (RESERVED)
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)
### Table & Rule: T 41 - 09 R 10.00

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>AFSEC (Air Force Services for Exceptional Children) Program Case Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>consisting of referrals, evaluations, counseling and related records</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy 2 years after closing date.</td>
</tr>
</tbody>
</table>

#### Notes
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 41 - 09 R 11.00

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>AFSEC Reports Required by HQ AFMOA/SGPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>required by HQ AFMOA/SGPS</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy after 1 year.</td>
</tr>
</tbody>
</table>

#### Notes
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 41 - 09 R 11.01

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>CHAMPUS (Civilian Health and Medical Program of the Uniformed Services)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td></td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
CHAMPUS case files (copies)

COLUMN C WHICH ARE:
in overseas areas serviced by AF approving authorities

COLUMN D DISPOSITION:
Destroy 5 years after end of FY to which they pertain.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 41 - 09 R 12.00</th>
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<tr>
<td>TITLE: Medical Warning Tag</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>request for issuance of tags</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at embossing facilities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 1 year.</td>
</tr>
</tbody>
</table>

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 41 - 09 R 13.00</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Hospital Incidents or Unusual Occurrences</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tbody>
<tr>
<td>incident or occurrences</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>hospital incidents or unusual occurrences</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 1 year or when no longer needed, whichever is later.</td>
</tr>
</tbody>
</table>

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 41 - 09 R 14.00**

**TITLE:** Medical, Dental Examination and Immunization Action Copies

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>medical, dental examination and immunization action copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>physical, clinical, dental examination and immunization rosters</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy after 3 months.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 09 R 15.00**

**TITLE:** Medical, Dental Examination and Immunization Other Copies

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>physical, clinical, dental examination, and immunization rosters</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>all copies other than Rule 14</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy when action copy, annotated by medical facility, is returned to MPF.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 41 - 10 R 01.00

**TITLE:** Register of Patients Paper Records (Not Microfilmed)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
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

**COLUMN C WHICH ARE:**  
note microfilmed

**COLUMN D DISPOSITION:**  
Hold for 50 years at facility and then destroy; if facility is deactivated, retire to NPRC (MPR) for remainder of 50-year period.

**NOTES**  
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 10 R 01.01

**TITLE:** Register of Patients Paper Records (Microfilmed)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
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

**COLUMN C WHICH ARE:**  
microfilmed

**COLUMN D DISPOSITION:**  
Retire paper to NPRC(MPR) after 1 year (or upon inactivation), wherein it is destroyed after 49 additional years.

**NOTES**  
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

53 Hold microforms at medical facility and destroy per Table 37-14, Rule 15.

### TABLE & RULE: T 41 - 10 R 02.00

**TITLE:** Master Index of Patients Paper Records (Not Microfilmed)  
**AUTHORITY:** N1-AFU-90-27  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

Note: The table and rule content is consistent with the previous one, except for the title and authority details.
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
not microfilmed

COLUMN D DISPOSITION:
Destroy (delete entries) after 30 years or when facility is deactivated or placed on standby status, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

53 Hold microforms at medical facility and destroy per Table 37-14, Rule 15.

TABLE & RULE: T 41 - 10 R 02.01
TITLE: Master Index of Patients Paper Records (Microfilmed)  DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No  CURRENT: Yes
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
microfilmed

COLUMN D DISPOSITION:
Retire paper to NPRC(MPR) after 1 year (or upon inactivation), where it is destroyed after 29 additional years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

53 Hold microforms at medical facility and destroy per Table 37-14, Rule 15.

TABLE & RULE: T 41 - 10 R 03.00
TITLE: Locator Cards for Hospital Patients at Information Desk  DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No  CURRENT: Yes
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
cards containing patient identification data (not to include master index of patients)

COLUMN C WHICH ARE:
at information desk

COLUMN D DISPOSITION:
Destroy 3 months after disposition of patient.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 10 R 04.00**

<table>
<thead>
<tr>
<th>TITLE: Locator Cards for Hospital Patients at Other Locations</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td></td>
<td>CURRENT: Yes</td>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**COLUMN B CONSISTING OF:**

cards containing patient identification data (not to include master index of patients)

**COLUMN C WHICH ARE:**

at other locations

**COLUMN D DISPOSITION:**

Destroy after 1 month or when no longer needed, whichever is sooner.

**NOTES**

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 10 R 05.00**

<table>
<thead>
<tr>
<th>TITLE: Admission and Disposition</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**COLUMN B CONSISTING OF:**

admission and disposition

**COLUMN C WHICH ARE:**

admission and disposition lists or similar consolidated reports of patient action-such as admissions, dispositions, interward transfers

**COLUMN D DISPOSITION:**

Destroy after 1 year.

**NOTES**

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 10 R 06.00**

<table>
<thead>
<tr>
<th>TITLE: (RESERVED)</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N/A</td>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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Report generated: 01 / Oct / 2018 - 08:00:00
### COLUMN B CONSISTING OF:

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:

(RESERVED)

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**TABLE & RULE: T 41 - 10 R 07.00**

<table>
<thead>
<tr>
<th>DATE MODIFIED:</th>
<th>16 / Jun / 2005</th>
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<tbody>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**TITLE:** Occupational Therapy Treatment Record

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

occupational therapy treatment record

**COLUMN C WHICH ARE:**

individual record used to identify each patient who receives occupational therapy

**COLUMN D DISPOSITION:**

Destroy after 1 year.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 41 - 10 R 08.00**

<table>
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</table>

**TITLE:** Consent Forms

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

consent forms

**COLUMN C WHICH ARE:**

completed in 1983 and later

**COLUMN D DISPOSITION:**

File in the patient's Outpatient Record.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 41 - 10 R 09.00**

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**TITLE:** Emergency Room Control Registers

**AUTHORITY:** N1-AFU-88-34

---

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
emergency room control registers and background information

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 10 R 10.00
TITLE: Implant Device and/or Medical Equipment Log/Database Maintained by Implanting MTF
AUTHORITY: N1-AFU-97-04

COLUMN B CONSISTING OF:
implant device and/or medical equipment log/database maintained by implanting MTF

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Maintain at MTF for 50 years after date of last entry and then delete/destroy.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 10 R 10.01
TITLE: Implant Device and/or Medical Equipment Log/Database
AUTHORITY: N/A

COLUMN B CONSISTING OF:
implant devices and/or medical equipment log/database

COLUMN C WHICH ARE:
at closing bases

COLUMN D DISPOSITION:
Forward to host base as outlined in Rule 10.

NOTES
T 41 - 11: HEALTH SERVICE - INPATIENT HEALTH TREATMENT RECORDS (HTR)

**TABLE & RULE:** T 41 - 11 R 01.00

**TITLE:** Inpatient Ext Ambulatory Health Treatment Records (HTR) and Fetal Monitoring Strips

**DATE MODIFIED:** 06 / Sep / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

---

**COLUMN B CONSISTING OF:**

Records/information on all categories of patients receiving inpatient treatment, extended ambulatory procedures, and including fetal monitoring strips.

---

**COLUMN C WHICH ARE:**

Records at teaching facilities, treatment facilities (non-teaching), and non-fixed facilities.

---

**COLUMN D DISPOSITION:**

Records are transferred to the National Personnel Record Center (NPRC), 111 Winnebago Street, St. Louis, MO 63118 using the Medical Records Tracking functionality of the Composite Health Care System.

Records from teaching facilities are cut off and transferred 5 years after the end of the calendar year of treatment.

Records from treatment (non-teaching) facilities are cut off and transferred 1 year after the end of the calendar year of treatment.

Records from non-fixed facilities are transferred 1 year after completion of the record, closure of the MTF, or rotation of the MTF to another Service, whichever occurs first.

**SCHEDULED DISPOSITION:**

Destroy records 50 years after the event has occurred.

---

**NOTES**

20 Exception: David Grant Medical Center will retire inpatient records to the National Personnel Records Center after 4 years.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements; Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

22 Do not prepare a SF 135, Records Transmittal and Receipt for this series of records. Air Force facilities retire records to NPRC (CPR) National Personnel Record Center, 111 Winnebago Street, St. Louis MO 63118.

24 NPRC will no longer accept an SF 135 for the retirement of the following type records - Inpatient, Extended Ambulatory Record, Fetal Monitoring Strips. To retire these type records, the MTF must utilize the electronic index produced by the Composite Health Care System (CHCS). (Age of records makes no difference, all must be retired using the electronic index in CHCS, even those which should have been retired years ago.)

25 Return inpatient records of NATO foreign military to the applicable national military medical authority (AUTH: STANAG 2348 MED (EDITION 3) - Basic Military Hospital (CLINICAL) Records).

50 At retirement, Inpatient Record, Fetal Monitoring Strips, and Extended Ambulatory Records (EAR) records must be filed in the order in which they are printed on the CHCS electronic retirement index.

53 Cut off inpatient Extended Ambulatory Records (EAR) and Fetal Monitoring Strips at teaching facilities 5 years after the end of the calendar year of the last treatment date and transfer to NPRC. Refer to National Archive and Records Administration (NARA) http://www.archives.gov for address and procedures.

53 Cut off and transfer completed inpatient Extended Ambulatory Records, (EARS), and Fetal Monitoring Strips 1 year after completion, closure of MTF, or rotation to another military department, whichever is first. This applies to records staged at in-theater holding areas, returned to parent unit medical record department, and direct transfers to NPRC.

67 Records from facilities closed due to BRAC or other reasons, records from functional areas such as the Wilford Hall Medical Center (WHMC) Organ Transplant Center, and records discovered during clean up or renovations, and for one reason or another, cannot use the CHCS MRT functionality (i.e., inpatient, outpatient, EAR, fetal monitoring strips), must be retired to St. Louis using the manual SF 135 method.
TABLE & RULE: T 41 - 11 R 02.00
TITLE: DELETED--Incorporated into Rule 1 of this table (30 Mar 07)......Treatment Facilities
AUTHORITY: N1-AFU-90-03
CURRENT: Yes
FROZEN RECORD: No
DATE MODIFIED: 30 / Mar / 2007
DATE APPROVED: 

COLUMN B CONSISTING OF:
TITLE: Inpatient Extended Ambulatory Health Treatment Records (HTR) 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).

COLUMN C WHICH ARE:
at treatment facilities

COLUMN D DISPOSITION:
Destroy 50 years after the end of the calendar year of the last date of treatment.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

22 Do not prepare a SF 135, Records Transmittal and Receipt for this series of records. Air Force facilities retire records to NPRC (CPR) National Personnel Record Center, 111 Winnebago Street, St. Louis MO 63118.

24 NPRC will no longer accept an SF 135 for the retirement of the following type records - Inpatient, Extended Ambulatory Record, Fetal Monitoring Strips. To retire these type records, the MTF must utilize the electronic index produced by the Composite Health Care System (CHCS). (Age of records makes no difference, all must be retired using the electronic index in CHCS, even those which should have been retired years ago.)

25 Return inpatient records of NATO foreign military to the applicable national military medical authority (AUTH: STANAG 2348 MED (EDITION 3) - Basic Military Hospital (CLINICAL) Records).

50 At retirement, Inpatient Record, Fetal Monitoring Strips, and Extended Ambulatory Records (EAR) records must be filed in the order in which they are printed on the CHCS electronic retirement index.

53 Cut off and transfer completed inpatient Extended Ambulatory Records, (EARs), and Fetal Monitoring Strips 1 year after completion, closure of MTF, or rotation to another military department, whichever is first. This applies to records staged at in-theater holding areas, returned to parent unit medical record department, and direct transfers to NPRC.

TABLE & RULE: T 41 - 11 R 03.00
TITLE: DELETED--Incorporated into Rule 1 of this Table (30 Mar 07) ... at Non-Fixed Medical Facilities
AUTHORITY: N1-330-01-02
CURRENT: Yes
FROZEN RECORD: No
DATE MODIFIED: 30 / Mar / 2007
DATE APPROVED: 

COLUMN B CONSISTING OF:
TITLE: Inpatient Extended Ambulatory Health Treatment Records (HTR) and Fetal Monitoring Strips at Non-Fixed Medical 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).

COLUMN C WHICH ARE:
at teaching facilities, military treatment facilities, and non-fixed medical facilities.

COLUMN D DISPOSITION:
Destroy 50 years after the end of the calendar year of the last date of treatment.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

22 Do not prepare a SF 135, Records Transmittal and Receipt for this series of records. Air Force facilities retire records to NPRC (CPR) National Personnel Record Center, 111 Winnebago Street, St. Louis MO 63118.

24 NPRC will no longer accept an SF 135 for the retirement of the following type records - Inpatient, Extended Ambulatory Record, Fetal Monitoring Strips. To retire these type records, the MTF must utilize the electronic index produced by the Composite Health Care System (CHCS). (Age of records makes no difference, all must be retired using the electronic index in CHCS, even those which should have been retired years ago.)

25 Return inpatient records of NATO foreign military to the applicable national military medical authority (AUTH: STANAG 2348 MED (EDITION 3) - Basic Military Hospital (CLINICAL) Records).

50 At retirement, Inpatient Record, Fetal Monitoring Strips, and Extended Ambulatory Records (EAR) records must be filed in the order in which they are printed on the CHCS electronic retirement index.

53 Cut off and transfer completed inpatient Extended Ambulatory Records, (EARs), and Fetal Monitoring Strips 1 year after completion, closure of MTF, or rotation to another military department, whichever is first. This applies to records staged at in-theater holding areas, returned to parent unit medical record department, and direct transfers to NPRC.

TABLE & RULE: T 41 - 11 R 04.00

| TITLE: | Inpatient Health Treatment Records (HTR) of Patients (Military/Nonmilitary) Transferred to other Medical Treat Facility (MTF) |
| DATE MODIFIED: | 10 / Aug / 2007 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| AUTHORITY: | N1-330-01-02 |

COLUMN B CONSISTING OF:
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).

COLUMN C WHICH ARE:
transferred to another military medical facility

COLUMN D DISPOSITION:
Forward records to NPRC (CPR) National Personnel Record Center, 111 Winnebago Street, St. Louis, MO 63118.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

22 Do not prepare a SF 135, Records Transmittal and Receipt for this series of records. Air Force facilities retire records to NPRC (CPR) National Personnel Record Center, 111 Winnebago Street, St. Louis MO 63118.

24 NPRC will no longer accept an SF 135 for the retirement of the following type records - Inpatient, Extended Ambulatory Record, Fetal Monitoring Strips. To retire these type records, the MTF must utilize the electronic index produced by the Composite Health Care System (CHCS). (Age of records makes no difference, all must be retired using the electronic index in CHCS, even those which should have been retired years ago.)

25 Return inpatient records of NATO foreign military to the applicable national military medical authority (AUTH: STANAG 2348 MED (EDITION 3) - Basic Military Hospital (CLINICAL) Records).

53 Inpatient records of patients whose cases are completed by return to duty, death, separation or retirement from the service, absence without leave or desertion, or discharge from the medical treatment facility (in cases of nonmilitary personnel) are placed in an inactive file after entries are verified. a. In hospitals without inpatient record libraries, arrange the inactive files alphabetically by patients’ last names. Effective 1 January 1991, inactive files are maintained and retired in SSN terminal digit order. Records are grouped as follows: (1) US military, including retired and AF Academy cadets. (2) All others. Cutoff inactive file annually and establish a new file as of 1 January. b. In hospitals with inpatient record libraries, maintain inpatient records in register-number sequence. Beginning 1 January 1991, maintain records in SSN terminal digit order. c. Inpatient records pertaining to military personnel and nonmilitary patients are destroyed 50 years after date of latest record. Inpatient records for active duty personnel treated at Public Health Service medical facilities are retired to and destroyed by NARA Regional Federal Records Centers 50 years after date of last treatment; however, address requests for medical records to the facility where treatment was received.

53 Inpatient records of patients whose cases are completed by return to duty, death, separation or retirement from the service, absence without leave or desertion, or discharge from the medical treatment facility (in cases of nonmilitary personnel) are placed in an inactive file after entries are verified. a. In hospitals without inpatient record libraries, arrange the inactive files alphabetically by patients’ last names. Effective 1 January 1991, inactive files are maintained and retired in SSN terminal digit order. Records are grouped as follows: (1) US military, including retired and AF Academy cadets. (2) All others. Cutoff inactive file annually and establish a new file as of 1 January. b. In hospitals with inpatient record libraries, maintain inpatient records in register-number sequence. Beginning 1 January 1991, maintain records in SSN terminal digit order. c. Inpatient records pertaining to military personnel and nonmilitary patients are destroyed 50 years after date of latest record. Inpatient records for active duty personnel treated at Public Health Service medical facilities are retired to and destroyed by NARA Regional Federal Records Centers 50 years after date of last treatment; however, address requests for medical records to the facility where treatment was received.

67 Records from facilities closed due to BRAC or other reasons, records from functional areas such as the Wilford Hall Medical Center (WHMC) Organ Transplant Center, and records discovered during clean up or renovations, and for one reason or another, cannot use the CHCS MRT functionality (i.e., inpatient, outpatient, EAR, fetal monitoring strips), must be retired to St. Louis using the manual SF 135 method.
TABLE & RULE: T 41 - 11 R 05.00
TITLE: Inpatient Health Treatment Records (HTR) Military/Nonmilitary Patients Transferred to Veterans Administration Hospital
AUTHORITY: N1-330-01-02

COLUMN B CONSISTING OF:
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).

COLUMN C WHICH ARE:
transferred to a Veterans Administration hospital with or without inpatient record libraries

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
22 Do not prepare a SF 135, Records Transmittal and Receipt for this series of records. Air Force facilities retire records to NPRC (CPR) National Personnel Record Center, 111 Winnebago Street, St. Louis MO 63118.
22 Teaching facilities: Cut off and transfer inpatient records to NPRC 5 years after the end of the calendar year of the last date of treatment.
22 Military Treatment Facilities: Cut off and transfer inpatient records to NPRC 1 year after the end of the calendar year of the last date of treatment.
22 Non-fixed Medical Facilities: Cut off and transfer completed inpatient records, EARs, and fetal monitoring strips according to Air Force directives no later than 1 year after completion of records; or closure of Military Treatment Facility (MTF), of rotation to another military department, whichever is first. This includes staging at in theater holding areas, return to parent unit MTF and transfer to NPRC.
24 NPRC will no longer accept an SF 135 for the retirement of the following type records - Inpatient, Extended Ambulatory Record, Fetal Monitoring Strips. To retire these type records, the MTF must utilize the electronic index produced by the Composite Health Care System (CHCS). (Age of records makes no difference, all must be retired using the electronic index in CHCS, even those which should have been retired years ago.)
25 Return inpatient records of NATO foreign military to the applicable national military medical authority (AUTH: STANAG 2348 MED (EDITION 3) - Basic Military Hospital (CLINICAL) Records).
50 At retirement, Inpatient Record, Fetal Monitoring Strips, and Extended Ambulatory Records (EAR) records must be filed in the order in which they are printed on the CHCS electronic retirement index.
53 If VA returns the inpatient record, file it under its register number and retire as provided in Rules 1 and 2, this Table. If the record pertains to a patient discharged on or after 1 January 1991, file it under the patient’s SSN and retire as above.
67 Records from facilities closed due to BRAC or other reasons, records from functional areas such as the Wilford Hall Medical Center (WHMC) Organ Transplant Center, and records discovered during clean up or renovations, and for one reason or another, cannot use the CHCS MRT functionality (i.e., inpatient, outpatient, EAR, fetal monitoring strips), must be retired to St. Louis using the manual SF 135 method.

TABLE & RULE: T 41 - 11 R 06.00
TITLE: Inpatient Records of American Red Cross Personnel
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
records/information on all categories of patients receiving inpatient treatment and extended ambulatory procedures

COLUMN C WHICH ARE:
with or without inpatient record libraries

COLUMN D DISPOSITION:
Send to the Medical Director, American Red Cross, Washington DC 20006, at the end of each month.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

67 Records from facilities closed due to BRAC or other reasons, records from functional areas such as the Wilford Hall Medical Center (WHMC) 
Organ Transplant Center, and records discovered during clean up or renovations, and for one reason or another, cannot use the CHCS MRT functionalty (i.e., inpatient, outpatient, EAR, fetal monitoring strips), must be retired to St. Louis using the manual SF 135 method.

---

**TABLE & RULE: T 41 - 11 R 07.00**

**TITLE:** Duplicate Index of Patients (Nominal Index)  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
duplicate index of patients (not required after 1990 inpatient records are retired)

**COLUMN C WHICH ARE:**
with inpatient record libraries

**COLUMN D DISPOSITION:**
Retire with the inpatient records to which they pertain.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 41 - 11 R 08.00**

**TITLE:** Registers of Patients  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
logs

**COLUMN C WHICH ARE:**
registers of patients

**COLUMN D DISPOSITION:**
Hold for 50 years at facility and then destroy; if facility is deactivated, retire to NPRC (MPR) for remainder of 50-year period.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
| TABLE & RULE: T 41 - 11 R 08.01 | FROZEN RECORD: No |
| TITLE: DELETED | DATE RESCINDED: 07 / Sep / 2004 |
| AUTHORITY: N/A | DATE APPROVED: |

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

| TABLE & RULE: T 41 - 11 R 08.02 | FROZEN RECORD: No |
| TITLE: DELETED | DATE RESCINDED: 07 / Sep / 2004 |
| AUTHORITY: N/A | DATE APPROVED: |

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

| TABLE & RULE: T 41 - 11 R 09.00 | DATE MODIFIED: 16 / Jun / 2005 |
| TITLE: Field Medical Cards Duplicates | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

COLUMN B CONSISTING OF:
duplicates of Field Medical Cards or similar forms

COLUMN C WHICH ARE:
used in field identification of casualties for further medical care, preparation of medical record and any required notification actions

COLUMN D DISPOSITION:
Destroy after it has served as the basis for preparation of patient's record and or any required notification action.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 41 - 11 R 10.00 | DATE MODIFIED: 16 / Jun / 2005 |
| TITLE: Fetal Monitor Locator Cards Without Inpatient Record Libraries | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

Report generated: 01 / Oct / 2018 - 08:00:00
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<td>records or information (not required after 1990 FMS are retired) used as fetal monitor locator cards</td>
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<td>Retire 1 year after annual cutoff in alphabetical order with fetal monitor strips to which they pertain.</td>
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<td>AUTHORITY: N/A</td>
<td>DATE RESCINDED: 07 / Sep / 2004</td>
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<tr>
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<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
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<tr>
<th>COLUMN D DISPOSITION:</th>
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<tbody>
<tr>
<td>(RESERVED)</td>
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<th>DATE CREATED: 16 / Jun / 2005</th>
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<tr>
<td>TITLE: (RESERVED)</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N/A</td>
<td>DATE RESCINDED: 07 / Sep / 2004</td>
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<td>DATE RESCINDED: 07 / Sep / 2004</td>
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<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N/A</td>
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<td>DATE APPROVED:</td>
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<td>TABLE &amp; RULE: T 41 - 11 R 17.00</td>
<td>DATE CREATED: 16 / Jun / 2005</td>
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<tr>
<td>TITLE: (RESERVED)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td>DATE RESCINDED: 07 / Sep / 2004</td>
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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION: (RESERVED)

| TABLE & RULE: T 41 - 11 R 18.00 | DATE CREATED: 16 / Jun / 2005 |
| TITLE: (RESERVED)                  | FROZEN RECORD: No |
| AUTHORITY: N/A                     | DATE RESCINDED: 07 / Sep / 2004 |
|                                  | DATE APPROVED: |

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION: (RESERVED)

| TABLE & RULE: T 41 - 11 R 19.00 | DATE CREATED: 16 / Jun / 2005 |
| TITLE: (RESERVED)                  | FROZEN RECORD: No |
| AUTHORITY: N/A                     | DATE RESCINDED: 07 / Sep / 2004 |
|                                  | DATE APPROVED: |

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION: (RESERVED)

| TABLE & RULE: T 41 - 11 R 20.00 | DATE CREATED: 16 / Jun / 2005 |
| TITLE: (RESERVED)                  | FROZEN RECORD: No |
| AUTHORITY: N/A                     | DATE RESCINDED: 07 / Sep / 2004 |
|                                  | DATE APPROVED: |
### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

<table>
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<tr>
<th>TABLE &amp; RULE:</th>
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<th>FROZEN RECORD:</th>
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<td>16 / Jun / 2005</td>
<td>No</td>
<td>07 / Sep / 2004</td>
<td></td>
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<td>TITLE: (Reserved)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<th>FROZEN RECORD:</th>
<th>DATE RESCINDED:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
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<td>T 41 - 11 R 21.01</td>
<td></td>
<td>No</td>
<td>07 / Sep / 2004</td>
<td></td>
</tr>
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<th>FROZEN RECORD:</th>
<th>DATE RESCINDED:</th>
<th>DATE APPROVED:</th>
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<tr>
<td>T 41 - 11 R 22.00</td>
<td>16 / Jun / 2005</td>
<td>No</td>
<td>07 / Sep / 2004</td>
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<td></td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
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</tr>
</tbody>
</table>
### TABLE & RULE: T 41 - 11 R 22.01

**TITLE:** Fetal Monitor Locator Cards with Inpatient Record Libraries  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>records or information used in fetal monitoring (not required after 1990 FMS are retired)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>prior to 1990</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retire 5 years after annual cutoff in alphabetical order with fetal monitor strips to which they pertain.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

67 Records from facilities closed due to BRAC or other reasons, records from functional areas such as the Wilford Hall Medical Center (WHMC) Organ Transplant Center, and records discovered during clean up or renovations, and for one reason or another, cannot use the CHCS MRT functionality (i.e., inpatient, outpatient, EAR, fetal monitoring strips), must be retired to St. Louis using the manual SF 135 method.

### TABLE & RULE: T 41 - 11 R 23.00

**TITLE:** Extended Ambulatory Records  
**AUTHORITY:** N1-AFU-02-02

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>information (not created using the DoD automated composite health care system) on all categories of patients receiving extended ambulatory procedures</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at MTFs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 50 years after the end of the calendar year of the last treatment.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

53 Cut off inpatient Extended Ambulatory Records (EAR) and Fetal Monitoring Strips at teaching facilities 5 years after the end of the calendar year of the last treatment date and transfer to NPRC. Refer to National Archive and Records Administration (NARA) http://www.archives.gov for address and procedures.
OUTPATIENT, PSYCHIATRIC CLINIC RECORDS (PRIVACY ACT SYSTEM NOTICE F044 USAFA B)

**TABLE & RULE: T 41 - 12 R 01.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 16 / Aug / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>health treatment record folders containing records of dental and medical care, including accounts of outpatient treatment (see appropriate medical guidance)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>maintained as prescribed in AFI 36-2608, AFI 47-101 and appropriate medical guidance</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>Kept until end of assignment and mailed by MPF.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

14 Outpatient, psychiatric treatment and child/family advocacy records for military personnel and nonmilitary patients are destroyed 50 years after date of latest record. Civilian employee’s health records are destroyed 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later. Individual Employee Health Case Files created prior to establishment of the Employee Medical Folder system that have been retired are destroyed 60 years after retirement to a Federal Records Center.

15 A fire at NPRC (MPR) on 12 July 1973 destroyed approximately one million Master Personnel Records of Air Force personnel whose surnames begin with the letters “Hu” through “Z” and who were discharged between 25 September 1947 and 31 December 1963. An additional 432,000 records were salvaged. (No fire damage occurred to records of Air Force veterans whose surnames begin with the letters “A” to “Hu”.) The destroyed records contained induction and enlistment records, assignment and promotion orders, outpatient/health and dental records, and separation records. If identifying information can be provided (such as veteran’s dates of service, units of assignment, etc.), NPRC can verify most of the facts about the member’s military service. However, specific outpatient medical/dental data cannot normally be provided.

18 Records dated before 1970 which were retired to NPRC (MPR or CPR) are in alphabetical sequence. Outpatient records for 1970 and later, retired to NPRC (MPR or CPR) per Rules 2, 3, 5, 9, are in numerical, terminal digit order. From 1972 to 1988, shipments to NPRC (MPR or CPR) were accompanied by a file of clinic index cards in alphabetical order in the first box of each accession. These cards are no longer used as an index to outpatient records transferred and retired during these calendar years.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

22 Evaluate X-rays scheduled for destruction for possible precious metal reclamation.

**TABLE & RULE: T 41 - 12 R 01.01**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 16 / Aug / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>health treatment record folders containing records of dental and medical care, including accounts of outpatient treatment (see appropriate medical guidance)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>prescribed in AFI 36-2608 and appropriate medical guidance</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 41 - 12 R 01.02

**TITLE:** Loose Unidentifiable Medical Outpatient Health Treatment Records (HTR)  
**AUTHORITY:** N1-AFU-87-26  
**DATE MODIFIED:** 16 / Aug / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
loose unidentifiable medical outpatient health treatment records

**COLUMN C WHICH ARE:**
records that AFPC and MTF Health Treatment Record Committee cannot match-up with applicable health record folders

**COLUMN D DISPOSITION:**
Destroy immediately.

### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

### TABLE & RULE: T 41 - 12 R 02.00

**TITLE:** Outpatient Records of NonMilitary Personnel (Retired/Family Members/Civilian/Contractor/NATO/Non-NATO Foreign Nationals)  
**AUTHORITY:** N1-330-01-02  
**DATE MODIFIED:** 10 / Aug / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
on temporary disability retired list (TDRL), other retired military personnel, active duty or active duty for annual training of less than 30 days

**COLUMN D DISPOSITION:**
Destroy 50 years after the end of the calendar year of the last date of treatment.

### NOTES

| 15 | Cut off and transfer to NPRC 2 years after the end of the calendar year of the last date of treatment. Exception: Records of all members of a family should be retired at the same time, 2 years after the calendar year of last treatment of all eligible family members. Retire records of ineligible family member at the end of the year in which they become ineligible. |
| 16 | Deliver records of NATO personnel and their dependents in a sealed envelope to the individual concerned on transfer to another United States military base or upon return of personnel to NATO countries, records are transferred to national military medical authority. |
| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |
| 22 | Do not prepare a SF 135, Records Transmittal and Receipt for this series of records. Air Force facilities retire records to NPRC (CPR) National Personnel Record Center, 111 Winnebago Street, St. Louis MO 63118. |
| 24 | NPRC will no longer accept an SF 135 for the retirement of the following type records - Inpatient, Extended Ambulatory Record, Fetal Monitoring Strips. To retire these type records, the MTF must utilize the electronic index produced by the Composite Health Care System (CHCS). (Age of records makes no difference, all must be retired using the electronic index in CHCS, even those which should have been retired years ago.) |
TABLE & RULE: T 41 - 12 R 03.00
TITLE: Civilian Employee Medical Folder (EMF) and Positive Occupational X-Ray Film
AUTHORITY: DAA-GRS-2017-0010-0011
DATE MODIFIED: 26 / Dec / 2017
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
or pertain to transferred or separated employees

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
23 Long-term medical records as defined in 5 CFR Part 293, Subpart E, of transferred employees are destroyed according to 5 CFR Part 293, Subpart E.
23 Transfer to NPRC, St Louis MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later.
23 Temporary or short-term records (as defined in the Federal Personnel Manual (FPM)) are destroyed 1 year after separation or transfer of employee.
24 Individual employee health case files created prior to establishment of the EMF system that have been retired to a NARA records storage facility are destroyed 60 years after retirement to the NARA records storage facility.

TABLE & RULE: T 41 - 12 R 04.00
TITLE: Medical Health-American Red Cross Personnel
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 13 / Aug / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
medical health record folders as prescribed in appropriate medical guidance containing records of outpatient treatment; and receipts for outpatient/dental records

COLUMN C WHICH ARE:
hand-carried to other medical facilities (including family members and retired military personnel)

COLUMN D DISPOSITION:
Cut off and destroy 3 years after end of the calendar year of last treatment.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 12 R 05.00
TITLE: Medical Health - on USCG (Active Duty and Reserve Officers and Enlisted)
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
COLUMN B CONSISTING OF:
medical health record folders as prescribed in appropriate medical guidance containing records of outpatient treatment; and receipts for outpatient/dental records

COLUMN C WHICH ARE:
hand-carried to other medical facilities (including retired military/family members and non-NATO Foreign National Dental Records)

COLUMN D DISPOSITION:
Cut off and destroy 3 years after the end of the calendar year of last treatment.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
22 Send USCG active duty officer personnel mental health records to: Commandant G-PO, US Coast Guard, Washington DC 20593.
22 Send USCG active duty enlisted personnel mental health records to: Commandant G-PE, US Coast Guard, Washington DC 20593.
22 Send USCG reserve officer and enlisted personnel mental health records to: Commandant G-RA, US Coast Guard, Washington DC 20593.

TABLE & RULE: T 41 - 12 R 05.01
TITLE: Medical Health - USAFA Cadets and Others Not Eligible for VA Benefits
AUTHORITY: N1-AFU-87-26
DATE MODIFIED: 16 / Aug / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
medical health treatment records (HTR) folders as prescribed in appropriate medical guidance containing records of outpatient treatment; and receipts for outpatient/health records

COLUMN C WHICH ARE:
members who do not meet requirements for Veteran's Administration eligibility. VA eligibility requires cadet/recruit have a minimum of 180 days of service.

COLUMN D DISPOSITION:
Destroy immediately.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 12 R 06.00
TITLE: Medical Health - USAFA Cadets
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
medical health record folders as prescribed in appropriate medical guidance containing records of outpatient treatment; and receipts for outpatient/dental records

COLUMN C WHICH ARE:
hand-carried to other medical facilities (including family members of retired military personnel)

COLUMN D DISPOSITION:
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.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 12 R 07.00

<table>
<thead>
<tr>
<th>TITLE: Clinic Index Cards</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-88-40</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
clinic index (AF Form 1942) cards

**COLUMN C WHICH ARE:**
prepared for eventual inclusion with retired outpatient records

**COLUMN D DISPOSITION:**
Destroy immediately.

### NOTES

16 NPRC may destroy clinic index cards when encountered.

18 Records dated before 1970 which were retired to NPRC (MPR or CPR) are in alphabetical sequence. Outpatient records for 1970 and later, retired to NPRC (MPR or CPR) per Rules 2, 3, 5, 9, are in numerical, terminal digit order. From 1972 to 1988, shipments to NPRC (MPR or CPR) were accompanied by a file of clinic index cards in alphabetical order in the first box of each accession. These cards are no longer used as an index to outpatient records transferred and retired during these calendar years.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 12 R 07.01

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<tr>
<td>AUTHORITY: PUBLIC LAW 104-191, DOD 6025.18, DOD 8580.02</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
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<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
records (electronic or written) documenting policies, procedures, activities, assessments, designations, or other actions required by DoD 6025.18 and DoD 8580.02, except for disclosure accounting logs; administrative simplification documents, and information on Providers, Payers, Managed Care Organizations, their business associates, and any entity storing, processing, and transmitting healthcare information

**COLUMN C WHICH ARE:**
used in HIPAA compliance to improve the efficiency and effectiveness of the health care system, develop or establish standards and requirements for the electronic transmission of certain health information

**COLUMN D DISPOSITION:**
Destroy 6 years from the date of creation or when it was last in effect, whichever is later.
**TABLE & RULE: T 41 - 12 R 07.02**

**TITLE:** DELETED

**AUTHORITY:** N/A

**FROZEN RECORD:** No

**DATE RESCINDED:** 01 / Sep / 2004

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

---

**TABLE & RULE: T 41 - 12 R 08.00**

**TITLE:** Mental Health Treatment Records (HTR) (Active Duty and Retired)

**DATE MODIFIED:** 22 / Jun / 2010

**FROZEN RECORD:** Yes

**CURRENT:** Yes

**DATE APPROVED:**

**AUTHORITY:** N1-330-01-02

**COLUMN B CONSISTING OF:**

information related to conducting neuropsychological 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 neuropsychological examinations

**COLUMN C WHICH ARE:**

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

**COLUMN D DISPOSITION:**

Air Force Mental Health Clinics records will be destroyed after 5 years; EXCEPT for the United States Air Force Academy Cadet Counseling Center records which will be destroyed 7 years after the last service date according to International Association of Counseling Services, Inc, Standards for Universities and College Counseling Centers, Section C, Paragraph 7.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

24 Inactive or closed Life Skills Support Center records will remain on file in the clinic for two years. At the end of the calendar year two years from the date the record was closed, the record may be transferred to the installation staging facility to await disposition.

68 In accordance with AF/SG3 Memo dtd April 2, 2010 destruction of mental health records is suspended pending updated guidance. Impacted dispositions include T41-12, R08.00; R11.00, and R12.00.

---

**TABLE & RULE: T 41 - 12 R 08.01**

**TITLE:** DELETED

**AUTHORITY:** N/A

**FROZEN RECORD:** No

**DATE RESCINDED:** 01 / Sep / 2004

**DATE APPROVED:**
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<tr>
<th>TABLE &amp; RULE: T 41 - 12 R 08.02</th>
<th>FROZEN RECORD: No</th>
<th>DATE RESCINDED: 21 / Dec / 2004</th>
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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 41 - 12 R 08.03</th>
<th>FROZEN RECORD: No</th>
<th>DATE RESCINDED: 21 / Dec / 2004</th>
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<tr>
<td>TITLE: Deleted</td>
<td>AUTHORITY: N/A</td>
<td>DATE APPROVED:</td>
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</table>

| TABLE & RULE: T 41 - 12 R 09.00 | DATE CREATED: 21 / Dec / 2004 |
|----------------------------------| DATE MODIFIED: 26 / Mar / 2010 |
| TITLE: Mental Health Treatment Records (HTR) (Family Members Regardless of Age) | FROZEN RECORD: No |
| AUTHORITY: N1-330-01-02          | CURRENT: Yes       |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Inactive or closed Life Skills Support Center records will remain on file in the clinic for two years. At the end of the calendar year two years from the date the record was closed, the record may be transferred to the installation staging facility to await disposition.

Notes
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

If space is unavailable, transfer to the National Personnel Record Center (NPRC), 9700 Page Blvd, St. Louis, MO 63132 at the end of the calendar year three years after the case was closed.

Civilian employees’ health records are destroyed 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the birth date cannot be ascertained, or 30 years after the latest separation. Individual Employee Health Case Files created prior to establishment of the Employee Medical Folder system that have been retired are destroyed 60 years after retirement to a Federal Records Center.

TABLE & RULE: T 41 - 12 R 10.01
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Sep / 2004
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 41 - 12 R 10.02
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Sep / 2004
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 41 - 12 R 11.00
TITLE: Neuropsychological Test in Mental Health Clinic
AUTHORITY: N1-330-01-02
DATE MODIFIED: 22 / Jun / 2010
FROZEN RECORD: Yes
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
electronically generated mental health treatment records (HTR) containing the results of detailed comprehensive neuropsychological examinations maintained in Neuropsychological software and databases

COLUMN C WHICH ARE:
at mental health clinics and support agencies that provide Neuropsychological testing and examinations

COLUMN D DISPOSITION:
Destroy 5 years after the end of the calendar year the case is closed.
<table>
<thead>
<tr>
<th>NOTES</th>
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<tbody>
<tr>
<td>21</td>
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<td>21</td>
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<td>21</td>
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<tr>
<td>68</td>
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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 41 - 12 R 11.01</th>
</tr>
</thead>
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<tr>
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<td>AUTHORITY: N/A</td>
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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

<table>
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<tr>
<th>TABLE &amp; RULE: T 41 - 12 R 12.01</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Substance Abuse Records (Active Duty, Retired and Family Members)</td>
</tr>
<tr>
<td>AUTHORITY: N1-330-01-02</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at outpatient mental health clinics

**COLUMN D DISPOSITION:**
Destroy 5 years after the end of the calendar year the case is closed or when treatment ends.

<table>
<thead>
<tr>
<th>NOTES</th>
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<tbody>
<tr>
<td>21</td>
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<th>TABLE &amp; RULE: T 41 - 12 R 12.01</th>
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<td>AUTHORITY: N/A</td>
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**DATE CREATED:** 21 / Dec / 2004  **DATE MODIFIED:** 16 / Jun / 2005  **FROZEN RECORD:** No  **CURRENT:** Yes  **DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Inactive or closed Life Skills Support Center records will remain on file in the clinic for two years. At the end of the calendar year two years from the date the record was closed, the record may be transferred to the installation staging facility to await disposition.

---

**TABLE & RULE: T 41 - 12 R 12.02**

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**TABLE & RULE: T 41 - 12 R 12.03**

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<tr>
<td>DATE RESCINDED:</td>
<td>21 / Dec / 2004</td>
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<td>DATE APPROVED:</td>
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TABLE & RULE: T 41 - 12 R 13.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Family Advocacy-Met the Criteria for Maltreatment</th>
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<tbody>
<tr>
<td>AUTHORITY:</td>
<td>N1-330-01-02</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>16 / Jul / 2015</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>16 / Jul / 2015</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 2 years after the end of the calendar year in which the case review committee determination was made.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21 Prior to 1989, Air Force medical facilities created Child Advocacy records that were strictly limited to treatment of a dependent child. Any Child Advocacy records (dating prior to 1989 and concerned with the dependent child only) which have not been retired should be retired to the Civilian Personnel Records facility using Standard Form 135 to NPRC. The address is: National Personnel Records Center Annex, 1411 Boulder Boulevard, Valmeyer, IL 62295.

66 Cut off and transfer to the National Personnel Record Center Annex, 1411 Boulder Boulevard, Valmeyer, IL 62295, 2-years after the end of the calendar year in which the case review committee determination was made or treatment ends. Unsubstantiated-unresolved cases may be transferred to social work services or other mental health treatment or continued as a voluntary at-risk case, or they may be used in combination with other(unsubstantiated-unresolved) reports to create sufficient information for a (substantiated) report.

66 During the period of the retention, if there is a new report on the same family within days or weeks, the record may be used to provide demographic and assessment information about the family so that the family need not be totally reassessed.

66 Materials prepared using electronic media (e.g., word processing applications or e-mail) are to be printed and included in the official jackets. The electronic version is to be deleted when file copy is generated or when no longer needed for reference or updating.

TABLE & RULE: T 41 - 12 R 14.00

TITLE: Family Advocacy-Did Not Meet the Criteria for Maltreatment

AUTHORITY: N1-330-01-02

DATE APPROVED: 

DATE MODIFIED: 16 / Jun / 2005

FROZEN RECORD: No

CURRENT: Yes
### TABLE & RULE: T 41 - 12 R 14.01
**TITLE:** Deleted

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<tr>
<td>N/A</td>
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**Column B Consisting Of:**

**Column C Which Are:**

**Column D Disposition:**

---

### TABLE & RULE: T 41 - 12 R 14.02
**TITLE:** Deleted

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<td>15 / Jul / 2004</td>
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**Column B Consisting Of:**

**Column C Which Are:**

**Column D Disposition:**

---

### TABLE & RULE: T 41 - 12 R 15.00
**TITLE:** Emergency Room Treatment

<table>
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<tr>
<th>Authority</th>
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<th>Date Modified</th>
<th>Current</th>
<th>Date Approved</th>
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<tbody>
<tr>
<td>N1-AFU-90-03</td>
<td>No</td>
<td>16 / Jun / 2005</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Column B Consisting Of:**

*copies of SF 558, Medical Record-Emergency Care and Treatment*

**Column C Which Are:**

*at emergency rooms*

**Column D Disposition:**

*Destroy after 2 years.*

### NOTES

15 The 2-year period may be determined by cutting off at the end of the 2-year calendar cycle and holding for one year, or by monthly increments, dependent upon local policy. For example, records for the calendar year 1979 would be destroyed in January 1982; or, if records are retained on a monthly basis, January 1979 records would be destroyed in January 1981. If files are maintained on a daily basis, records may be destroyed at the end of the 2-year cycle for that day.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMNS B CONSISTING OF:
- reports on substance abuse program from 1 Oct 94 forward (Table 36-1, Rule 13 applies to records prior to 1 Oct 94.)

COLUMNS C WHICH ARE:
- at HQ USAF/SG
- at MAJCOM
- below MAJCOM

COLUMNS D DISPOSITION:
- Retire as permanent.
- Destroy after 3 years.
- Destroy after 2 years.

NOTES

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 12 R 17.02**

**TITLE:** DELETED

**AUTHORITY:** N/A

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<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
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**TABLE & RULE: T 41 - 12 R 18.00**

**TITLE:** Secondary Prevention Records

**AUTHORITY:** N/A

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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</thead>
<tbody>
<tr>
<td>assessment and survey instruments, service plans and chronological data</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>prevention contact activity file</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 2 years after the end of the calendar year in which it was closed.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 12 R 19.00**

**TITLE:** (Replaced by T41-12 R23.00) Ed and Dev Interv Svcs (EDIS) for Medically Related Svcs and Early Intervention Svcs (EIS)

**AUTHORITY:** N1-AFU-03-13

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tbody>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>maintained by the MFT in USAFE and MFTs at Maxwell AFB AL and Robins AFB GA for Section 6 Schools</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 12 R 20.00
TITLE: (Replaced by T41-12 R23.00) Ed and Dev Interv Svcs (EDIS) for Med Related Svcs (MRS)School Aged Children and Early Int (EIS)
AUTHORITY: N1-AFU-03-13
DATE CREATED: 10 / Nov / 2003
DATE MODIFIED: 02 / May / 2008
FROZEN RECORD: No
DATE RESCINDED: 02 / May / 2008
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
maintained by the MFT in USAFE for school aged children from birth to 3-years old

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 12 R 21.00
TITLE: (Replaced by T41-12 R23.00) Ed and Dev Interv Svcs (EDIS) for Early Intervention Services (EIS) (Birth to 3-Years Old)
AUTHORITY: N1-AFU-03-13
DATE CREATED: 10 / Nov / 2003
DATE MODIFIED: 02 / May / 2008
FROZEN RECORD: No
DATE RESCINDED: 02 / May / 2008
DATE APPROVED:

COLUMN B CONSISTING OF:
AF Form 4267, Individualized 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

COLUMN C WHICH ARE:
maintained by the MTF at Maxwell AFB AL and Robins AFB GA for Section 6 Schools

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
## TABLE & RULE: T 41 - 12 R 22.00

**AUTHORITY:** N1-AFU-03-13

**DATE APPROVED:**

### COLUMN B CONSISTING OF:
Documents relating to the Special Needs Assignment Coordination (SNAC) record file 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 (SNAC) Information Form; Family Datasheet, which includes family contact information; SF Form 600, Chronological Record of Medical Care; AF Form 1466, 20060819 (EF-V1) Request for Family Member's Medical and Educational Clearance for Travel; AF Form 1466 D, 20022028 (EF-V2), Dental Health Summary; DD Form 2792, Nov 2006, Exceptional Family Member Medical Summary, with all addenda; DD Form 2792-1, Exceptional Family Member Special Education/Early Intervention Summary with Individualized Education Program or Individualized Family Service Plan attachments and all other supporting documentation. May include the most recent medical documentation supporting the need for the Q-Code designation; letter to AFPC requesting assignment limitation Code-Q, clinical notes for any counseling to assist with coping with the special needs, and a copy of notification of the “Q-Code” removal for active duty sponsors to the installation servicing Military Personnel Flight (MPF).

### COLUMN C WHICH ARE:
SNAC files are used to compile an ongoing record of assignment coordination activities for active duty sponsors with family members who have special needs (Q-coded sponsors). Facility Determination Inquiry (FDI) files contain documentation of the coordination of accompanied assignments to OCONUS areas for all family members of active duty sponsors and DoD civilian employees. May include the same AF and DD forms listed above with related correspondence but will not include documents supporting Q-Code designation. File and log all records by sponsor name and monthly/year of FDI process completion and maintain in the Medical Treatment Facility (MTF).

### COLUMN D DISPOSITION:
Transfer SNAC record files to Special Needs office of base of sponsor assignment during each sponsor PCS. SNAC files are kept active until 2 years after retirement/separation of sponsor or until 2 years after deletion of Q-Code by AFPC--then shred.

Maintain Facility Determination Inquiry (FDI) files, logs, and supporting documentation of travel clearance processes for families in which the sponsor is not Q-Coded at the losing Special Needs Office for 2 years after completion of clearance process or separation/retirement of the sponsor--then shred.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## TABLE & RULE: T 41 - 12 R 23.00

**AUTHORITY:** DODI 1342.12; AFPD 40-6

**DATE APPROVED:**

### COLUMN B CONSISTING OF:
1. Documents related to the family consent to evaluate/screen children suspected of having developmental delays or other needs, notices of Due Process Rights or other federal protections, results of standardized testing instruments and evaluations, reports, correspondence and progress notes of EDIS services delivered to children ages 0-3 for Early Intervention and ages 3-21, inclusive, for Related Services, attending or eligible to attend DoD schools.
2. DD Form 2005, DD Form 2792-1, Individualized Family Service Plan (IFSP), Individual Education Program (IEP), consents to release information, periodic progress summaries, and other forms and notations as required by DoDI 1342.12 and AFPD 40-6 to implement the requirements of the Individual's with Disabilities Education Act

### COLUMN C WHICH ARE:
Maintained in the EDIS clinics in AF Military Treatment Facilities designated by AFMOA and Health Affairs as AF EDIS areas of responsibility

### COLUMN D DISPOSITION:
Maintained in the EDIS clinic or other designated MTF records storage area for 2 years after discharge from EDIS services. All medically based evaluations and treatments delivered in support of EDIS are stored in AHLTA and follow medical records disposition guidelines; all other records maintained by EDIS are educational in nature. Evaluations and progress summaries, reports as needed by the schools to deliver a free and appropriate public education are submitted to the schools as specified in DoDEA guidance and copies may be provided to parents; all copies or remaining EDIS service records may be destroyed 2 years after termination of any services under EDIS
**T 41 - 13: HEALTH SERVICE - MEDICAL, STATISTICAL AND RELATED REPORTS**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 41 - 13 R 01.00</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
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<tbody>
<tr>
<td>TITLE: Report of Patients at HQ USAF and MAJCOMs</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
Report of Patients (AF Form 235 series) which provides current data on various aspects of medical workload and capability

**COLUMN C WHICH ARE:**
at HQ USAF and MAJCOMs

**COLUMN D DISPOSITION:**
Destroy after 3 years or when facility is inactivated, whichever is sooner.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<thead>
<tr>
<th>TABLE &amp; RULE: T 41 - 13 R 02.00</th>
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<tr>
<td>TITLE: Report of Patients Below MAJCOMs</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**
Report of Patients (AF Form 235 series) which provides current data on various aspects of medical workload and capability

**COLUMN C WHICH ARE:**
below MAJCOMs

**COLUMN D DISPOSITION:**
Destroy after 2 years or when facility is inactivated, whichever is sooner.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
<td>TITLE: Report of Patients Monthly Machine Tabulations</td>
<td>FROZEN RECORD: No</td>
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</table>
TABLE & RULE: T 41 - 13 R 02.02
TITLE: Report of Patients Annual Machine Tabulations
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
data obtained from report of patients

COLUMN C WHICH ARE:
at HQ AFMOA

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 13 R 03.00
TITLE: Clinical Record Cover Sheets
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
copies for statistical purposes

COLUMN C WHICH ARE:
at MAJCOM Surgeon Generals

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 13 R 03.01**

**TITLE:** Clinical Record Code Sheet

**AUTHORITY:** N1-AFU-90-03

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<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<td>clinical record code sheet</td>
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<td>Destroy after 6 months.</td>
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**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 13 R 04.00**

**TITLE:** Clinical Reference Indexes of Diagnoses, Operations and Deaths at Hospitals With Clinical Records Libraries

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tr>
<td>machine listings, supplemented by Clinical Reference Index cards</td>
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</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
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<tr>
<td>at hospitals with clinical records libraries</td>
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</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Destroy after 10 years or when facility is inactivated, whichever is sooner.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 13 R 05.00**

**TITLE:** Clinical Reference Indexes of Diagnoses, Operations and Deaths at Hospitals Without Clinical Record Libraries

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tr>
<th>COLUMN C WHICH ARE:</th>
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<tr>
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<tbody>
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**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
machine listings, supplemented by Clinical Reference Index cards

COLUMN C WHICH ARE:
at hospitals without clinical record libraries

COLUMN D DISPOSITION:
Destroy after 5 years or when facility is inactivated, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 41 - 13 R 06.00**

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<tr>
<th>TABLE &amp; RULE: T 41 - 13 R 06.00</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
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<tbody>
<tr>
<td>TITLE: Clinical Record Cover Sheet Tabulations at Hospitals With Clinical Records Libraries</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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**COLUMN B CONSISTING OF:**
monthly and periodic machine tabulations of data obtained from the clinical record cover sheets

**COLUMN C WHICH ARE:**
at hospitals with clinical records libraries

**COLUMN D DISPOSITION:**
Destroy after 10 years or when facility is inactivated.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 41 - 13 R 06.01**

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<th>TABLE &amp; RULE: T 41 - 13 R 06.01</th>
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<tbody>
<tr>
<td>TITLE: Clinical Record Cover Sheet Tabulations at Hospitals Without Clinical Record Libraries</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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</table>

**COLUMN B CONSISTING OF:**
monthly and periodic machine tabulations of data obtained from the clinical record cover sheets

**COLUMN C WHICH ARE:**
at hospitals without clinical record libraries

**COLUMN D DISPOSITION:**
Destroy after 5 years, or when facility is inactivated.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 41 - 13 R 06.02
**TITLE:** Clinical Record Cover Sheet Tabulations at MAJCOMs  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
monthly and periodic machine tabulations of data obtained from the clinical record cover sheets

**COLUMN C WHICH ARE:**
at MAJCOMs

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 13 R 06.03
**TITLE:** Clinical Record Cover Sheet Tabulations at HQ AFMOA  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
monthly and periodic machine tabulations of data obtained from the clinical record cover sheets

**COLUMN C WHICH ARE:**
at HQ AFMOA

**COLUMN D DISPOSITION:**
Destroy after 3 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 13 R 06.04
**TITLE:** Annual Machine Tabulations  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
nannual machine tabulations

**COLUMN C WHICH ARE:**
monthly and periodic machine tabulations of data obtained from the clinical record cover sheets

**COLUMN D DISPOSITION:**
Destroy after 50 years if no longer needed.

**NOTES**

Report generated: 01 / Oct / 2018 - 08:00:00
Records retention beyond 50 years requires special authorization by AFCIC/ITC.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Facilities have the choice of maintaining the MEPR in hard copy or electronic media.

**TABLE & RULE: T 41 - 13 R 07.00**

| TITLE: Health Tables, Charts and Statistical Reports | DATE MODIFIED: 16 / Jun / 2005 |
|authority: N1-AFU-90-03 | Frozen Record: No |
|Current: Yes |

column b consisting of:
- health tables, charts and statistical reports

column c which are:
- data concerning disease rates, bed utilization, workload etc. for local programs

column d disposition:
Destroy when no longer needed.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 13 R 08.00**

| TITLE: Medical Expense and Performance Reporting System (MEPRS) | DATE MODIFIED: 16 / Jun / 2005 |
|authority: N1-AFU-96-18 | Frozen Record: No |
|Current: Yes |

column b consisting of:
- computer data including the Expense Assessment Subsystem (EAS) III database (i.e., electronic media

column c which are:
- at MTFs

column d disposition:
Destroy after 5 years fiscal year.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 41 - 13 R 09.00

| Title: Medical Expense and Performance Report (MEPR) | Date Modified: 16 / Jun / 2005 |
| Authority: N1-AFU-96-18 | Frozen Record: No |
| Current: Yes | Date Approved: |

**Column B Consisting Of:**

Medical expense and performance report (MEPR)

**Column C Which Are:**

At MTFs

**Column D Disposition:**

Destroy after 5 fiscal years.

**Notes:**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records:
   - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

62. Facilities have the choice of maintaining the MEPR in hard copy or electronic media.

### TABLE & RULE: T 41 - 13 R 10.00

| Title: Other Standard/Adhoc Expense Assessment Subsystem (EAS) III Reports | Date Modified: 16 / Jun / 2005 |
| Authority: N1-AFU-96-18 | Frozen Record: No |
| Current: Yes | Date Approved: |

**Column B Consisting Of:**

All other standard/adhoc Expense Assessment Subsystem (EAS) III reports

**Column C Which Are:**

At MTFs

**Column D Disposition:**

Destroy when no longer needed.

**Notes:**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records:
   - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 13 R 11.00

| Title: AF Form 3078, Monthly Personnel Time and Salary Distribution | Date Modified: 16 / Jun / 2005 |
| Authority: N1-AFU-96-18 | Frozen Record: No |
| Current: Yes | Date Approved: |

**Notes:**

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Backups are performed daily with a set of five tapes, one for each duty day of the week, Monday through Friday. Friday's tape is also used to backup the weekend data. Recycle Monday's tape, the following Monday.

Backups are performed daily with a set of five tapes, one for each duty day of the week, Monday through Friday. Friday's tape is also used to backup the weekend data. Recycle Monday's tape, the following Monday.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Backups are performed monthly using a different tape each month of the fiscal year. Recycle current October's end-of-month set of tapes, the following October.

<table>
<thead>
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<tbody>
<tr>
<td>TITLE: End-of-Month Personnel Backup Tape</td>
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<tr>
<td>AUTHORITY: DAA-GRS-2013-0006-0008</td>
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<tr>
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</table>

**COLUMN B CONSISTING OF:**
end-of-month personnel backup tape

**COLUMN C WHICH ARE:**
at MTFs

**COLUMN D DISPOSITION:**
Delete when the identical records have been deleted or when replaced by a subsequent backup file.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Backups are performed monthly using a different tape each month of the fiscal year. Recycle current October's end-of-month set of tapes, the following October.

**COLUMN B CONSISTING OF:**
end-of-month Air Force per-merge backup

**COLUMN C WHICH ARE:**
at MTFs

**COLUMN D DISPOSITION:**
Delete when the identical records have been deleted or when replaced by a subsequent backup Table 41-13 R file.
<table>
<thead>
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<th>TABLE &amp; RULE:</th>
<th>T 41 - 13 R 16.00</th>
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<tbody>
<tr>
<td>TITLE:</td>
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<td>DATE APPROVED:</td>
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**COLUMN B CONSISTING OF:**
end-of-month Expense Assessment Subsystem (EAS) III system backup tapes

**COLUMN C WHICH ARE:**
at MTFs

**COLUMN D DISPOSITION:**
Delete when the identical records have been deleted or when replaced by a subsequent backup file.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

63 Backups are performed monthly using a set of two tapes each month of the fiscal year. Recycle current October's end-of-month set of tapes, the following October.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 41 - 13 R 17.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>End-of-Year Tapes (4 tapes)</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>DAA-GRS-2013-0006-0008</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>05 / Feb / 2016</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>05 / Feb / 2016</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
end of year tapes

**COLUMN C WHICH ARE:**
at MTFs

**COLUMN D DISPOSITION:**
Delete when the identical records have been deleted or when replaced by a subsequent backup file.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

63 Backups are performed yearly with a set of four tapes. Backups contain current fiscal year data plus two previous fiscal year's data.

Report generated: 01 / Oct / 2018 - 08:00:00
### T 41 - 14: HEALTH SERVICE - PHARMACY RECORDS

#### TABLE & RULE: T 41 - 14 R 01.00

**TITLE:** Prescription Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
DD Form 1289, DOD Prescription; AF Form 781, Multiple Item Prescription

**COLUMN C WHICH ARE:**  
at pharmacies

**COLUMN D DISPOSITION:**  
Destroy after 3 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing:  Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:  Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

#### TABLE & RULE: T 41 - 14 R 02.00

**TITLE:** Stock Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
AF Form 582, Pharmacy Stock Record

**COLUMN C WHICH ARE:**  
at pharmacies

**COLUMN D DISPOSITION:**  
Destroy 3 years after last entry.

**NOTES**

21 Electronic copies created using electronic mail and word processing:  Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:  Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

#### TABLE & RULE: T 41 - 14 R 03.00

**TITLE:** Controlled Substances  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**NOTES**

---

Report generated: 01 / Oct / 2018 - 08:00:00  
1886
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**NOTE:**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

For noncontrolled drugs

For narcotics, ethyl alcohol, whiskey, brandy, wine, and all drugs, as well as inventories of drugs

Destroy after 3 years.

**NOTE:**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 41 - 14 R 06.00
**TITLE:** Inspection of Drugs and Biologicals  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
inspection of drugs and biologicals

**COLUMN C WHICH ARE:**  
monthly reports of inspection of ward and clinic drug stocks

**COLUMN D DISPOSITION:**  
Destroy after 1 year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 14 R 07.00
**TITLE:** Bulk Compounding  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
bulk compounding

**COLUMN C WHICH ARE:**  
AF Form 2380, Pharmacy Manufacturing Control Data; AF Form 2382, Pharmacy Bulk Compounding Chronological Control Log

**COLUMN D DISPOSITION:**  
Destroy after 3 years or when no longer needed, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 41 - 14 R 08.00
**TITLE:** AF Form 2381, Pharmacy Master Formula  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
a form

**COLUMN C WHICH ARE:**  
AF Form 2381, Pharmacy Master Formula

**COLUMN D DISPOSITION:**  
Destroy when superseded, obsolete or no longer needed.

**NOTES**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 14 R 09.00**

**TITLE:** Inpatient Dispensing Records

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tbody>
<tr>
<td>inpatient dispensing records</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th>DATE APPROVED:</th>
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</thead>
<tbody>
<tr>
<td>medication profiles, including AF Form 3067, Intravenous Record and AF Form 3069, Medication Administration Record</td>
<td>16 / Jun / 2005</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 1 year or when no longer needed, whichever is sooner.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 14 R 10.00**

**TITLE:** Reports, Surveys and Reviews

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>CURRENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>reports, surveys and reviews</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>drug utilization reviews, quality assurance, risk management reports, adverse drug reactions and other special reports</td>
<td>16 / Jun / 2005</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when no longer needed.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 14 R 11.00**

**TITLE:** Nonprescription Records

**AUTHORITY:** N1-AFU-90-02

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>medication profiles, including AF Form 3067, Intravenous Record and AF Form 3069, Medication Administration Record</td>
<td>16 / Jun / 2005</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Destroy when no longer needed.</td>
<td></td>
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</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMBIA CONSISTING OF:

COLUMBIA C WHICH ARE:

COLUMBIA D DISPOSITION:

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 41 - 15: HEALTH SERVICE - MEDICAL SERVICE ACCOUNT AND PROPERTY RECORDS

TABLE & RULE: T 41 - 15 R 01.00
TITLE: Medical Service Accounts
AUTHORITY: N1-AFU-90-03

COLUMBIA CONSISTING OF:
copies of cash collection vouchers or similar forms, used for medical resource management purposes

COLUMBIA C WHICH ARE:
at medical treatment facilities

COLUMBIA D DISPOSITION:
Destroy after 2 years.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 41 - 15 R 01.01
TITLE: Supporting Receipts Listed on Cash Collection Vouchers
AUTHORITY: N1-AFU-90-03

COLUMBIA CONSISTING OF:
supporting receipts listed on cash collection vouchers

COLUMBIA C WHICH ARE:
at medical treatment facilities

COLUMBIA D DISPOSITION:
Destroy 6 years and 3 months from date of account.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

54 These records must be readily available for audit.

**TABLE & RULE: T 41 - 15 R 02.00**

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

patient's fund account books

**COLUMN C WHICH ARE:**

ledgers, journals and related records constituting an auditable set of records to account for patient's funds deposited for safekeeping

**COLUMN D DISPOSITION:**

Destroy 2 years after the close of the FY to which they pertain.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 15 R 02.01**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

patient's fund account books - clearance required

**COLUMN C WHICH ARE:**

ledgers, journals and related records constituting an auditable set of records to account for patient's funds deposited for safekeeping

**COLUMN D DISPOSITION:**

Destroy 1 year after evidence of clearance is secured.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 15 R 03.00**

<table>
<thead>
<tr>
<th>TITLE: Records of Patients Storing Valuables</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
**COLUMN B CONSISTING OF:**
records of patients storing valuables

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 18 months after close of the FY to which they pertain.

### NOTES

<table>
<thead>
<tr>
<th>Notes</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
</tbody>
</table>

**TABLE & RULE: T 41 - 15 R 03.01**

<table>
<thead>
<tr>
<th>TITLE: Records of Patients Storing Valuables - Clearance Required</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N/A</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
records of patients storing valuables - clearance required

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 1 year after evidence of clearance is secured.

### NOTES

<table>
<thead>
<tr>
<th>Notes</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
</tbody>
</table>

**TABLE & RULE: T 41 - 15 R 04.00**

<table>
<thead>
<tr>
<th>TITLE: Patient's Property Records</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
patient's property records

**COLUMN C WHICH ARE:**
property slips, tags, receipts and similar records which are a record of the receipt and return of patient's property, except funds and valuables

**COLUMN D DISPOSITION:**
Destroy 6 months after departure of patient.

### NOTES

<table>
<thead>
<tr>
<th>Notes</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or...</td>
</tr>
</tbody>
</table>
no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 41 - 15 R 05.00**

<table>
<thead>
<tr>
<th>TITLE: Treatment of Pay Patients</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
treatment of pay patients

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 4 years after close of FY.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**T 41 - 16: HEALTH SERVICE - HOSPITAL ACCREDITATION AND HOSPITAL MEMBERSHIP RECORDS**

**TABLE & RULE: T 41 - 16 R 01.00**

<table>
<thead>
<tr>
<th>TITLE: Certificates of Accreditation</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
Certificate that hospital is accredited by the Joint Commission on Accreditation of Hospitals (JCAH)

**COLUMN C WHICH ARE:**
at hospitals

**COLUMN D DISPOSITION:**
Return the certificate promptly to JCAH on inactivation, reduction to dispensary status, revocation, or any other reason for termination of accreditation.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 41 - 16 R 02.00**

<table>
<thead>
<tr>
<th>TITLE: Accreditation Survey Reports and Records</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
reports of presurvey inspections by MAJCOMs, application for survey, survey reports of JCAH and related correspondence

COLUMN C WHICH ARE:
at hospitals

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

CURRENT:
FROZEN RECORD:
DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
copies of JCAH survey reports and related correspondence

COLUMN C WHICH ARE:
at HQ USAF/SG

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

CURRENT:
FROZEN RECORD:
DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
Hospital Accreditation References, Bulletins of the JCAH, other information on current accreditation requirements

COLUMN C WHICH ARE:
at hospitals

COLUMN D DISPOSITION:
Destroy when superseded or hospital's accreditation status is terminated through inactivation or reduction to dispensary status.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
American Hospital Association (AHA) membership

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.
forms recording information on refractions for cadets at Optometry Clinic

Destroy when superseded, obsolete or no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 42 - 07: NO SERIES - DELETED

TABLE & RULE: T 42 - 07 R 12.03
TITLE: duty and travel restrictions reminder letters
AUTHORITY: DISPOSITION PENDING

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
UNSCHEDULED

T 43 - 06: NO SERIES - DELETED

TABLE & RULE: T 43 - 06 R 04.00
TITLE: deleted
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
### Table 1: Duty and Travel Restrictions Reminder Letters

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 43 - 08 R 12.04</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>duty and travel restrictions reminder letters</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>DISPOSITION PENDING</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>01 / May / 2002</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
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<td>CURRENT:</td>
<td>No</td>
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<tr>
<td>DATE APPROVED:</td>
<td></td>
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</table>

#### Column B Consisting Of:

#### Column C Which Are:

#### Column D Disposition:
UNSCHEDULED

### Table 2: Medical Education and Research

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 44 - 01 R 01.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Medical Research and Experimental Case Files</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>PENDING AUTHORITY</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>08 / Jul / 2008</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
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</tbody>
</table>

#### Column B Consisting Of:

medical research and experimental case files

#### Column C Which Are:

records of work in process or completed and individual participation records

#### Column D Disposition:
Disposition Pending

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 44 - 01 R 02.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Professional Papers Reports of Experimental Studies on Research Carried Out at Hospitals</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>PENDING AUTHORITY</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>08 / Jul / 2008</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

#### Column B Consisting Of:

professional papers reports of experimental studies on research carried out at hospitals

#### Column C Which Are:

reports of experimental studies or research carried out at hospitals

#### Column D Disposition:
Disposition Pending

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 44 - 01 R 03.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Aeromedical Research Data Papers</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>14 / Nov / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
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<td>CURRENT:</td>
<td>Yes</td>
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<tr>
<td>DATE APPROVED:</td>
<td></td>
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</tbody>
</table>
**TABLE & RULE:** T 44 - 01 R 03.01  
**TITLE:** Aeromedical Research Data Microfilm  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 14 / Nov / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
aeromedical research data microfilm  
**COLUMN C WHICH ARE:**  
at USAF School of Aerospace Medicine (USAFSAM)  
**COLUMN D DISPOSITION:**
Destroy after determining that resulting microfilm meets archival standards.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE:** T 44 - 01 R 04.00  
**TITLE:** Continuing Health Education (CHE) Program  
**AUTHORITY:** N1-AFU-86-62  
**DATE MODIFIED:** 14 / Nov / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
Continuing Health Education (CHE) program  
**COLUMN C WHICH ARE:**  
records for planning and documenting CHE activities certified as Category I by the AMA/PRA  
**COLUMN D DISPOSITION:**
Destroy after 6 years.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### T 44 - 02: MEDICAL - LABORATORY RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 44 - 02 R 01.00</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Clinical Laboratory Reports</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
duplicate copies of clinical laboratory reports, water and food analysis, periodic reports of laboratory activities

**COLUMN C WHICH ARE:**
laboratory copies

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 44 - 02 R 02.00</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Ledgers and Logs</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
ledgers and logs

**COLUMN C WHICH ARE:**
general purpose ledgers of clinical specimens or patient identification information, shipping and receiving registers

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 44 - 02 R 03.00</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Blood Transfusions Request for Blood Products</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
- blood transfusion forms (SF 518); 3 copies to request blood products

COLUMN C WHICH ARE:
- laboratories copies

COLUMN D DISPOSITION:
Destroy after 7 days if product not required.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 44 - 02 R 03.01
TITLE: Blood Transfusions Retained When Product is Issued
AUTHORITY: N1-AFU-91-02

COLUMN B CONSISTING OF:
- blood transfusions retained when product is issued with 1st and 2nd copies

COLUMN C WHICH ARE:
- laboratories copies

COLUMN D DISPOSITION:
File in outpatient record.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 44 - 02 R 03.02
TITLE: Patient Chart Copy to Record Transfusion and Reaction Data
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- patient chart copy to record transfusion and reaction data

COLUMN C WHICH ARE:
- SF 518 1st copy, original, post transfusion

COLUMN D DISPOSITION:
File in patient's chart after completion.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 44 - 02 R 03.03
TITLE: SF 518 2nd Copy, Post Transfusion
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
SF 518 2nd copy, post transfusion

COLUMN C WHICH ARE:
laboratory records concerning transfused blood products

COLUMN D DISPOSITION:
Destroy after 7 years if no longer required for patient treatment data.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy after expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 44 - 02 R 04.00
TITLE: Blood Donor Medical Histories and Blood Bank Agreements
AUTHORITY: N1-AFU-96-05

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
laboratory copies

COLUMN D DISPOSITION:
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).

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy after expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 44 - 02 R 04.01
TITLE: Investigation and Findings of Transfusion and Lot Numbers or Reagents Used
AUTHORITY: N1-AFU-96-05

DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 1901

Report generated: 01 / Oct / 2018 - 08:00:00
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 44 - 02 R 04.02

TITLE: Ledgers Recording Processing of Each Transfusion Request

AUTHORITY: N1-AFU-96-05

DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

NOTES

COLUMN B CONSISTING OF:
local agreements/contracts with civilian blood banks

COLUMN C WHICH ARE:
laboratory copies

COLUMN D DISPOSITION:
Destroy after 10 years.

TABLE & RULE: T 44 - 02 R 05.00

TITLE: Tissue Examination

AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

NOTES

COLUMN B CONSISTING OF:
tissue examination forms forwarded with fixed specimens and/or other data for histopathological examinations

COLUMN C WHICH ARE:
at Class A and B laboratories

COLUMN D DISPOSITION:
Destroy 3 months after preparation of final report (see Rules 7 and 8).

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 44 - 02 R 06.00
**TITLE:** Tissue Examination at Other Medical Facilities  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
tissue examination forms forwarded with fixed specimens and/or other data for histopathological examinations

**COLUMN C WHICH ARE:**  
at other medical facilities

**COLUMN D DISPOSITION:**  
Destroy 3 months after receipt of completed report from histopathology facility.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 44 - 02 R 07.00
**TITLE:** SF 515, Final Report of Tissue Examination  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
SF 515, Final Report of Tissue Examination including the rough draft permanently affixed to the final report

**COLUMN C WHICH ARE:**  
at Class A and B laboratories

**COLUMN D DISPOSITION:**  
Destroy after 7 years, or when no longer needed for training, historical or research purposes, whichever is later.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 44 - 02 R 08.00
**TITLE:** SF 515, Final Report of Tissue Examination  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
SF 515, Final Report of Tissue Examination including the rough draft permanently affixed to the final report

**COLUMN C WHICH ARE:**  
at Class C and D laboratories

**COLUMN D DISPOSITION:**  
Destroy after 5 years or when no longer needed, whichever is later.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 44 - 02 R 08.01**

**TITLE:** Slides and/or Blocks  
**AUTHORITY:** N1-AFU-90-03  
**CURRENT:** Yes  
**DATE APPROVED:** 16 / Jun / 2005  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  

**COLUMN B CONSISTING OF:**  
information

**COLUMN C WHICH ARE:**  
slides and/or blocks

**COLUMN D DISPOSITION:**  
Maintain and destroy per AFJI 48-124, Armed Forces Institute of Pathology and Armed Forces Histopathology Centers.

---

**TABLE & RULE: T 44 - 02 R 09.00**

**TITLE:** Cytology Examination  
**AUTHORITY:** N1-AFU-90-03  
**CURRENT:** Yes  
**DATE APPROVED:** 16 / Jun / 2005  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  

**COLUMN B CONSISTING OF:**  
copies of Class I cytology examination reports of vaginal, cervical and other fluids and tissue scrapings

**COLUMN C WHICH ARE:**  
at Class A and B laboratories

**COLUMN D DISPOSITION:**  
Destroy after 5 years, or when no longer needed, whichever is later.

---

**TABLE & RULE: T 44 - 02 R 10.00**

**TITLE:** Class II-V Cytology Examination Reports of Vaginal, Cervical and Other Fluids and Tissue Scrapings  
**AUTHORITY:** N1-AFU-90-03  
**CURRENT:** Yes  
**DATE APPROVED:** 16 / Jun / 2005  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 44 - 02 R 10.01

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Column C Which Are:</th>
<th>Column D Disposition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class II-V Cytology examination reports of vaginal, cervical and other fluids and tissue scrapings</td>
<td>at Class A and B laboratories</td>
<td>Destroy after 7 years or when no longer needed for training, historical or research purposes, whichever is later.</td>
</tr>
</tbody>
</table>

### Notes

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 44 - 02 R 11.00

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Column C Which Are:</th>
<th>Column D Disposition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copies of Class I-V Cytology Examination Reports</td>
<td>at Class C and D laboratories</td>
<td>Destroy after 7 years or when no longer needed for training, historical or research purposes, whichever is later.</td>
</tr>
</tbody>
</table>

### Notes

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 44 - 02 R 11.01

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Column C Which Are:</th>
<th>Column D Disposition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autopsy Reports</td>
<td>Medical Record-Autopsy Protocol (SF 503), Clinical Record-Authorization for Autopsy (SF 523) or similar records</td>
<td>File in deceased's clinical and health treatment records (HTR).</td>
</tr>
</tbody>
</table>

### Notes

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
abstracts of clinical records and other records and materials which relate to individual cases

COLUMN C WHICH ARE:
at Area Histopathology Centers and medical facilities that have a pathologist or an anatomic pathology service

COLUMN D DISPOSITION:
Destroy per AFI 48-124.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

61 Forward case files for autopsies diagnosed as malignant to the Armed Forces Institute of Pathology.

TABLE & RULE: T 44 - 02 R 11.02
TITLE: Autopsy Protocol Medical Facilities Without Pathologist or Anatomic Pathology Service
AUTHORITY: NI-AFU-91-11

| COLUMN B CONSISTING OF: | DATE MODIFIED: 16 / Jun / 2005 |
| abstracts of clinical records and other records and materials which relate to individual cases | FROZEN RECORD: No |
| COLUMN C WHICH ARE: | CURRENT: Yes |
| at medical facilities that do not have a pathologist or an anatomic pathology service | DATE APPROVED: |
| COLUMN D DISPOSITION: | |
| Destroy when no longer needed. | |

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

54 Forward original records to Area Histopathology Center.

TABLE & RULE: T 44 - 02 R 12.00
TITLE: Autopsy Specimens Surgical Indexes and Ledgers
AUTHORITY: N1-AFU-91-11

| COLUMN B CONSISTING OF: | DATE MODIFIED: 16 / Jun / 2005 |
| abstracts of clinical records and other records and materials which relate to individual cases | FROZEN RECORD: No |
| COLUMN C WHICH ARE: | CURRENT: Yes |
| clinical reference and alphabetical name cards and ledgers | DATE APPROVED: |
| COLUMN D DISPOSITION: | |
| Destroy/delete upon disposition of related surgical/autopsy records. | |

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Forward case files for autopsies diagnosed as malignant to the Armed Forces Institute of Pathology.

Forward original records to Area Histopathology Center.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.

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.
### TABLE & RULE: T 44 - 02 R 14.00

**Title:** Water Pollution Analysis  
**Authority:** N1-AFU-90-03  
**Notes:**  
**Column B Consisting Of:**  
- Water pollution analysis  
**Column C Which Are:**  
- Waste water surveillance analysis and related correspondence and reports  
**Column D Disposition:**  
- Destroy after 1 year or after next analysis of same source.

### TABLE & RULE: T 44 - 02 R 15.00

**Title:** Summaries, Survey Reports, Workloads and Special Reports  
**Authority:** N1-AFU-90-03  
**Notes:**  
**Column B Consisting Of:**  
- 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  
**Column C Which Are:**  
- For patient treatment or laboratory management purposes  
**Column D Disposition:**  
- Destroy after 2 years or when no longer needed for patient treatment, training or management purposes, whichever is later.
### T 44 - 03: MEDICAL - RADIOLOGY RECORDS

#### TABLE & RULE: T 44 - 03 R 01.00

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: N1-330-01-02</td>
<td>Frozen Record: No</td>
</tr>
<tr>
<td>Current: Yes</td>
<td></td>
</tr>
<tr>
<td>Date Approved:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- entrance and separation x-ray film

**COLUMN C WHICH ARE:**

- X-ray film exposed during medical examinations of civilians who are inducted, enlisted, appointed or commissioned in the active military service or in the 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.

**COLUMN D DISPOSITION:**

- Retain no longer than 4 months after creation.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

- Retain x-rays, along with all additional films taken as a result of questionable anomalies that do not result in an application being rejected. Retire x-ray film to NPRC 111 Winnebago Street, St. Louis, MO 63118. VA is authorized custodian of records after transfer (VA schedule RCS VB-1, Part 1, Section XIII (13-061.100). Destroy in accordance with current VA disposition instructions.

#### TABLE & RULE: T 44 - 03 R 02.00

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
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<td>Frozen Record: No</td>
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<td>Current: Yes</td>
<td></td>
</tr>
<tr>
<td>Date Approved:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(Reserved)

#### TABLE & RULE: T 44 - 03 R 03.00

<table>
<thead>
<tr>
<th>TITLE</th>
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<tbody>
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<td>Authority: N/A</td>
<td>Frozen Record: No</td>
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<td>Current: Yes</td>
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<tr>
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</table>
### TABLE & RULE: T 44 - 03 R 04.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(RESERVED)</td>
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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 44 - 03 R 04.00</th>
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</thead>
<tbody>
<tr>
<td>TITLE: (RESERVED)</td>
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<tr>
<td>AUTHORITY: N/A</td>
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<tr>
<td>DATE MODIFIED: 16 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
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### TABLE & RULE: T 44 - 03 R 05.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>X-ray film</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>relating to applicants for the military academies and preparatory schools</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 5 years after date of last film.</td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 44 - 03 R 06.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 44 - 03 R 06.00</th>
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</thead>
<tbody>
<tr>
<td>TITLE: (RESERVED)</td>
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<tr>
<td>AUTHORITY: N/A</td>
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<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
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</tbody>
</table>
### Table & Rule: T 44 - 03 R 07.00

**Title:** (Reserved)

**Authority:** N/A

**Date Modified:** 16 / Jun / 2005

**Frozen Record:** No

**Current:** Yes

**Date Approved:**

### Table & Rule: T 44 - 03 R 08.00

**Title:** Civilian Routine Employment X-Ray Film

**Authority:** N1-330-01-02

**Date Modified:** 16 / Jun / 2005

**Frozen Record:** No

**Current:** Yes

**Date Approved:**

### Table & Rule: T 44 - 03 R 09.00

**Title:** Negative Military Occupational Illness X-Ray Film

**Authority:** N1-330-01-02

**Date Modified:** 16 / Jun / 2005

**Frozen Record:** No

**Current:** Yes

**Date Approved:**

---

**Notes**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.

Table & Rule: T 44 - 03 R 09.01

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
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<td>FROZEN RECORD: No</td>
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Table & Rule: T 44 - 03 R 10.00

<table>
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<tr>
<td>FROZEN RECORD: No</td>
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Table & Rule: T 44 - 03 R 11.00

<table>
<thead>
<tr>
<th>TITLE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
</tbody>
</table>
### COLUMN B CONSISTING OF:

x-rays of unusual interest or those selected for teaching purposes

### COLUMN C WHICH ARE:

oversized and will not fit in the medical folder

### COLUMN D DISPOSITION:

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).

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 44 - 03 R 12.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: (RESERVED)</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
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<tr>
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</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

| COLUMN B CONSISTING OF:          |

| COLUMN C WHICH ARE:             |

| COLUMN D DISPOSITION: (RESERVED) |

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 44 - 03 R 13.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: (RESERVED)</td>
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<td>AUTHORITY: N/A</td>
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</tr>
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</tr>
</tbody>
</table>

| COLUMN B CONSISTING OF:          |

| COLUMN C WHICH ARE:             |

| COLUMN D DISPOSITION: (RESERVED) |

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 44 - 03 R 14.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Mammograms/Breast Ultrasound</td>
</tr>
<tr>
<td>AUTHORITY: N1-330-01-02</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
X-rays and ultrasounds taken of breast tissue

COLUMN C WHICH ARE:
for purposes of detecting breast disease

COLUMN D DISPOSITION:
Destroy 10 years after the end of the calendar year of the last film.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

The medical facility that forwards the medical health records to NPRC will remove the mammograms and retain them until scheduled for destruction.

65 The medical facility that forwards the medical health records to NPRC will remove the mammograms and retain them until scheduled for destruction.

TABLE & RULE: T 44 - 03 R 15.00
TITLE: X-Ray Film on Applicants Rejected for Pulmonary Tuberculosis Reasons
AUTHORITY: N1-330-01-02

COLUMN B CONSISTING OF:
Chest x-ray film of applicants

COLUMN C WHICH ARE:
rejected for reason of pulmonary tuberculosis

COLUMN D DISPOSITION:
Destroy immediately.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

66 Offer the film to the State health officer of the rejected person's home state. Transfer to State health office according to instructions from the State. Destroy film of rejected persons immediately if not required by the state health officer of the rejected person's home state.

TABLE & RULE: T 44 - 03 R 16.00
TITLE: X-Ray Film on Applicants Rejected for Other Medical Reasons
AUTHORITY: N1-330-01-02

COLUMN B CONSISTING OF:
Chest x-ray film of applicants

COLUMN C WHICH ARE:
rejected for other than pulmonary tuberculosis reasons

COLUMN D DISPOSITION:
Destroy after results have been entered on physical examination form.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 44 - 03 R 17.00

**TITLE:** X-Ray Film on Applicants Rejected for Other Than Medical Reasons  
**AUTHORITY:** N1-330-01-02

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>X-ray film of applicants registrants</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>rejected for other than medical reasons</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy immediately.</td>
</tr>
</tbody>
</table>

---

### TABLE & RULE: T 44 - 03 R 18.00

**TITLE:** Chest x-rays for Tuberculosis Case Finding Purposes-Negatives Indicating Pathology  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>chest x-rays for tuberculosis cases finding purposes-negatives indicating pathology</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>film accumulated by mobile X-ray service units</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Include in patient's medical record.</td>
</tr>
</tbody>
</table>

---

### TABLE & RULE: T 44 - 03 R 19.00

**TITLE:** Chest X-rays for Tuberculosis-Negatives-Normal Chest  
**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: | |
|-------------------------| |
| COLUMN C WHICH ARE:     | |
| COLUMN D DISPOSITION:   | |

---

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
chest x-rays for tuberositis-negatives-normal chest

COLUMN C WHICH ARE:
film accumulated by mobile X-ray service units

COLUMN D DISPOSITION:
Destroy after 1 month.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 44 - 03 R 20.00
TITLE: Unidentified Exposed X-ray Film
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
unidentified exposed x-ray film

COLUMN C WHICH ARE:
x-rays which cannot be identified with the individuals to whom they pertain

COLUMN D DISPOSITION:
Destroy when encountered.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 44 - 03 R 21.00
TITLE: Nominal Index File
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
nominal index file

COLUMN C WHICH ARE:
cards filed alphabetically as index to X-ray films

COLUMN D DISPOSITION:
Retire or destroy concurrently with the X-rays to which they relate.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 44 - 03 R 22.00

TITLE: Radiation and Radium Therapy

AUTHORITY: UNSCHEDULED

CURRENT: No
DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: Yes
DATE APPROVED: 03 / Jun / 2003

COLUMN B CONSISTING OF:
radiation and radium therapy

COLUMN C WHICH ARE:
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)

COLUMN D DISPOSITION:
Disposition pending...

TABLE & RULE: T 44 - 03 R 23.00

TITLE: Radiation Oncology Film

AUTHORITY: N1-330-01-02

CURRENT: No
DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: Yes
DATE APPROVED: 03 / Jun / 2003

COLUMN B CONSISTING OF:
radiation oncology film

COLUMN C WHICH ARE:
film produced during radiation treatment

COLUMN D DISPOSITION:
Destroy 15 years after the end of the calendar year in which the last medical treatment was given.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 44 - 03 R 24.00

TITLE: Active Radiation Oncology Therapy Records

AUTHORITY: N1-330-01-02

CURRENT: No
DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: Yes
DATE APPROVED: 03 / Jun / 2003

COLUMN B CONSISTING OF:
active radiation oncology therapy records

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 50 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Withdraw and retire to NPRC (MPR) at termination of radiation oncology services.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Withdraw and retire to NPRC (MPR) at termination of radiation oncology services.
**TABLE & RULE: T 44 - 04 R 02.00**

**TITLE:** Electrocardiograms and Reports Facilities without CAPOC  
**AUTHORITY:** N1-AFU-90-03  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE MODIFIED:** 16 / Aug / 2006  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
EKGs accessed from CAPOC computer system and/or copies of electrocardiographic reports from health treatment records (HTR)

**COLUMN C WHICH ARE:**  
at the Aerospace Medical Division, laboratories, medical facilities using them for teaching/research or those facilities without CAPOC

**COLUMN D DISPOSITION:**  
Destroy after 5 years or when no longer needed, whichever is later.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 44 - 04 R 03.00**

**TITLE:** Electroencephalo-graphic Tracings and Reports Abnormal Findings  
**AUTHORITY:** N1-AFU-90-03  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE MODIFIED:** 16 / Jun / 2005  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
electroencephalo-graphic tracings and reports abnormal findings

**COLUMN C WHICH ARE:**  
graphic recordings of electrical activity of the brain and retained copies of reports

**COLUMN D DISPOSITION:**  
Destroy after 5 years, provided a copy of the report is in the individual's medical record.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 44 - 04 R 04.00**

**TITLE:** Electroencephalo-graphic Tracings and Reports Normal Findings  
**AUTHORITY:** N1-AFU-90-03  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE MODIFIED:** 16 / Jun / 2005  
**DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE:** T 44 - 04 R 05.00

<table>
<thead>
<tr>
<th>TITLE: Pulmonary Function Tracings and Reports</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE:** T 44 - 04 R 06.00

<table>
<thead>
<tr>
<th>TITLE: Hearing Conservation Originals</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 44 - 04 R 07.00

TITLE: Hearing Conservation Duplicates

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
hearing conservation data forms and related records

COLUMN C WHICH ARE:
for recording results of audimetric examinations

COLUMN D DISPOSITION:
Send to Aerospace Medical Division, Brooks AFB TX 78235.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 44 - 04 R 08.00

TITLE: Tumor Registry

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
diagnostic, therapeutic and survival data on patients with an established diagnosis of malignant neoplasm and related records

COLUMN C WHICH ARE:
at medical facilities with tumor registries

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 44 - 04 R 09.00

TITLE: Medical Illustration Files Original Photographic Material

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
work orders (Medical Illustration Request and Release), original color transparencies and related completed medical artwork

COLUMN C WHICH ARE:
at approved medical treatment facilities

COLUMN D DISPOSITION:
Forward to Armed Forces Institute of Pathology (AFIP) (Chief, Medical Illustration Service), Wash DC 20305, 4 times a year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 44 - 04 R 10.00**

**TITLE:** Medical Illustration Files Duplicate Photographic Material

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>copies of work orders, negatives of patient prints and a set of color transparencies</td>
<td>at approved medical treatment facilities</td>
<td>Destroy at medical facility upon its inactivation.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 44 - 04 R 11.00**

**TITLE:** Medical Illustration Patient and Subject Index Cards

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>medical illustration patient and subject index cards</td>
<td>at approved medical treatment facilities</td>
<td>Hold at medical facility until its inactivation; then forward to AFIP address in Rule 9.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 44 - 04 R 12.00**

**TITLE:** Medical Illustration Patient Registers

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>copies of work orders, negatives of patient prints and a set of color transparencies</td>
<td>at approved medical treatment facilities</td>
<td>Hold at medical facility until its inactivation; then forward to AFIP address in Rule 9.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 44 - 04 R 13.00
TITLE: Medical Illustration Other Work Orders
AUTHORITY: N1-AFU-92-05

COLUMN B CONSISTING OF:
medical illustration patient registers

COLUMN C WHICH ARE:
at approved medical treatment facilities

COLUMN D DISPOSITION:
Hold at medical facility until its inactivation; then forward to AFIP address in Rule 9.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 44 - 04 R 14.00
TITLE: Special Cardiographic Procedures
AUTHORITY: N1-AFU-96-19

COLUMN B CONSISTING OF:
special cardiographic procedures

COLUMN C WHICH ARE:
holter monitoring, exercise stress testing, echocardiography

COLUMN D DISPOSITION:
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.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### T 44 - 05: MEDICAL - DRUG ABUSE TESTING PROGRAM

#### TABLE & RULE: T 44 - 05 R 01.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>drug abuse testing rosters, random selection records</td>
<td>at base medical facility and unit level</td>
<td>Destroy 3 months after all members listed are tested or a no show record is prepared or received.</td>
</tr>
</tbody>
</table>

#### NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 44 - 05 R 02.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>no show record</td>
<td>at base medical facility and unit level</td>
<td>Destroy after 2 years.</td>
</tr>
</tbody>
</table>

#### NOTES

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 44 - 05 R 03.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drug Abuse Testing Urinalysis Ledger</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:

- Drug Abuse Testing Chain of Custody at Base Medical Facility

COLUMN C WHICH ARE:

- at base medical facility

COLUMN D DISPOSITION:

- Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 44 - 05 R 07.00

TITLE: Drug Testing Results at Testing Laboratory

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

- Drug screening urinalysis record, with annotated results (negative/positive) and related records

COLUMN C WHICH ARE:

- at testing laboratory

COLUMN D DISPOSITION:

- Destroy after 5 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 44 - 05 R 08.00

TITLE: Drug Testing Results at Base Medical Facility and Unit Level

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

- Drug screening urinalysis record, with annotated results (negative/positive) and related records

COLUMN C WHICH ARE:

- at base medical facility and unit level

COLUMN D DISPOSITION:

- Destroy after 2 years.

NOTES
### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 44 - 05 R 09.00

<table>
<thead>
<tr>
<th>TITLE: Drug Abuse Urinalysis Testing Report and Biometric Data</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- drug abuse urinalysis testing report and biometric data

**COLUMN C WHICH ARE:**

- at HQ AFMOA and testing laboratory

**COLUMN D DISPOSITION:**

- Destroy after 5 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 44 - 05 R 10.00

<table>
<thead>
<tr>
<th>TITLE: Drug Abuse Rehabilitation at HQ USAF, HQ AFMOA and MAJCOMs/FOAs (Note)</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N/A</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- rehabilitation program report

**COLUMN C WHICH ARE:**

- at HQ USAF, HQ AFMOA and MAJCOMs/FOAs

**COLUMN D DISPOSITION:**

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### TABLE & RULE: T 44 - 05 R 11.00

<table>
<thead>
<tr>
<th>TITLE: Drug Abuse Rehabilitation (Note) at Base Medical Facility</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td></td>
<td>CURRENT: Yes</td>
</tr>
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<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
rehabilitation program report

COLUMN C WHICH ARE:
at base medical facility

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

54 Drug abuse case treatment files for member's rehabilitation which are maintained as mental health records.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 44 - 05 R 12.00</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Drug Detection Quality Control</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
reports prepared by the Armed Forces Institute of Pathology and testing laboratory

COLUMN C WHICH ARE:
at HQ AFMOA and testing laboratory

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
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<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td>FROZEN RECORD: No</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
COLUMN B CONSISTING OF:
work schedules

COLUMN C WHICH ARE:
Nutritional Medicine Service Work Schedule (AF Form 2578), Daily Absentee Record (AF Form 2581) and Medical Food Service Daily Work Assignment (AF Form 2577)

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 44 - 06 R 02.00

TITLE: In-Service Training

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
training

COLUMN C WHICH ARE:
in-service training

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 44 - 06 R 03.00

TITLE: Workload Data

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
workload data

COLUMN C WHICH ARE:
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)

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 44 - 06 R 04.00
TITLE: Meal and Cash Control Records
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
meal and cash control records

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 1 year, providing requirements of Table 65-3 are met.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 44 - 06 R 05.00
TITLE: Food Purchasing, Control, Storing, Issuing and Food Cost Data
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
food purchasing, control, storing, issuing and food cost data

COLUMN C WHICH ARE:
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 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

COLUMN D DISPOSITION:
Destroy after 1 year, unless needed for operational purposes.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
NOTES

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 44 - 06 R 06.00

<table>
<thead>
<tr>
<th>TITLE: Meal Planning</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
meal planning

COLUMN C WHICH ARE:
Regular and Therapeutic Menus, Menu Planner and Analysis (AF Form 2580), Breakfast Menu Worksheet (AF Form 2495), Dinner/Supper Menu Worksheet (AF Form 2496)

COLUMN D DISPOSITION:
Destroy after 1 year, unless needed for operational purposes.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 44 - 06 R 07.00

<table>
<thead>
<tr>
<th>TITLE: Food Production and Service</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
food production and service

COLUMN C WHICH ARE:
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)

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 44 - 06 R 08.00

<table>
<thead>
<tr>
<th>TITLE: Clinical Dietetics</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
Clinical Dietetics

COLUMN C WHICH ARE:
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)

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
clinical dietetics

COLUMN C WHICH ARE:
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)

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 44 - 06 R 09.00

T 44 - 06 R 09.00

DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
diet orders

COLUMN C WHICH ARE:
Diet Order (AF Form 1094), Diet Order Change (AF Form 2567) and diet orders for aeromedical evacuation patient meals

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 44 - 07: MEDICAL - MEDICAL QUALITY ASSURANCE RECORDS

T 44 - 07: MEDICAL - MEDICAL QUALITY ASSURANCE RECORDS

DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
minutes of the quality assurance and risk management (QA/RM) committee, executive committee, medical staff and facility-wide committee and civilian peer reviews

COLUMN C WHICH ARE:
at medical treatment facilities (MTFs)

COLUMN D DISPOSITION:
Destroy after 4 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 44 - 07 R 02.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Copies of QA/RM Committee and Civilian Peer Review Minutes at MAJCOMs/SG</td>
</tr>
<tr>
<td>DATE MODIFIED: 16 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- minutes of the quality assurance and risk management (QA/RM) committee, executive committee, medical staff and facility-wide committee and civilian peer reviews

**COLUMN C WHICH ARE:**

- at MAJCOMs/SG

**COLUMN D DISPOSITION:**

Destroy after 1 year or when no longer needed, whichever is later.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 44 - 07 R 03.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Professional Credentials Review Files - Adverse Action</td>
</tr>
<tr>
<td>DATE MODIFIED: 16 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- records of practitioner's formal education, training, clinical experience, physical, moral and ethical character and activities concerning clinical privileges

**COLUMN C WHICH ARE:**

- medical and dental staff members and allied health care practitioners

**COLUMN D DISPOSITION:**

Destroy 8 years after practitioner separates from the service.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 44 - 07 R 04.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Professional Credentials Review Files Non-Adverse Action Files</td>
</tr>
<tr>
<td>DATE MODIFIED: 16 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
professional credentials review files non-adverse action files

COLUMN C WHICH ARE:
records of practitioner's formal education, training, clinical experience, physical, moral and ethical character and activities concerning clinical privileges

COLUMN D DISPOSITION:
Destroy 5 years after practitioner separates from the service.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 44 - 07 R 05.00**

**TITLE:** Patient or Clinical Service Questionnaires/ Surveys  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**AUTHORITY:** N1-AFU-90-03

COLUMN B CONSISTING OF:
patient or clinical service questionnaires/ surveys

COLUMN C WHICH ARE:
patient's opinion of the quality of care received and/or services rendered

COLUMN D DISPOSITION:
Destroy after 1 year, or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 44 - 07 R 06.00**

**TITLE:** Medical Facility Incidents  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**AUTHORITY:** N1-AFU-88-39

COLUMN B CONSISTING OF:
medical facility incidents

COLUMN C WHICH ARE:
statements, with supporting data, which report accidents inconsistent with routine medical facility operation or patient care and which establish follow-up remedial actions

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Quality Assurance Problem Status

**Table & Rule:** T 44 - 07 R 07.00  
**Title:** Quality Assurance Problem Status  
**Authority:** N1-AFU-90-03  
**Date Modified:** 16 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  

**Notes:**  
1. **Column B Consisting Of:**  
   Quality assurance problem status  
2. **Column C Which Are:**  
   Continuing and supporting records of the assessment, action and follow-up which is accomplished related to identified problems  
3. **Column D Disposition:**  
   Destroy after 2 years, or when no longer needed, whichever is later.

---

### Identify Validated Positive Occurrences Screening

**Table & Rule:** T 44 - 07 R 08.00  
**Title:** Identify Validated Positive Occurrences Screening  
**Authority:** N1-AFU-90-03  
**Date Modified:** 16 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  

**Notes:**  
1. **Column B Consisting Of:**  
   Identify validated positive occurrences screening  
2. **Column C Which Are:**  
   Checklists identifying specific potentially important results of medical or surgical treatment  
3. **Column D Disposition:**  
   Destroy after 1 year or when no longer needed, whichever is later.

---

### Identify No Validated Positive Occurrence Screening

**Table & Rule:** T 44 - 07 R 09.00  
**Title:** Identify No Validated Positive Occurrence Screening  
**Authority:** N1-AFU-90-03  
**Date Modified:** 16 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  

**Notes:**  
1. **Column B Consisting Of:**  
   Identify no validated positive occurrence screening  
2. **Column C Which Are:**  
   Checklists identifying specific potentially important results of medical or surgical treatment  
3. **Column D Disposition:**  
   Destroy after 2 years, or when no longer needed, whichever is later.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Notes on 1936:

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 46 - 01: NURSING - NURSING SERVICE RECORDS**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Nursing Supply Issue Record (AF Form 580) or comparable forms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at hospitals</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 1 month after items have been returned and posted to inventory records.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**T 46 - 01 R 01.00**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 46 - 01 R 01.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Nursing Supply Records</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

| DATE MODIFIED: 16 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |

**NOTES**

---

**T 46 - 01 R 02.00**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 46 - 01 R 02.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Nursing Service Report</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

| DATE MODIFIED: 16 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |

**NOTES**

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**T 46 - 01 R 03.00**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 46 - 01 R 03.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Ward Reports</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

| DATE MODIFIED: 16 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 46 - 01 R 04.00**

**TITLE:** Operating Room Schedules Operations Performed for Each Day

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

register or ledger

**COLUMN C WHICH ARE:**

operating room schedules operations performed for each day

**COLUMN D DISPOSITION:**

Destroy after 5 years.

**TABLE & RULE: T 46 - 01 R 05.00**

**TITLE:** Operating Room Schedules Operations Scheduled for the Next Day

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

operating room schedules

**COLUMN C WHICH ARE:**

operations scheduled for the next day

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 46 - 01 R 06.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>sterilizer testing documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>forms indicating the efficiency of sterilizers</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy after 2 years.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOTES</th>
<th>21</th>
<th>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>21</td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
</tbody>
</table>

### TABLE & RULE: T 46 - 01 R 07.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>delivery room log at creating unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>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</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy after 10 years.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOTES</th>
<th>21</th>
<th>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>21</td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
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<tr>
<td></td>
<td>21</td>
<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
</tbody>
</table>

### TABLE & RULE: T 46 - 01 R 08.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>delivery room log at closing bases</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>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</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Forward to host base for retention and destruction as outlined in Rule 7.</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 47 - 01: DENTAL - INDIVIDUAL DENTAL HEALTH RECORDS AND X-RAYS**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 47 - 01 R 01.00</th>
<th>DATE MODIFIED: 16 / Aug / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Individual Dental Health Treatment Records (HTR) of AF Active Duty Military</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

Dental health treatment 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.

**COLUMN C WHICH ARE:**

Of AF active duty military personnel.

**COLUMN D DISPOSITION:**

Forward as prescribed in AFI 36-2608, AFI 47-101 and appropriate medical guidance and dispose of in accordance with the RDS.

**NOTES**

18 Records dated before 1982, retired to NPRC (MPR or CPR), are in alphabetical sequence. Records dated 1982 and later, retired to NPRC (MPR or CPR), are in numerical, terminal digit order; accompanied by the patient record retirement cards in alphabetical order in the first box of each accession. Destroy dental health records for military personnel 50 years after date of latest record. Destroy dental health records for nonmilitary persons, unless stated otherwise, 15 years after date of latest record.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

54 A fire at NPRC (MPR) on 12 July 1973 destroyed approximately one million Master Personnel Records of Air Force personnel whose surnames begin with the letters "Hu" through "Z" and who were discharged between 25 September 1947 and 31 December 1963. An additional 432,000 records were salvaged. (No fire damage occurred to records of Air Force veterans whose surnames begin with the letters "A" to "Hu"). The destroyed records contained induction and enlistment records, assignment and promotion orders, outpatient/health and dental records, and separation records. If identifying information can be provided (such as veteran's dates of service, units of assignment, etc.), NPRC can verify most of the facts about the member's military service. However, specific outpatient medical/dental data cannot normally be provided.

**T 47 - 01 R 02.00**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 47 - 01 R 02.00</th>
<th>DATE MODIFIED: 16 / Aug / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Individual Dental Health Treatment Records (HTR) of USA, USN and USMC Active Duty Military Personnel</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

Dental health treatment 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.

**COLUMN C WHICH ARE:**

Of USA, USN and USMC active duty military personnel.

**COLUMN D DISPOSITION:**

Maintain and forward as prescribed in AFI 36-2608, AFI 47-101 and appropriate medical guidance.

**NOTES**

18 Records dated before 1982, retired to NPRC (MPR or CPR), are in alphabetical sequence. Records dated 1982 and later, retired to NPRC (MPR or CPR), are in numerical, terminal digit order; accompanied by the patient record retirement cards in alphabetical order in the first box of each accession. Destroy dental health records for military personnel 50 years after date of latest record. Destroy dental health records for nonmilitary persons, unless stated otherwise, 15 years after date of latest record.
alphabetical order in the first box of each accession. Destroy dental health records for military personnel 50 years after date of latest record. Destroy dental health records for nonmilitary persons, unless stated otherwise, 15 years after date of latest record.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

A fire at NPRC (MPR) on 12 July 1973 destroyed approximately one million Master Personnel Records of Air Force personnel whose surnames begin with the letters "Hu" through "Z" and who were discharged between 25 September 1947 and 31 December 1963. An additional 432,000 records were salvaged. (No fire damage occurred to records of Air Force veterans whose surnames begin with the letters "A" to "Hu".) The destroyed records contained induction and enlistment records, assignment and promotion orders, outpatient/health and dental records, and separation records. If identifying information can be provided (such as veteran's dates of service, units of assignment, etc.), NPRC can verify most of the facts about the member's military service. However, specific outpatient medical/dental data cannot normally be provided.

A fire at NPRC (MPR) on 12 July 1973 destroyed approximately one million Master Personnel Records of Air Force personnel whose surnames begin with the letters "Hu" through "Z" and who were discharged between 25 September 1947 and 31 December 1963. An additional 432,000 records were salvaged. (No fire damage occurred to records of Air Force veterans whose surnames begin with the letters "A" to "Hu".) The destroyed records contained induction and enlistment records, assignment and promotion orders, outpatient/health and dental records, and separation records. If identifying information can be provided (such as veteran's dates of service, units of assignment, etc.), NPRC can verify most of the facts about the member's military service. However, specific outpatient medical/dental data cannot normally be provided.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Retain dental health records for retired military personnel when it is known that they still reside in the area and expect to receive care at the dental facility.

Retire nonmilitary dental health records, other than dependents, pertaining to deaths at the end of the year when change of status occurs.

Records dated before 1982, retired to NPRC (MPR or CPR), are in alphabetical sequence. Records dated 1982 and later, retired to NPRC (MPR or CPR), are in numerical, terminal digit order; accompanied by the patient record retirement cards in alphabetical order in the first box of each accession. Destroy dental health records for military personnel 50 years after date of latest record. Destroy dental health records for nonmilitary persons, unless stated otherwise, 15 years after date of latest record.

Send to Medical Director, American Red Cross, Washington DC 20006, 3 years after year of last treatment.
COLUMNS B CONSISTING OF:
dental health treatment 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

COLUMNS C WHICH ARE:
on USCG personnel on active duty

COLUMNS D DISPOSITION:
Send to Commandant, US Coast Guard, Washington DC 20593, 1 year after year of last treatment.

NOTES

83 Retain dental health records for retired military personnel when it is known that they still reside in the area and expect to receive care at the dental facility.

12 Retire nonmilitary dental health records, other than dependents, pertaining to deaths at the end of the year when change of status occurs.

18 Records dated before 1982, retired to NPRC (MPR or CPR), are in alphabetical sequence. Records dated 1982 and later, retired to NPRC (MPR or CPR), are in numerical, terminal digit order; accompanied by the patient record retirement cards in alphabetical order in the first box of each accession. Destroy dental health records for military personnel 50 years after date of latest record. Destroy dental health records for nonmilitary persons, unless stated otherwise, 15 years after date of latest record.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:
dental health treatment records and corresponding x-rays for each individual

COLUMNS C WHICH ARE:
military academy cadets who do not enter active duty

COLUMNS D DISPOSITION:
Destroy 5 years after separation.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:
dental health treatment 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

COLUMNS C WHICH ARE:
on Peace Corps and State Dept personnel and all other personnel

COLUMNS D DISPOSITION:
Send to Commandant, US Coast Guard, Washington DC 20593, 1 year after year of last treatment.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
dental health treatment 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

COLUMN C WHICH ARE:
Peace Corps and State Department personnel and all other personnel

COLUMN D DISPOSITION:
Retire to NPRC (CPR) 1 year after year of last treatment.
| TABLE & RULE: T 47 - 01 R 10.00 | DATE MODIFIED: 16 / Jun / 2005 |
| TITLE: Dental Treatment Plans | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |
| DATE APPROVED: | |

**NOTES**

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 47 - 01 R 10.01 | DATE MODIFIED: 16 / Aug / 2006 |
| TITLE: Temporary Dental Health Treatment (HTR) Records Exchanged and Received Treatment Data From Another Dental Facility | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |
| DATE APPROVED: | |
COLUMN B CONSISTING OF:
temporary dental health treatment records

COLUMN C WHICH ARE:
exchanged and received treatment data from another dental facility

COLUMN D DISPOSITION:
Destroy after all transcriptions have been made on long-term records and have been initialed by transcribing officer.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 47 - 01 R 12.00
TITLE: Temporary Dental Health Treatment (HTR) Records Temporary Record Pending Arrival of Field Record Group
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
temporary dental health treatment records

COLUMN C WHICH ARE:
temporary record pending arrival of Field Record Group

COLUMN D DISPOSITION:
Destroy after all transcriptions have been made on long-term records and have been initialed by transcribing officer.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 47 - 01 R 13.00
TITLE: Dental X-ray Film Dental Diseases or Oral Manifestation of Systemic Diseases
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
exposed dental X-rays

COLUMN C WHICH ARE:
taken for evaluation, treatment and follow-up care

COLUMN D DISPOSITION:
Hold as part of the Dental Health Record.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 47 - 01 R 14.00
**TITLE:** Dental X-ray Film Initial, Full-mouth X-rays  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
exposed dental X-rays

**COLUMN C WHICH ARE:**  
dental x-ray film initial, full mouth x-rays

**COLUMN D DISPOSITION:**  
Hold, so long as legible, as part of the Dental Health Record.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 47 - 01 R 15.00
**TITLE:** Dental X-ray Film Incident to Hospitalized Dental Cases  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
exposed dental X-rays

**COLUMN C WHICH ARE:**  
dental x-ray film incident to hospitalized dental cases

**COLUMN D DISPOSITION:**  
Include with individual clinical records when required.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 47 - 01 R 16.00
**TITLE:** Dental X-ray Film Other Purposes and Determined To Be Of No More Value  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
exposed dental X-rays

**COLUMN C WHICH ARE:**  
obtained for other purposes and determined to be of no more value

**COLUMN D DISPOSITION:**  
Destroy when appropriate findings are entered on individual's Dental Health Record.

**NOTES**
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 47 - 01 R 17.00

**TITLE:** Dental X-ray Film Unusual Interest or Selected for Teaching or Research Purposes  
**DATE MODIFIED:** 17 / Jan / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
exposed dental x-rays

**COLUMN C WHICH ARE:**  
judged by a dental officer to be of unusual interest or selected for teaching or research purposes

**COLUMN D DISPOSITION:**  
Hold in a separate file and destroy when no longer usable or needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 47 - 01 R 18.00

**TITLE:** Dental X-ray Film Unidentifiable  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
exposed dental x-rays

**COLUMN C WHICH ARE:**  
unidentifiable dental x-ray film

**COLUMN D DISPOSITION:**  
Destroy immediately.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 47 - 01 R 19.00

**TITLE:** DELETED  
**FROZEN RECORD:** No  
**DATE RESCINDED:** 19 / Feb / 2004  
**DATE APPROVED:**

**AUTHORITY:** N/A
T 47 - 02: DENTAL - FACILITY DENTAL RECORDS

TABLE & RULE: T 47 - 02 R 01.00
TITLE: Dental Appointments
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMNS B CONSISTING OF:
dental appointments

COLUMNS C WHICH ARE:
registers and appointment slips

COLUMNS D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 47 - 02 R 02.00
TITLE: Dental Attendance
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMNS B CONSISTING OF:
dental attendance

COLUMNS C WHICH ARE:
records for dental service report data input

COLUMNS D DISPOSITION:
Destroy 3 months after submission of report.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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<tr>
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<th>CURRENT: Yes</th>
<th>FROZEN RECORD: No</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
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<tbody>
<tr>
<td>TITLE: Dental Services Reports</td>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>dental services reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy after 3 years.</td>
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</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<th>FROZEN RECORD: No</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Temporary Dental Prosthetic Case Reports</td>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>temporary dental prosthetic case reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>prosthodontic prescription and consultation requests not used to record local expenditures of precious metals or which show precious metal expenditure at another AF activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy 6 months after insertion of dental prosthesis.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
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<tr>
<th>TABLE &amp; RULE: T 47 - 02 R 05.00</th>
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<th>FROZEN RECORD: No</th>
<th>DATE MODIFIED: 21 / Sep / 2017</th>
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<tbody>
<tr>
<td>TITLE: Dental Registers of Precious Metals and Alloys</td>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>dental registers of precious metals and alloys</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>registers and copies of prosthodontic prescriptions and consultation requests required as a voucher for expenditure of precious metals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy 1 year after fiscal year cutoff or on inactivation of activity after final inspection has been made and exceptions have been cleared.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**NOTES**

**TABLE & RULE: T 47 - 02 R 06.00**

**TITLE:** Tooth Inventory Management

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 16 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

- tooth inventory management

**COLUMN C WHICH ARE:**

- files that have been closed out

**COLUMN D DISPOSITION:**

Destroy 1 year after fiscal year cutoff or on inactivation of dental facility where a final inventory has been made.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**NOTES**

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21 Electronic systems that replace temporary hard copy records:
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**NOTES**

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COLUMN B CONSISTING OF:
dental accreditation file by-laws, minutes training file and consultant lists
COLUMN C WHICH ARE:
accreditation guidelines, dental service by-laws, committee membership, minutes of hospital committees, special training file and consultant lists
COLUMN D DISPOSITION:
Destroy after 1 year or on inactivation of dental facility.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 47 - 02 R 09.00
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 19 / Feb / 2004
DATE APPROVED:

COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:

T 48 - 01: AEROSPACE MEDICINE - AEROSPACE MEDICINE PROGRAM RECORDS

TABLE & RULE: T 48 - 01 R 01.00
TITLE: Aerospace Medicine Reports
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
aerospace medicine reports
COLUMN C WHICH ARE:
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
COLUMN D DISPOSITION:
Destroy after 2 years (EXCEPTION: destroy copies maintained for research and teaching when no longer needed).

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 48 - 01 R 02.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Medical Recommendation for Flying or Special Operational Duty in Member’s Health Record</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 16 / Jun / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
medical recommendation for flying or special operational duty in member’s health record

**COLUMN C WHICH ARE:**
AF Form 1042 actions

**COLUMN D DISPOSITION:**
Maintain according to appropriate medical guidance.

**NOTES**
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
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<th>TABLE &amp; RULE: T 48 - 01 R 03.00</th>
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<tbody>
<tr>
<td><strong>TITLE:</strong> Medical Recommendation for Flying or Special Operational Duty at HOSM or FMO</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
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<td><strong>DATE MODIFIED:</strong> 16 / Jun / 2005</td>
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<tr>
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<td><strong>CURRENT:</strong> Yes</td>
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<tr>
<td><strong>DATE APPROVED:</strong></td>
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</table>

**COLUMN B CONSISTING OF:**
AF Form 1042 actions

**COLUMN C WHICH ARE:**
at HOSM Office, flight management office (FMO) or applicable office

**COLUMN D DISPOSITION:**
Destroy when superseded, obsolete or no longer needed.

**NOTES**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

<table>
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<tr>
<th>TABLE &amp; RULE: T 48 - 01 R 04.00</th>
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<tr>
<td><strong>TITLE:</strong> Application for Airman Medical Certificate and Report of Medical Examination</td>
</tr>
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<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
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<td><strong>DATE MODIFIED:</strong> 16 / Jun / 2005</td>
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<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
copies of FAA forms of medical history and examination

**COLUMN C WHICH ARE:**
retained, according to appropriate medical guidance, by aviation medical officers authorized to perform medical examinations for applicants for FAA medical certificates

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- 21 Electronic systems that replace temporary hard copy records:
  Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 48 - 01 R 05.00**

**TITLE:** Medical Recommendation for Flying or Special Operational Duty Log  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
- a monthly log of AF Form 1042 actions maintained on AF Form 1041

**COLUMN C WHICH ARE:**
- at medical facilities

**COLUMN D DISPOSITION:**
- Destroy after 5 years.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

AF Form 701, Chamber Flight Record originals  
**COLUMN B CONSISTING OF:**
- AF Form 701, Chamber Flight Record originals  
**COLUMN C WHICH ARE:**
- at USAFSAM  
**COLUMN D DISPOSITION:**
- Destroy when no longer needed.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 48 - 02 R 01.00**

**TITLE:** Chamber Flight Record (AF Form 701) Originals  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
- AF Form 701, Chamber Flight Record originals

**COLUMN C WHICH ARE:**
- at USAFSAM

**COLUMN D DISPOSITION:**
- Destroy when no longer needed.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 48 - 02 R 02.00**

**TITLE:** Chamber Flight Record (AF Form 701) Copies  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
- AF Form 701, Chamber Flight Record copies

**COLUMN C WHICH ARE:**
- at military facilities

**COLUMN D DISPOSITION:**
- Destroy when no longer needed.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
AF Form 701, Chamber Flight Record copies

COLUMN C WHICH ARE:
at base training facilities

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES

81 Retain in active file until eligible for destruction.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 48 - 02 R 03.00
TITLE: Physiological Training Monthly Report (AF Form 700); Chamber Reactor/Treatment Report (AF Form 361) Originals
AUTHORITY: N1-AFU-90-03

<table>
<thead>
<tr>
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<th>FROZEN RECORD:</th>
<th>DATE MODIFIED:</th>
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<td>No</td>
<td>16 / Jun / 2005</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
origins used for program planning and as a source for medical and flight safety research

COLUMN C WHICH ARE:
at HQ USAF and USAFSAM

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 48 - 02 R 04.00
TITLE: AF Form 700 and AF Form 361 copies
AUTHORITY: N1-AFU-90-03

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<th>FROZEN RECORD:</th>
<th>DATE MODIFIED:</th>
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<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td>16 / Jun / 2005</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
AF Form 700 and AF Form 361 copies

COLUMN C WHICH ARE:
at other than HQ USAF and USAFSAM

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 48 - 02 R 05.00
TITLE: Physiological Training Record (AF Form 699)  DATE MODIFIED: 16 / Jun / 2005
AUTHORITY: N1-AFU-90-03  FROZEN RECORD: No  CURRENT: Yes

COLUMN B CONSISTING OF:
AF Form 699, Physiological Training Record

COLUMN C WHICH ARE:
at base training facilities

COLUMN D DISPOSITION:
Destroy after 6 years.

NOTES
81 Retain in active file until eligible for destruction.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 48 - 02 R 06.00
TITLE: Physiological Training (AF Form 1274)  DATE MODIFIED: 16 / Jun / 2005
AUTHORITY: N1-AFU-90-03  FROZEN RECORD: No  CURRENT: Yes

COLUMN B CONSISTING OF:
forms

COLUMN C WHICH ARE:
AF Form 1274, Physiological Training

COLUMN D DISPOSITION:
Give to individual on completion of training.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 48 - 02 R 07.00
TITLE: Individual Physiological Training Record (AF Form 702)  DATE MODIFIED: 16 / Jun / 2005
AUTHORITY: N1-AFU-86-23  FROZEN RECORD: No  CURRENT: Yes

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 48 - 02 R 08.00

| COLUMN B CONSISTING OF: | forms |
| COLUMN C WHICH ARE: | AF Form 702, Non-Aircrew Personnel Records |
| COLUMN D DISPOSITION: | File in individual's medical record and destroy upon departure from active or reserve duty. |

Notes

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 48 - 02 R 09.00

| COLUMN B CONSISTING OF: | originals |
| COLUMN C WHICH ARE: | Hyperbaric Patient Information and Therapy Record (AF Form 1352); Medical Record-Narrative Summary (SF 502) Originals |
| COLUMN D DISPOSITION: | File in individual's health record. |

Notes

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
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<tr>
<td>TITLE:</td>
<td>AF Form 1352 and SF 502 first copy</td>
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<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>CURRENT:</td>
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<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>16 / Jun / 2005</td>
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</table>

**COLUMN B CONSISTING OF:**
AF Form 1352 and SF 502, first copy

**COLUMN C WHICH ARE:**
at USAFSAM

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

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<tr>
<td>TITLE:</td>
<td>AF Form 1352 and SF 502 other copy</td>
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<tr>
<td>DATE APPROVED:</td>
<td>16 / Jun / 2005</td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**
AF Form 1352 and SF 502, other copy

**COLUMN C WHICH ARE:**
at HQ USAF and MAJCOMs

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

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<tr>
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<td>AF Form 1352 and SF 502 Copies at Base Training Facilities</td>
</tr>
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<tr>
<td>DATE APPROVED:</td>
<td>16 / Jun / 2005</td>
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</table>

**COLUMN B CONSISTING OF:**
AF Form 1352 and SF 502

**COLUMN C WHICH ARE:**
copies at base training facilities

**COLUMN D DISPOSITION:**
Destroy after 3 years.

**NOTES**
**NOTES**

81 Retain in active file until eligible for destruction.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

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<tr>
<td>TITLE: Hyperbaric Chamber Operation Record (AF Form 1354)</td>
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**COLUMN B CONSISTING OF:**

origins

**COLUMN C WHICH ARE:**

at base training facilities

**COLUMN D DISPOSITION:**

Destroy after 3 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 48 - 02 R 19.00
**TITLE:** (RESERVED)  
**AUTHORITY:** N/A  
**DATE CREATED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**  
(RESERVED)

### TABLE & RULE: T 48 - 02 R 20.00
**TITLE:** Instructor’s Flight/ Dive Record (AF Form 712)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
originals

**COLUMN C WHICH ARE:**  
at base training facilities

**COLUMN D DISPOSITION:**  
Give to individual, provided pertinent data is reflected on the physiological training report.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 48 - 02 R 21.00
**TITLE:** Clinical Hyperbaric  
**AUTHORITY:** 42 CFR, CH 1, S2.19A  
**DATE MODIFIED:** 11 / May / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
research files (original records) for conducting clinical investigations and 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

**COLUMN C WHICH ARE:**  
at USAF School of Aerospace Medicine, Hyperbaric Medicine Division (USAFSAM/HM) and Clinical Hyperbaric Medicine Facilities

**COLUMN D DISPOSITION:**  
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.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 48 - 02 R 22.00**

**TITLE:** Clinical Hyperbaric Research Files (On Microfilm or Optical Disk)  
**AUTHORITY:** 42 CFR, CH 1, S2.19A

**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE MODIFIED:** 11 / May / 2006  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**
clinical hyperbaric research files on microfilm or optical disk

**COLUMN C WHICH ARE:**
at USAF School of Aerospace Medicine, Hyperbaric Medicine Division (USAFSAM/HM) and Clinical Hyperbaric Medicine Facilities

**COLUMN D DISPOSITION:**
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.

**NOTES**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 48 - 03: AEROSPACE MEDICINE - COMMUNICABLE AND OTHER REPORTABLE DISEASE REPORTS**

**TABLE & RULE: T 48 - 03 R 01.00**

**TITLE:** Communicable Disease Reports  
**AUTHORITY:** N1-AFU-90-03

**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE MODIFIED:** 16 / Jun / 2005  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**
copies of telegraphic or similar notifications of communicable diseases

**COLUMN C WHICH ARE:**
occuring at AF activities

**COLUMN D DISPOSITION:**
Destroy after 5 years.

**NOTES**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 48 - 03 R 02.00**

**TITLE:** Venereal Disease Records and Reports  
**AUTHORITY:** N1-AFU-90-03

**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE MODIFIED:** 16 / Jun / 2005  
**DATE APPROVED:**  

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
venereal disease records and reports

COLUMN C WHICH ARE:
monthly statistical tables showing venereal disease rates

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 48 - 03 R 03.00
TITLE: Venereal Disease Reports and Questionnaires
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
venereal disease records and questionnaires

COLUMN C WHICH ARE:
data prepared for assembling information for controlling venereal disease and used in part for preparing periodic and statistical reports

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 48 - 03 R 04.00
TITLE: Reporting of Medical Conditions of Public Health and Military Significance
AUTHORITY: N1-AFU-97-17

COLUMN B CONSISTING OF:
records relating to communicable diseases, occupational illnesses, animal bites and both completed and attempted suicides. Maintained in
machine readable form.

COLUMN C WHICH ARE:
at Epidemiology Services Branch, medical centers, hospitals, clinics, medical aid stations

COLUMN D DISPOSITION:
Destroy 5 years after fiscal year to which the records relate.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.
### T 48 - 04: AEROSPACE MEDICINE - PERSONNEL RADIATION EXPOSURE RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 48 - 04 R 01.00</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Thermoluminescence (TLD) Personnel Dosimetry Program Monitoring Records</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
summaries and listings of exposure data and related records which serve to promote effective control and direction of the TLD personnel dosimetry program

**COLUMN C WHICH ARE:**
at USAF OEHL

**COLUMN D DISPOSITION:**
Destroy after 5 years or when no longer required, whichever is sooner.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 48 - 04 R 01.01</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Master Radiation Exposure Register</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: NC1-AFU-85-06</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
computer entries of radiation exposure data consisting of radiation dosimetry results and results of bioassays

**COLUMN C WHICH ARE:**
at USAF OEHL

**COLUMN D DISPOSITION:**
Retire as permanent.

### NOTES

33 Transfer to the National Archives when 75 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 48 - 04 R 02.00</th>
<th>DATE MODIFIED: 16 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Radiation Exposure Registration Forms</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
copies of radiation exposure registration forms

COLUMN C WHICH ARE:
at USAF OEHL and using installations

COLUMN D DISPOSITION:
Destroy when data has been entered into the master radiation exposure register.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 48 - 04 R 03.00
TITLE: Records of Film Issued to Monitor Individual Exposure
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
films which reflect minor radiation exposure, dosimetry film exposure record cards

COLUMN C WHICH ARE:
at USAF OEHL

COLUMN D DISPOSITION:
Destroy when data has been entered into the master radiation exposure register.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 48 - 04 R 04.00
TITLE: Abnormal or Overexposure to Ionizing Radiation
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
films which indicate, resultant reports of investigation and supporting records

COLUMN C WHICH ARE:
at USAF OEHL

COLUMN D DISPOSITION:
Destroy after 75 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
| TABLE & RULE: T 48 - 04 R 05.00 | DATE MODIFIED: 16 / Jun / 2005 |
| TITLE: (RESERVED) | FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |
| AUTHORITY: N/A |

- COLUMN B CONSISTING OF:
- COLUMN C WHICH ARE:
- COLUMN D DISPOSITION: (RESERVED)

| TABLE & RULE: T 48 - 04 R 06.00 | DATE MODIFIED: 16 / Jun / 2005 |
| TITLE: (RESERVED) | FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |
| AUTHORITY: N/A |

- COLUMN B CONSISTING OF:
- COLUMN C WHICH ARE:
- COLUMN D DISPOSITION: (RESERVED)

| TABLE & RULE: T 48 - 04 R 07.00 | DATE MODIFIED: 16 / Jun / 2005 |
| TITLE: OEHL Form 1499, Report of Occupational Exposure to Ionizing Radiation | FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |
| AUTHORITY: N1-AFU-90-03 |

- COLUMN B CONSISTING OF:
OEHL Form 1499, Report of Occupational Exposure to Ionizing Radiation

- COLUMN C WHICH ARE:
at the base medical service

- COLUMN D DISPOSITION:
Destroy when the AF Form 1527 for the report period is received.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 48 - 04 R 08.00 | DATE MODIFIED: 16 / Jun / 2005 |
| TITLE: AF Form 1527, History of Occupational Exposure to Ionizing Radiation | FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |
| AUTHORITY: N1-AFU-90-03 |
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Transfer to the individual's medical record, destroy when superseded.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Destroy after 3 months or when results of film badge are posted to individual medical records, whichever is later.

Access to Employee Exposure and Medical Records or other applicable federal, state or local occupational safety and health regulation.

Destroy after 75 years.

Destroy after 75 years.

Destroy after 75 years.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 48 - 05 R 02.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Industrial Hygiene Survey Reports and Occupational Health Case Files at Armstrong Laboratory</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-96-09</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 16 / Jun / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at Armstrong Laboratory

**COLUMN D DISPOSITION:**
Destroy after 5 years after ensuring that any original records have been transferred to appropriate base bioenvironmental engineering case file (see Rule 1).

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

54 Comply with rules dispositions or federal, state or local requirements, whichever is later.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 48 - 05 R 03.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Industrial Hygiene Survey Reports and Occupational Health Case Files at MAJCOM, Base or Unit</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-05-04</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 14 / Aug / 2006</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at MAJCOM, base or unit

**COLUMN D DISPOSITION:**
Maintain on file in the workplace, and destroy after 10 years or when no longer needed, whichever is later (IAW AFI 91-301).

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: 
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

54 Comply with rules dispositions or federal, state or local requirements, whichever is later.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 48 - 05 R 04.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Facility Medical Inspection Reports</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 16 / Jun / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
reports of inspection of sanitary conditions of barber shops, gyms, nurseries, etc.

COLUMN C WHICH ARE:
at environmental health activities

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 48 - 05 R 05.00
TITLE: Drinking Water Bacteriological Analyses
DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
drinking water bacteriological analyses

COLUMN C WHICH ARE:
at base bioenvironmental engineering offices

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES
21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

54  Comply with rules dispositions or federal, state or local requirements, whichever is later.

55  Maintain these records in the current files area if necessary until eligible for disposal.

TABLE & RULE: T 48 - 05 R 05.01
TITLE: Drinking Water Letters Relating to Sanitary Surveys
DATE MODIFIED: 04 / May / 2006
FROZEN RECORD: No
CURRENT: Yes

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
reports or letters by AF, local, state or federal agencies relating to sanitary surveys

COLUMN C WHICH ARE:
at unit work place, base bioenvironmental engineering offices

COLUMN D DISPOSITION:
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.

NOTES
21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
NOTES
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

54 Comply with rules dispositions or federal, state or local requirements, whichever is later.

55 Maintain these records in the current files area if necessary until eligible for disposal.

TABLE & RULE: T 48 - 05 R 05.02
TITLE: Drinking Water Exemptions Granted
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
records of any variance or exemption granted by the State or other government authority

COLUMN C WHICH ARE:
at base bioenvironmental engineering offices

COLUMN D DISPOSITION:
Destroy 5 years after the variance or exemption expires.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 48 - 05 R 05.03
TITLE: Drinking Water Violations Corrective Actions
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
records of action taken to correct water supply violations

COLUMN C WHICH ARE:
at base bioenvironmental engineering offices

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 48 - 05 R 06.00
TITLE: Drinking Water Radiological and Chemical Analyses
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
drinking water radiological and chemical analyses

COLUMN C WHICH ARE:
at USAF Occupational and Environmental Health Laboratory and base bioenvironmental engineering offices

COLUMN D DISPOSITION:
Destroy after 10 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

54 Comply with rules dispositions or federal, state or local requirements, whichever is later.

55 Maintain these records in the current files area if necessary until eligible for disposal.

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TABLE & RULE: T 48 - 05 R 06.01
TITLE: Drinking Water Analyses to Support EPA and State Requests
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
drinking water analyses to support EPA and State request

COLUMN C WHICH ARE:
at USAF Occupational and Environmental Health Laboratory and base bioenvironmental engineering offices

COLUMN D DISPOSITION:
Destroy after 20 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

54 Comply with rules dispositions or federal, state or local requirements, whichever is later.

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TABLE & RULE: T 48 - 05 R 07.00
TITLE: Safety Data Sheets (SDS)
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 06 / Mar / 2017
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 03 / Mar / 2017

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

54 Comply with rules dispositions or federal, state or local requirements, whichever is later.
COLUMN B CONSISTING OF:
datasheets on hazardous material

COLUMN C WHICH ARE:
at USAF Occupational and Environmental Health Laboratory and bioenvironmental engineering offices

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 48 - 05 R 08.00
DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMNS B CONSISTING OF:
datasheets on hazardous material

COLUMNS C WHICH ARE:
at base-level bioenvironmental engineering offices

COLUMNS D DISPOSITION:
Destroy when superseded, obsolete or no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 48 - 06: AEROSPACE MEDICINE - ENVIRONMENTAL HEALTH

TABLE & RULE: T 48 - 06 R 01.00
DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMNS B CONSISTING OF:
Food Inspection AF Form 1148

COLUMNS C WHICH ARE:
Daily Food Nonconformance Record-Classes 4 and 8

COLUMNS D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 48 - 06 R 02.00**

| TITLE: Food Inspection Initial, Update and Special Sanitation Inspection Reports |
| Date Modified: 16 / Jun / 2005 |
| Frozen Record: No |
| Current: Yes |
| Authority: N1-AFU-90-03 |

**COLUMN B CONSISTING OF:**
- correspondence of vendor's establishments

**COLUMN C WHICH ARE:**
- food inspection initial, update and special sanitation inspection reports

**COLUMN D DISPOSITION:**
- Destroy 4 years after removal from approved list or directory.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 48 - 06 R 03.00**

| TITLE: Food Inspection Routine Inspection Reports and Correspondence |
| Date Modified: 16 / Jun / 2005 |
| Frozen Record: No |
| Current: Yes |
| Authority: N1-AFU-90-03 |

**COLUMN B CONSISTING OF:**
- food inspection

**COLUMN C WHICH ARE:**
- routine inspection reports and correspondence

**COLUMN D DISPOSITION:**
- Destroy after 1 year or when no discrepancies are outstanding, whichever is later.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 48 - 06 R 04.00**

| TITLE: Food Inspection Solicitations and Attendant Contract Records |
| Date Modified: 16 / Jun / 2005 |
| Frozen Record: No |
| Current: Yes |
| Authority: N1-AFU-90-03 |

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMNS B CONSISTING OF:
food inspection solicitations and attendant contract records

COLUMNS C WHICH ARE:
including reports of examinations and/or testing of food products, contract purchase agreements and other inspection correspondence

COLUMNS D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 48 - 06 R 05.00
TITLE: AF Form 2062, AF Form 2063, AF Form 1608
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
forms

COLUMNS C WHICH ARE:
AF Form 2062, Consumer Level Quality Program (COLEQUAP) Audit, AF Form 2063 Individual COLEQUAP Report, DD form 1608, Unsatisfactory Material Report (Subsistence)

COLUMNS D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 48 - 06 R 06.00
TITLE: DD Form 1740 for Stamps Not Destroyed, Lost or Stolen
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
DD Form 1740, Food Inspection Stamp Record and related records

COLUMNS C WHICH ARE:
for stamps not destroyed, lost or stolen

COLUMNS D DISPOSITION:
Destroy 1 year after form is superseded.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 48 - 06 R 07.00
TITLE: DD Form 1740 for Stamps Destroyed, Lost or Stolen
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
DD Form 1740, Food Inspection Stamp Record and related records

COLUMN C WHICH ARE:
for stamps destroyed, lost or stolen

COLUMN D DISPOSITION:
Destroy 2 years after investigation is completed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 48 - 06 R 08.00
TITLE: DD Form 1740 Support Documents, Forms
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
DD Form 1740 support documents, forms

COLUMN C WHICH ARE:
correspondence and laboratory evaluations for administering quality assurance of fresh dairy products

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
55 Procurement tables dispositions will apply if these records substantiate contractor performance.

TABLE & RULE: T 48 - 06 R 09.00
TITLE: Food Handlers Records, AF Form 1021, Medical Certificate
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 1975
COLUMN B CONSISTING OF:
food handlers records, AF Form 1021, Medical Certificate

COLUMN C WHICH ARE:
original at employing facility and copy at Environmental Health

COLUMN D DISPOSITION:
Destroy when no longer needed or give to food handler on transfer or separation.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 48 - 06 R 10.00
TITLE: Food Handlers Records ,AF Form 1216, Food Handler Training Certificate
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
food handlers records, AF Form 1216, Food Handler Training Certificate

COLUMN C WHICH ARE:
original at employing facility and copy at Environmental Health

COLUMN D DISPOSITION:
Destroy when superseded or no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 48 - 06 R 11.00
TITLE: Food Service Medical Evaluation at Medical Inspection Service
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 16 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
AF Form 977, Food Facility Sanitation Check List, results of microbiological analyses, periodic summaries of findings and other related data

COLUMN C WHICH ARE:
at medical inspection service

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 48 - 06 R 12.00**

**TITLE:** Food Service Medical Evaluation at Inspected Activities  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
AF Form 977, Food Facility Sanitation Checklist, results of microbiological analyses, periodic summaries of findings and other related data

**COLUMN C WHICH ARE:**
at inspected activities

**COLUMN D DISPOSITION:**
Destroy after next medical evaluation or when all deficiencies described in the report are corrected, whichever is later.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 48 - 06 R 13.00**

**TITLE:** Food Service Medical Evaluation at Other Offices  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
AF Form 977, Food Facility Sanitation Checklist, results of microbiological analyses, periodic summaries of findings and other related data

**COLUMN C WHICH ARE:**
at other offices

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 48 - 06 R 14.00**

**TITLE:** Food Service Medical Evaluation Reports of Food Borne Illness Investigation  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

---

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 48 - 06 R 15.00

**Title:** Animal Bites/Quarantine Original at Medical Treatment Facility

**Authority:** N1-AFU-90-03

**Notes:**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 48 - 06 R 16.00

**Title:** Animal Bites/Quarantine Copy at Environmental Health

**Authority:** N1-AFU-90-03

**Notes:**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 48 - 06 R 17.00

**Title:** Animal Bites/Quarantine Copies at Other Activities

**Authority:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD Form 2341, Report of Animal Bite-Potential Rabies Exposure</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at other activities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when no longer needed.</td>
</tr>
</tbody>
</table>

### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 48 - 07 R 01.00

**Title:** HIV Testing Rosters, Selection Records

**Authority:** N1-AFU-89-07

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIV testing rosters, selection records and related information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at MPF, medical treatment facility (MTF), testing laboratory, environmental health services and unit level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 3 months after all members are tested or PCS transferred.</td>
</tr>
</tbody>
</table>

### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 48 - 07 R 02.00

**Title:** HIV Testing

**Authority:** N1-AFU-89-07

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIV testing rosters, selection records and related information</td>
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</tbody>
</table>

<table>
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<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at MPF, medical treatment facility (MTF), testing laboratory, environmental health services and unit level</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 3 months after all members are tested or PCS transferred.</td>
</tr>
</tbody>
</table>

### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

HIV testing notification letters

at MTF

File in member's health record.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 48 - 07 R 05.00

**TITLE:** HIV Testing Order to Follow Preventive Medicine Requirements  
**AUTHORITY:** N1-AFU-89-07  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
HIV testing order to follow preventive medicine requirements

**COLUMN C WHICH ARE:**  
at unit level

**COLUMN D DISPOSITION:**  
Destroy on separation from service.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 48 - 07 R 06.00

**TITLE:** HIV Testing Blood Donor Center Report  
**AUTHORITY:** N1-AFU-89-07  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
HIV testing blood donor center report

**COLUMN C WHICH ARE:**  
at MTF

**COLUMN D DISPOSITION:**  
Destroy after 5 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 48 - 07 R 07.00

**TITLE:** HIV Testing Blood Donor Referral Letters  
**AUTHORITY:** N1-AFU-89-07  
**DATE MODIFIED:** 16 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
HIV testing blood donor referral letters

**COLUMN C WHICH ARE:**  
at MTF

**COLUMN D DISPOSITION:**  
Destroy after 5 years.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**DMSSC reportable disease database hard copy/computer tape output**
Destroy after 5 years.

**HIV testing results**

**TABLE & RULE: T 48 - 07 R 11.00**
TITLE: HIV Testing Results
AUTHORITY: N1-AFU-89-07

**TABLE & RULE: T 48 - 07 R 12.00**
TITLE: HIV Testing Results Compiled Reports
AUTHORITY: N1-AFU-89-07

**Notes**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 48 - 07 R 13.00
TITLE: HIV Quality Control
AUTHORITY: N1-AFU-89-07
CURRENT: Yes
FROZEN RECORD: No
DATE MODIFIED: 16 / Jun / 2005
DATE APPROVED: 

COLUMN B CONSISTING OF:
quality assurance control records of AF laboratories, contract laboratories and blood donor centers

COLUMN C WHICH ARE:
at USAFSAM, Epidemiology Division

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 49 - 03: NO SERIES - DELETED

TABLE & RULE: T 49 - 03 R 16.00
TITLE: (RESERVED)
AUTHORITY: N/A
CURRENT: No
FROZEN RECORD: No
DATE MODIFIED: 01 / May / 2002
DATE APPROVED: 

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)
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| DATE MODIFIED: 03 / Jul / 2008          |
| FROZEN RECORD: No                      |
| CURRENT: No                            |
| DATE APPROVED:                         |
### T 51 - 01 R 01.00: Personnel Data on Judge Advocates

**Title:** Personnel Data on Judge Advocates  
**Authority:** N1-AFU-90-03  
**Date Modified:** 17 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- Educational background and bar qualification data on professional officer-lawyers serving as judge-advocates

**Column C Which Are:**
- At HQ USAF

**Column D Disposition:**
- Destroy 3 years after individual has separated or when no longer needed, whichever is sooner.

**Notes:**

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 51 - 01 R 01.01: Personnel Data on Judge Advocates at Other Than HQ USAF

**Title:** Personnel Data on Judge Advocates at Other Than HQ USAF  
**Authority:** N1-AFU-90-03  
**Date Modified:** 17 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- Educational background and bar qualification data on professional officer-lawyers serving as judge-advocates

**Column C Which Are:**
- At other than HQ USAF

**Column D Disposition:**
- Destroy after individual has separated or departed PCS.

**Notes:**

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 51 - 01 R 02.00: Legal Opinions Establishing Precedent

**Title:** Legal Opinions Establishing Precedent  
**Authority:** NC1-AFU-77-18  
**Date Modified:** 17 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**
Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 51 - 01 R 05.00

**Title:** Board of Review Decisions (BRDs) Record Copy  
**Authority:** N1-AFU-90-03

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<tr>
<th>Column B Consisting Of:</th>
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<tbody>
<tr>
<td>Special collections of BRDs in trials by court-martial</td>
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</table>

<table>
<thead>
<tr>
<th>Column C Which Are:</th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>At HQ USAF (record copies)</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Column D Disposition:</th>
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</thead>
<tbody>
<tr>
<td>Files with court-martial records of trial in Table 51-3.</td>
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</table>

**Notes:**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### Table & Rule: T 51 - 01 R 06.00

**Title:** Board of Review Decisions (BRDs) Extra Copies  
**Authority:** N1-AFU-90-03

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<th>Column B Consisting Of:</th>
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<tr>
<td>Special collections of BRDs in trials by court-martial</td>
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</table>

<table>
<thead>
<tr>
<th>Column C Which Are:</th>
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<tbody>
<tr>
<td>Extra copies</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Column D Disposition:</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Destroy after 2 years or when no longer needed, whichever is later.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### Table & Rule: T 51 - 01 R 07.00

**Title:** Remedies Plans at HQ USAF  
**Authority:** N1-AFU-88-32

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
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<tbody>
<tr>
<td>Plans at HQ USAF</td>
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<td></td>
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</table>

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<thead>
<tr>
<th>Column C Which Are:</th>
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<tbody>
<tr>
<td>Used to determine what judicial, contractual and administrative remedies are necessary</td>
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</table>

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<tr>
<th>Column D Disposition:</th>
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</thead>
<tbody>
<tr>
<td>Retire as permanent.</td>
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</table>

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

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 51 - 01 R 08.00**

**TITLE:** Remedies Plans at MAJCOMs and Below  
**AUTHORITY:** N1-AFU-88-32

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<thead>
<tr>
<th>COLUMNS</th>
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<tr>
<td>B</td>
<td>plans at MAJCOMs and below</td>
</tr>
<tr>
<td>C</td>
<td>used to determine what judicial, contractual and administrative remedies are necessary</td>
</tr>
<tr>
<td>D</td>
<td>Destroy after 2 years or when no longer needed, whichever is later</td>
</tr>
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</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 51 - 01 R 09.00**

**TITLE:** Digest Cards  
**AUTHORITY:** N1-AFU-90-03

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<thead>
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<th>COLUMNS</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>B</td>
<td>summary or digest of information</td>
</tr>
<tr>
<td>C</td>
<td>contained in legal opinions and review board decisions not used for dual purpose of locator and/or cross-reference for permanent records</td>
</tr>
<tr>
<td>D</td>
<td>Destroy when records they cover are superseded, obsolete or destroyed</td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 51 - 01 R 10.00
TITLE: Legal Assistance Administration
AUTHORITY: N1-AFU-90-03
COLUMNS CONSISTING OF:
- legal assistance administration

COLUMNS WHICH ARE:
- instruction and direction letters, reference files and other records relating to administration of the legal assistance program

COLUMNS DISPOSITION:
- Destroy when no longer needed.

NOTES
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 01 R 10.01
TITLE: Annual Reports of Legal Assistance at HQ USAF
AUTHORITY: NC1-AFU-79-21
COLUMNS CONSISTING OF:
- statistical information regarding the legal assistance program

COLUMNS WHICH ARE:
- at HQ USAF

COLUMNS DISPOSITION:
- Retire as permanent.

NOTES
- 34 Transfer to the National Archives when 25 years old.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 01 R 10.02
TITLE: Annual Reports of Legal Assistance at Other Than HQ USAF
AUTHORITY: N1-AFU-90-03
COLUMNS CONSISTING OF:
- statistical information regarding the legal assistance program

COLUMNS WHICH ARE:
- at other than HQ USAF

COLUMNS DISPOSITION:
- Destroy after 2 years or when no longer needed, whichever is sooner.

NOTES
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Return personal papers to individual when the case is closed or send by registered mail to his last known address; if returned, destroy. Deliver other documents to the individual or destroy when case is closed. Treat such files as "confidential and privileged."

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.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Records accumulated in requesting and obtaining release of AF information for use in civil courts or tribunals

Destroy after 5 years.

Records accumulated 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)

Records maintained at DOJ N1-AFU-03-16- Tax Litigation

Deleted per N1-AFU-03-16 - Tax Issues

Deleted (8 May 06)
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 51 - 01 R 17.00

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<td>08 / May / 2006</td>
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### Table & Rule: T 51 - 01 R 19.00

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<td>Legislative Records at SAF/LL</td>
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<tr>
<td>AUTHORITY</td>
<td>DATE APPROVED</td>
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<tr>
<td>N1-AFU-90-03</td>
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</table>
COLUMNS B CONSISTING OF:
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

COLUMNS C WHICH ARE:
at SAF/LL

COLUMNS D DISPOSITION:

Destroy after 20 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE:** T 51 - 01 R 20.00
**TITLE:** Legislative Records at Other Than SAF/LL
**AUTHORITY:** N1-AFU-90-03

| DATE MODIFIED: | 17 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

COLUMNS B CONSISTING OF:
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

COLUMNS C WHICH ARE:
at other than SAF/LL

COLUMNS D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE:** T 51 - 01 R 21.00
**TITLE:** Trials of US Personnel in Foreign Countries at HQ USAF/JAI
**AUTHORITY:** N1-AFU-90-45

| DATE MODIFIED: | 17 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

COLUMNS B CONSISTING OF:
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

COLUMNS C WHICH ARE:
at HQ USAF

COLUMNS D DISPOSITION:
Retire as permanent.

NOTES

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

55 Applies to records created after January 1990.

**TABLE & RULE: T 51 - 01 R 21.01**

**TITLE:** Trials of US Personnel in Foreign Countries but Not Having Precedential Value

**AUTHORITY:** N1-AFU-90-45

**COLUMN B CONSISTING OF:**

trials of US personnel in foreign countries

**COLUMN C WHICH ARE:**

records contained in Rule 21 but not having precedential value, generating public, press or congressional concern, etc.

**COLUMN D DISPOSITION:**

Destroy after 30 years.

**NOTES**

55 Applies to records created after January 1990.

**TABLE & RULE: T 51 - 01 R 21.02**

**TITLE:** Trials of US Personnel in Foreign Countries Minor Offenses

**AUTHORITY:** N1-AFU-90-45

**COLUMN B CONSISTING OF:**

trials of US personnel in foreign countries minor offenses

**COLUMN C WHICH ARE:**

such as traffic, simple assault, spitting on the sidewalk, etc.

**COLUMN D DISPOSITION:**

Destroy after 20 years.

**NOTES**

55 Applies to records created after January 1990.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

55 Applies to records created after January 1990.

**TABLE & RULE: T 51 - 01 R 22.00**

**TITLE:** Trials of US Personnel in Foreign Countries at Other Than HQ USAF/JAI

**AUTHORITY:** N1-AFU-90-45

**DATE MODIFIED:** 17 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
trials of US personnel in foreign countries at other than HQ USAF/JAI

COLUMN C WHICH ARE:
records in Rule 21, 21.1 and 21.2

COLUMN D DISPOSITION:
Destroy 2 years after case is closed or 6 months after defendant's departure or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 01 R 23.00
TITLE: German Civil Processes at HQ USAFE
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
correspondence which forwards to AF personnel civil processes served by German courts and reports the action taken thereon

COLUMN C WHICH ARE:
at HQ USAFE

COLUMN D DISPOSITION:
Destroy 2 years after close of calendar year in which last record is filed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 01 R 24.00
TITLE: German Civil Processes at Other Than HQ USAFE
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
correspondence which forwards to AF personnel civil processes served by German courts and reports the action taken thereon

COLUMN C WHICH ARE:
at other than HQ USAFE

COLUMN D DISPOSITION:
Destroy 1 year after transfer or separation of individual.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 01 R 25.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Politico-Military Matters</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> NC1-AFU-80-08</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 17 / Jun / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at HQ USAF or MAJCOMs when acting as designated representative for DOD

**COLUMN D DISPOSITION:**
Retire as permanent.

**NOTES**
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.
21 Electronic systems that supplement temporary hard copy records: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 01 R 26.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Politico-Military Matters at Other Than HQ USAF</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 17 / Jun / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at other than HQ USAF

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 01 R 27.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Trials of US Personnel in Foreign Countries at HQ USAF</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> NC1-AFU-76-42</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 17 / Jun / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
reports on violations of the law of armed conflict

**COLUMN C WHICH ARE:**
at HQ USAF

**COLUMN D DISPOSITION:**
Retire as permanent.
NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

55 Transfer to the National Archives when 30 years old.

TABLE & RULE: T 51 - 01 R 28.00
TITLE: Trials of US Personnel in Foreign Countries at Other Than HQ USAF
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- reports on violations of the law of armed conflict

COLUMN C WHICH ARE:
- at other than HQ USAF

COLUMN D DISPOSITION:
- Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 01 R 29.00
TITLE: Article 138 (UCMJ) Complaints at AFLSA/JAJM
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- complaints, reports of inquiry and actions of the GCM authority

COLUMN C WHICH ARE:
- at AFLSA/JAJM

COLUMN D DISPOSITION:
- Destroy 2 years after review.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 01 R 30.00
TITLE: Article 138 (UCMJ) Complaints at Other Than HQ USAF/JA
AUTHORITY: N1-AFU-90-03
COLUMN B CONSISTING OF:
complaints, reports of inquiry and actions of the GCM authority

COLUMN C WHICH ARE:
at other than HQ USAF/JA

COLUMN D DISPOSITION:
Destroy 1 year after action of GCM authority.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 51 - 01 R 31.00
TITLE: Public Dockets for CAB International Cases
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
correspondence between DOD elements and public and private parties in CAB international cases

COLUMN C WHICH ARE:
at HQ AMC/JAO

COLUMN D DISPOSITION:
Destroy 10 years after close of related CAB cases.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 51 - 01 R 32.00
TITLE: Preventive Law Administration
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
preventive law administration

COLUMN C WHICH ARE:
directives and other documents relating to general administration or policy for administering the preventive law program

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 01 R 33.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Preventive Law Information</td>
</tr>
<tr>
<td>CURRENT: No</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
</tr>
<tr>
<td>preventive law information</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>printed material intended for distribution</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>Destroy when no longer needed.</td>
</tr>
<tr>
<td>NOTES</td>
</tr>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
<tr>
<td>55 A copy of each printed item will be maintained in filing cabinets; other copies will be stored elsewhere.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 01 R 34.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Investigative Reports and Case Files of US Personnel Prepared by Foreign Authorities</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>prepared by foreign authorities</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
<tr>
<td>Destroy 2 years after case is closed or 6 months after offender's departure or when no longer needed, whichever is later.</td>
</tr>
<tr>
<td>NOTES</td>
</tr>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 01 R 35.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: U.S. Federal Magistrate Court</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
completed criminal case files

COLUMN C WHICH ARE:
at base legal offices

COLUMN D DISPOSITION:
Destroy 3 years after case is closed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 51 - 02: LAW - PATENTS, COPYRIGHTS AND TRADEMARK RECORDS

TABLE & RULE: T 51 - 02 R 01.00
TITLE: Patents, Copyrights and Trademarks (General Records) at AFLSA/JACP
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
decisions, opinions, determinations and recommendations

COLUMN C WHICH ARE:
at AFLSA/JACP

COLUMN D DISPOSITION:
Destroy after 25 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 02 R 02.00
TITLE: Patents, Copyrights and Trademarks (General Records) at Other Than AFLSA/JACP
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
decisions, opinions, determinations and recommendations

COLUMN C WHICH ARE:
at other than AFLSA/JACP

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 02 R 03.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Invention Disclosures at HQ USAF/JACP</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

| COLUMN B CONSISTING OF: |
| 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 |

| COLUMN C WHICH ARE: |
| at HQ USAF/JACP |

| COLUMN D DISPOSITION: |
| Retire after 5 years and destroy 15 years thereafter. |

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| No | CURRENT: Yes |

---

Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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 |

| COLUMN D DISPOSITION: |
| Destroy after 7 years. |

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| No | CURRENT: Yes |

---

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| No | CURRENT: Yes |

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| No | CURRENT: Yes |
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.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 02 R 06.00
TITLE: Patent Applications at Other Than AFLSA/JACP
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

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.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 02 R 07.00
TITLE: Security Records on Patent Applications
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 51 - 02 R 08.00**

**TITLE:** Licenses, Releases and Assignments- Inventions and Patents

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 17 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
signed agreements with owners of trademarks, copyrights and patents by which government acquires right, license, or interest

**COLUMN C WHICH ARE:**
at SAF/GCQ relating to inventions and patents

**COLUMN D DISPOSITION:**
Destroy 20 years after date of issue.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 51 - 02 R 09.00**

**TITLE:** Licenses, Releases and Assignments- Trademarks and Copyrights

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 17 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
signed agreements with owners of trademarks, copyrights and patents by which government acquires right, license, or interest

**COLUMN C WHICH ARE:**
at SAF/GCQ relating to trademarks and copyrights

**COLUMN D DISPOSITION:**
Destroy 30 years after date of issue.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 51 - 02 R 10.00**

**TITLE:** Licenses, Releases and Assignments- Other Than SAF/GCQ

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 17 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**
COLUMN B CONSISTING OF:
signed agreements with owners of trademarks, copyrights, and patents by which government acquires right, license or interest

COLUMN C WHICH ARE:
at other than SAF/GCQ

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 02 R 11.00
TITLE: Patent Infringement Claims, Preferred Licenses and Royalty Adjustments at AFLSA/JACP
DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
correspondence, reports, patents, printed material, procurement schedules and other pertinent papers

COLUMNS C WHICH ARE:
at AFLSA/JACP

COLUMNS D DISPOSITION:
Destroy 12 years after final settlement or judicial determination.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 02 R 12.00
TITLE: Patent Infringement Claims, Preferred Licenses and Royalty Adjustments at Other Than HQ USAF/JA
DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
correspondence, reports, patents, printed material, procurement schedules and other pertinent papers

COLUMNS C WHICH ARE:
at other than HQ USAF/JA

COLUMNS D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 51 - 02 R 13.00

**TITLE:** Foreign Agreements  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 17 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
records of agreement with foreign countries regarding the interchange of patent rights and technical information for defense purposes

**COLUMN C WHICH ARE:**  
at HQ USAF/JA

**COLUMN D DISPOSITION:**  
Retire after agreement expires and destroy 10 years thereafter.

### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

### TABLE & RULE: T 51 - 02 R 14.00

**TITLE:** Originally Issued Letters Patent  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 17 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
formally executed records

**COLUMN C WHICH ARE:**  
at AFLSA/JACP

**COLUMN D DISPOSITION:**  
Retire after 10 years and destroy 7 years thereafter.

### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |
COLUMN B CONSISTING OF: military justice administration

COLUMN C WHICH ARE: 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

COLUMN D DISPOSITION: Destroy after 2 years or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF: 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

COLUMN C WHICH ARE: originals at AFLSA/JAJ, copies may be retained locally, but do not store record copies in a Federal Record Center.

COLUMN D DISPOSITION: Retire as permanent.

NOTES

55 Regardless of action taken on the case after appellate review, all original records of trial by general court-martial are forwarded to AFLSA/JAJM.

COLUMN B CONSISTING OF: 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

COLUMN C WHICH ARE: duplicate and triplicate copies on cases

COLUMN D DISPOSITION: Destroy 30 days after completion of appellate review.

NOTES
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 51 - 03 R 04.00

TITLE: General Court-Martial Records Cases Where Appeal to USCMA is Filed

AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 09 / May / 2011
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
duplicate and triplicate copies

COLUMN D DISPOSITION:
Destroy after final action by USCMA.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 51 - 03 R 05.00

TITLE: General Court-Martial Records Accused Copy

AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 09 / May / 2011
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
accused's copy

COLUMN D DISPOSITION:
Deliver to accused.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

55 If a copy of the record cannot be delivered to the accused for any reason, attach the copy prepared for him to the original record and explain the reason for non-delivery.
### TABLE & RULE: T 51 - 03 R 06.00
**TITLE:** All General & Special Court-Martial Records Involving Bad Conduct Discharge (Not Cered by Rules 2-5 of This Table)
**AUTHORITY:** N1-AFU-90-03
**DATE MODIFIED:** 09 / May / 2011
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
court-martial data sheets, record of trial proper, court-martial orders, decisions on review and other related and allied papers, charge sheets and other records accompanying charges, and all records not covered by Rules 2, 3, 4 and 5 of this table

**COLUMN C WHICH ARE:**
referred for trial chronology

**COLUMN D DISPOSITION:**
Destroy 1 year after receipt of notice of completion of appellate review.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 51 - 03 R 07.00
**TITLE:** Special Court-Martial Records (Originals) Not Involving a Bad Conduct Discharge
**AUTHORITY:** N1-AFU-90-03
**DATE MODIFIED:** 09 / May / 2011
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
court-martial records not involving a bad conduct discharge original

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 15 years after final review.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 51 - 03 R 08.00
**TITLE:** Special Court-Martial Records Not Involving a Bad Conduct Discharge Accused's Copy
**AUTHORITY:** N1-AFU-90-03
**DATE MODIFIED:** 09 / May / 2011
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

**COLUMN C WHICH ARE:**
court-martial records not involving a bad conduct discharge original

**COLUMN D DISPOSITION:**
Destroy 15 years after final review.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

55 After Article 64 review, forward all non-BCD special court-martial original records of trial to AFLSA/JAJM where they are held for 2 years, then forwarded to WNRC, Wash DC 20409.
COLUMNS CONSISTING OF:
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

COLUMNS WHICH ARE:
accused's copy of special court-martial records not involving a bad conduct discharge

COLUMN D DISPOSITION:
Deliver to accused.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 51 - 03 R 09.00**

**TITLE:** Special Court-Martial Records Not Involving a Bad Conduct Discharge (Copies not covered by rules 7-8 of this table)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 09 / May / 2011
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

COLUMNS CONSISTING OF:
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

COLUMNS WHICH ARE:
all copies not covered in rules 7 and 8 of this table

COLUMNS DISPOSITION:
Destroy one year after final review.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 51 - 03 R 10.00**

**TITLE:** Summary Court Martial Records

**AUTHORITY:** N1-AFU-96-13

**DATE MODIFIED:** 31 / Oct / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

COLUMNS CONSISTING OF:
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

COLUMNS WHICH ARE:
summary court martial records, copy of DD Form 2329 in Master Personnel and triplicates in Field Record Group

COLUMNS DISPOSITION:
See Table 36-12.

NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 51 - 03 R 10.01**
**TITLE:** Court Martial Record of Trial (Original)  
**AUTHORITY:** N1-AFU-96-13  
**DATE MODIFIED:** 31 / Oct / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
- at AFLSA/ JAJM

**COLUMN D DISPOSITION:**
- Destroy 15 years after final review.

**NOTES**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |
| 63 | After Article 64 review, forward all non-BCD special and summary courts-martial original records of trial to AFLSA/ JAJM. |

**TABLE & RULE: T 51 - 03 R 11.00**
**TITLE:** Court Martial Record of Trial (Duplicate Copy)  
**AUTHORITY:** N1-AFU-96-13  
**DATE MODIFIED:** 31 / Oct / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
- duplicate copy of records of trial

**COLUMN D DISPOSITION:**
- Destroy after 2 years.

**NOTES**

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

**TABLE & RULE: T 51 - 03 R 12.00**
**TITLE:** Court Martial (Accused's Copy of Record of Trial)  
**AUTHORITY:** N1-AFU-96-13  
**DATE MODIFIED:** 31 / Oct / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
accused's record of trial

COLUMN D DISPOSITION:
Deliver to accused.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

55 If a copy of the record cannot be delivered to the accused for any reason, attach the copy prepared for him to the original record and explain the reason for nondelivery.

TABLE & RULE: T 51 - 03 R 13.00
TITLE: Court Martial Records (Record Copies of Trial Not Covered by Rules 10-12 of this Table)
AUTHORITY: N1-AFU-96-13

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
other copies of record of trial

COLUMN D DISPOSITION:
Destroy 1 year after final review.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 03 R 14.00
TITLE: Court-Martial Registers and/or Card Index at AFLSA/JAJM
AUTHORITY: NC1-AFU-77-20

COLUMN B CONSISTING OF:
devices for control of cases which are to be tried or which have been tried by summary, special or general court-martial

COLUMN C WHICH ARE:
at AFLSA/JAJM

COLUMN D DISPOSITION:
Retire as permanent.

NOTES
35 Transfer to the National Archives in 5-year blocks when 50 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 51 - 03 R 15.00
**Title:** Court-Martial Registers and/or Card Index at Other Than AFLSA/JAJM

**Authority:** N1-AFU-96-13

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>at other than AFLSA/JAJM</td>
</tr>
</tbody>
</table>

**Column D Disposition:**
Destroy after 3 years.

### Notes
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records:
  Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 51 - 03 R 15.01
**Title:** Court-Martial Log (requirement eliminated 2 June 1975) GCM Action was Completed Prior to 1 July 1974

**Authority:** NC1-AFU-77-20

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Statistical data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction) cases</td>
</tr>
</tbody>
</table>

**Column D Disposition:**
Retain in accumulating office 3 years, then forward to AFLSA/JAJM for consolidation and retirement as permanent.

### Notes
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 51 - 03 R 15.02
**Title:** Court-Martial Log (requirement eliminated 2 June 1975) Cases Upon Which GCM Action was Completed After 30 June 1974

**Authority:** N1-AFU-77-20

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Statistical data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction)</td>
</tr>
</tbody>
</table>

**Column D Disposition:**
Destroy.
## Table & Rule: T 51 - 03 R 16.00

**Title:** Court-Martial Jurisdiction Granting and Exercising Court-Martial Jurisdiction

**Authority:** NC1-AFU-77-20

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>court-martial jurisdiction grantin and exercising court-martial jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>records accumulated incident to the granting and exercise of general, special and summary court-martial jurisdiction</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Retire as permanent.</td>
</tr>
</tbody>
</table>

### Notes

- **36** Transfer to the National Archives when 15 years old.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- **56** Those jurisdiction authorities reflected in a joint tenancy agreement have the same disposition as the joint tenancy agreement.

## Table & Rule: T 51 - 03 R 17.00

**Title:** Court-Martial Jurisdiction Active and Inactive General Court-Martial Jurisdiction

**Authority:** N1-AFU-77-20

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>court-martial jurisdiction active and inactive general court-martial jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>card records reflecting active and inactive general court-martial jurisdiction of various commands</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy when no longer needed.</td>
</tr>
</tbody>
</table>

### Notes

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## Table & Rule: T 51 - 03 R 18.00

**Title:** Court-Martial and Article 15 Activities Reports (Requirement Eliminated Following Report for 1st Qtr of CY 1975)

**Authority:** NC1-AFU-77-20

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>consolidated annual reports prepared by AFLSA/JAJM from quarterly reports received from MAJCOMs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>at AFLSA/JAJM</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Retire as permanent.</td>
</tr>
</tbody>
</table>

### Notes

- **2015** Report generated: 01 / Oct / 2018 - 08:00:00
NOTES

36 Transfer to the National Archives when 15 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 03 R 19.00
TITLE: Court-Martial and Article 15 Activities Reports at Other Than AFLSA/JAJM
AUTHORITY: N1-AFU-77-20
DATE MODIFIED: 31 / Oct / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMNS

COLUMN B CONSISTING OF:
consolidated annual reports prepared by AFLSA/JAJM from quarterly reports received from MAJCOMs

COLUMN C WHICH ARE:
at other than AFLSA/JAJM

COLUMN D DISPOSITION:
Destroy after 3 years or when no longer needed for reference, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 03 R 20.00
TITLE: Court-Martial and Article 15 Activities Reports at AFLSA/JAJM
AUTHORITY: N1-AFU-77-20
DATE MODIFIED: 31 / Oct / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMNS

COLUMN B CONSISTING OF:
individual and consolidated quarterly reports

COLUMN C WHICH ARE:
prepared by MAJCOM and subordinate court-martial jurisdictions

COLUMN D DISPOSITION:
Destroy after 5 years or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 03 R 21.00
TITLE: Court-Martial and Article 15 Activities Reports at Other Than AFLSA/JAJM
AUTHORITY: N1-AFU-77-20
DATE MODIFIED: 31 / Oct / 2005
FROZEN RECORD: No
CURRENT: Yes
COLUMN B CONSISTING OF:
individual and consolidated quarterly reports

COLUMN C WHICH ARE:
prepared by MAJCOM and subordinate court-martial jurisdictions

COLUMN D DISPOSITION:
Destroy after 3 years or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 03 R 22.00
TITLE: Writ of Habeas Corpus at AFLSA/JAJM and Person Has Been Court-Martialed
AUTHORITY: N1-AFU-77-20

COLUMN B CONSISTING OF:
the complaint, the answer filed by the Government, copy of court decision, correspondence with US Attorney and other related matters

COLUMN C WHICH ARE:
accumulated as the result of a complaint by the person released on a writ of habeas corpus

COLUMN D DISPOSITION:
They become part of the original record of trial.

TABLE & RULE: T 51 - 03 R 23.00
TITLE: Writ of Habeas Corpus at AFLSA/JAJM and the Person Was Not Tried by Court-Martial
AUTHORITY: N1-AFU-77-20

COLUMN B CONSISTING OF:
the complaint, the answer filed by the Government, copy of court decision, correspondence with US Attorney and other related matters

COLUMN C WHICH ARE:
accumulated as the result of a complaint by the person released on a writ of habeas corpus

COLUMN D DISPOSITION:
Hold for 5 years after case is closed; retire to WNRC; destroy after 15 additional years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
**COLUMN B CONSISTING OF:**
the complaint, the answer filed by the Government, copy of court decision, correspondence with US Attorney and other related matters

**COLUMN C WHICH ARE:**
accumulated as the result of a complaint by the person released on a writ of habeas corpus

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 51 - 03 R 25.00**
**TITLE: Records of Punishment Imposed Under Article 15, UCMJ Originals at HQ USAF or AFPC**
**AUTHORITY: N1-AFU-77-20**

**COLUMN B CONSISTING OF:**
forms, correspondence and summarized records of oral punishment, including separate appeals and actions that suspend, mitigate, remit or set aside punishment

**COLUMN C WHICH ARE:**
at HQ USAF or AFPC

**COLUMN D DISPOSITION:**
Destroy 30 years after final review.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 51 - 03 R 26.00**
**TITLE: Records of Punishment Imposed Under Article 15, UCMJ Copies at MPFs**
**AUTHORITY: N1-AFU-77-20**
COLUMN B CONSISTING OF:
forms, correspondence and summarized records of oral punishment, including separate appeals and actions that suspend, mitigate, remit or set aside punishment

COLUMN C WHICH ARE:
at MPFs

COLUMN D DISPOSITION:
Dispose of under AFI 36-2608 and Table 36-16, as appropriate.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 51 - 03 R 27.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Records of Punishment Imposed Under Article 15, UCMJ Copies at Staff Judge Advocate Offices</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-95-01</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>31 / Oct / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
forms, correspondence and summarized records of oral punishment, including separate appeals and actions that suspend, mitigate, remit or set aside punishment

COLUMN C WHICH ARE:
at Staff Judge Advocate Offices

COLUMN D DISPOSITION:
Destroy after 3 years or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 51 - 03 R 28.00</th>
</tr>
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<tbody>
<tr>
<td>TITLE:</td>
<td>Written Materials Considered as a Basis for Imposing Punishments Under Article 15, UCMJ</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-95-01</td>
</tr>
<tr>
<td>DATE MODIFIED:</td>
<td>17 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
written materials considered as a basis for imposing punishments under Article 15, UCMJ

COLUMN C WHICH ARE:
investigative reports, statements, summaries of expected testimony, documentary evidence, etc.

COLUMN D DISPOSITION:
Destroy after 3 years or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

TABLE & RULE: T 51 - 03 R 29.00
TITLE: (RESERVED)  
AUTHORITY: N/A  
DATE MODIFIED: 17 / Jun / 2005  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED: 

COLUMN B CONSISTING OF: 
COLUMN C WHICH ARE: 
COLUMN D DISPOSITION: (RESERVED)

TABLE & RULE: T 51 - 03 R 29.01
TITLE: Article 15 Log (Requirement Eliminated 2 Jun 1975)  
AUTHORITY: NC1-AFU-77-20  
DATE MODIFIED: 17 / Jun / 2005  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED: 

COLUMN B CONSISTING OF: 
statistical data  
COLUMN C WHICH ARE: 
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  
COLUMN D DISPOSITION: 
Retain in accumulating office 3 years then forward to AFLSA/JAJM for consolidation and retirement as permanent.

NOTES

36 Transfer to the National Archives when 15 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 03 R 29.02
TITLE: Article 15 Log (Requirement Eliminated 2 Jun 1975)  
AUTHORITY: N1-AFU-77-20  
DATE MODIFIED: 31 / Oct / 2005  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED: 

COLUMN B CONSISTING OF: 
statistical data  
COLUMN C WHICH ARE: 
at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction) and pertain to cases upon which GCM action was completed after 30 June 1974  
COLUMN D DISPOSITION: 
Destroy.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 51 - 03 R 30.00
**TITLE:** Records of Proceeding to Vacate Suspension of Sentence of Court-Martial Originals  
**AUTHORITY:** N1-AFU-77-20  
**DATE MODIFIED:** 31 / Oct / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
proceedings to vacate suspension of sentence, comparable forms, correspondence and other related papers

**COLUMN C WHICH ARE:**
originals

**COLUMN D DISPOSITION:**
They become part of the original record of trial.

**NOTES**
56 In general court-martial cases in which any portion of the sentence has been suspended, and in special court-martial cases in which an approved bad conduct discharge has been suspended, forward any report or proceeding to vacate a suspension to AFLSA/JAJM for filing with the original records of trial. For special courts-martial, file the report with the original record.

### TABLE & RULE: T 51 - 03 R 31.00
**TITLE:** Records of Proceeding to Vacate Suspension of Sentence of Court-Martial Other Copies  
**AUTHORITY:** N1-AFU-77-20  
**DATE MODIFIED:** 31 / Oct / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
proceedings to vacate suspension of sentence, comparable forms, correspondence and other related papers

**COLUMN C WHICH ARE:**
all copies other than Rule 30

**COLUMN D DISPOSITION:**
Destroy 1 year after action on proceedings.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 51 - 03 R 32.00
**TITLE:** Court-Martial Orders Not Included in the Record of Trial or in Personnel Files  
**AUTHORITY:** N1-AFU-77-20  
**DATE MODIFIED:** 31 / Oct / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
orders promulgating the results of trial by general or special court-martial, supplemental orders and final decision based on action by higher authorities

**COLUMN C WHICH ARE:**
copies furnished AFLSA/JAJ

**COLUMN D DISPOSITION:**
Destroy after 15 years.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 51 - 03 R 32.01**

<table>
<thead>
<tr>
<th>TITLE: Court-Martial Orders Record Copies Maintained in Annual Blocks by Issuing Activity</th>
<th>DATE MODIFIED: 17 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: NC1-AFU-77-20</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
orders promulgating the results of trial by general or special court-martial, supplemental orders and final decision based on action by higher authorities

**COLUMN C WHICH ARE:**
maintained in annual blocks by issuing activity

**COLUMN D DISPOSITION:**
Retire as permanent.

---

Transfer to the National Archives in 5-year blocks when 50 years old.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 51 - 03 R 33.00**

<table>
<thead>
<tr>
<th>TITLE: Court-Martial Orders Other Copies</th>
<th>DATE MODIFIED: 31 / Oct / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-77-20</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
orders promulgating the results of trial by general or special court-martial, supplemental orders and final decision based on action by higher authorities

**COLUMN C WHICH ARE:**
all copies other than Rules 32 and 32.1

**COLUMN D DISPOSITION:**
Destroy 1 year after date of order.

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 51 - 03 R 34.00**

<table>
<thead>
<tr>
<th>TITLE: Court Reporter's Record Court-Martial Conviction Not Involving a Bad Conduct Discharge</th>
<th>DATE MODIFIED: 31 / Oct / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-77-20</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
court reporter's record court-martial conviction not involving a bad conduct discharge

COLUMN C WHICH ARE:
court reporter's recordings and notes from which verbatim or summarized records of trial or investigation have been prepared

COLUMN D DISPOSITION:
Destroy 6 months after date of trial.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 03 R 35.00
TITLE: Court Reporter’s Record Special Court-Martial Resulting in Conviction and Bad Conduct Discharge
AUTHORITY: N1-AFU-77-20
DATE MODIFIED: 31 / Oct / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
court reporter’s recordings and notes from which verbatim or summarized records of trial or investigation have been prepared

COLUMN C WHICH ARE:
for trials by special court-martial resulting in conviction and involving approved bad conduct discharge and for Article 32 investigations and general court court-martial trials resulting in approved convictions

COLUMN D DISPOSITION:
Destroy 1 year after date of trial or 60 days after conclusion of appellate review, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 03 R 36.00
TITLE: Court Reporter’s Record Article 32
AUTHORITY: N1-AFU-77-20
DATE MODIFIED: 31 / Oct / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
court reporter’s recordings and notes from which verbatim or summarized records of trial or investigation have been prepared

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after action of the authority accomplishing those results.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 51 - 03 R 37.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>final action on petition</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>originals</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>They become part of the original records of trial.</td>
</tr>
</tbody>
</table>

### TABLE & RULE: T 51 - 03 R 38.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>petitions for new trial under Article 73, UCMJ accused's copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>final action on petition</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Deliver to accused.</td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

55 If a copy of the record cannot be delivered to the accused for any reason, attach the copy prepared for him to the original record and explain the reason for nondelivery.

### TABLE & RULE: T 51 - 03 R 39.00

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>final action on petition</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>all copies other than Rules 37 and 38</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy 2 years after final action on petition.</td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing:
Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing:
Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
| TABLE & RULE: T 51 - 03 R 43.00 | DATE MODIFIED: 31 / Oct / 2005 |
| TITLE: Applications for Relief Under Article 69, UCMJ Accused's Copy | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |
| AUTHORITY: N1-AFU-77-20 | |

**COLUMN B CONSISTING OF:**
applications for relief under Article 69, UCMJ accused's copy

**COLUMN C WHICH ARE:**
final action on application

**COLUMN D DISPOSITION:**
Deliver to accused.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

55 If a copy of the record cannot be delivered to the accused for any reason, attach the copy prepared for him to the original record and explain the reason for nondelivery.

---

| TABLE & RULE: T 51 - 03 R 44.00 | DATE MODIFIED: 17 / Jun / 2005 |
| TITLE: (RESERVED) | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |
| AUTHORITY: N/A | |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

---

| TABLE & RULE: T 51 - 03 R 45.00 | DATE MODIFIED: 31 / Oct / 2005 |
| TITLE: Applications for Relief Under Article 69, UCMJ Other Copies | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |
| AUTHORITY: N1-AFU-77-20 | |

**COLUMN B CONSISTING OF:**
applications for relief under Article 69, UCMJ other copies

**COLUMN C WHICH ARE:**
all copies other than Rules 42 and 43

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 51 - 03 R 46.00

**TITLE:** Application, Documentary or Other Evidence Originals  
**DATE MODIFIED:** 31 / Oct / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-77-20

**COLUMN B CONSISTING OF:**  
submitted therewith, briefs, correspondence and other related papers

**COLUMN C WHICH ARE:**  
originals

**COLUMN D DISPOSITION:**  
Retain in AFLSA/JAJM for 5 years, then retire to WNRC; destroy after 10 additional years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 51 - 03 R 47.00

**TITLE:** Application, Documentary or Other Evidence Other Copies  
**DATE MODIFIED:** 31 / Oct / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-77-20

**COLUMN B CONSISTING OF:**  
submitted therewith, briefs, correspondence and other related papers

**COLUMN C WHICH ARE:**  
all copies other than in Rule 46

**COLUMN D DISPOSITION:**  
Destroy after 2 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 51 - 03 R 48.00

**TITLE:** Automated Military Justice Analysis and Management System (AMJAMS) Monthly/Quarterly/Annual Output Products/Reports  
**DATE MODIFIED:** 17 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-88-21

**COLUMN B CONSISTING OF:**  
submitted therewith, briefs, correspondence and other related papers

**COLUMN C WHICH ARE:**  
all copies other than in Rule 46

**COLUMN D DISPOSITION:**  
Destroy after 2 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
column B consisting of:
statistical data relating to court-martial and Article 15s which are reports with "as of" dates for Jan thru Nov

Column C which are:
at AFLSA/JAJM

Column D disposition:
Retire as permanent.

Notes
36 Transfer to the National Archives when 15 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 51 - 03 R 49.00
Title: AMJAMS at Other Than AFLSA/JAJM
Authority: N1-AFU-88-21

Notes
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 51 - 03 R 50.00
Title: AMJAMS Reports with
Authority: N1-AFU-88-21

Notes
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 03 R 51.00</th>
<th>DATE MODIFIED: 17 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: AMJAMS Reports with</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-88-21</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
reports

**COLUMN C WHICH ARE:**
AMJAMS reports

**COLUMN D DISPOSITION:**
Destroy paper reports after 3 years, 5 years for microfiche reports or when no longer needed, whichever is later.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 03 R 52.00</th>
<th>DATE MODIFIED: 31 / Oct / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: AMJAMS Source/Input Forms and Computerized Records</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-77-20</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
data on Article 15 punishments

**COLUMN C WHICH ARE:**
at base SJA and GCM SJA offices only

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 03 R 53.00</th>
<th>DATE MODIFIED: 31 / Oct / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Bad Conduct Discharge at AFLSA/JAJM</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-77-20</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
data on all general courts-martial or special courts-martial records involving a bad conduct discharge

**COLUMN C WHICH ARE:**
at AFLSA/JAJM

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**
NOTES

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 03 R 54.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:  Bad Conduct Discharge at Other Than AFLSA/JAJM</td>
</tr>
<tr>
<td>DATE MODIFIED:  17 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:  No</td>
</tr>
<tr>
<td>CURRENT:  Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY:  N1-AFU-88-21P</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
data on all general courts-martial or special courts-martial records involving a bad conduct discharge

**COLUMN C WHICH ARE:**
at other than AFLSA/JAJM

**COLUMN D DISPOSITION:**
Destroy 1 year after completion of appellate review.

NOTES

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 03 R 55.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:  AMJAMS or Summary Courts-Martial Not a Bad Conduct Discharge at AFLSA/JAJM</td>
</tr>
<tr>
<td>DATE MODIFIED:  17 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:  No</td>
</tr>
<tr>
<td>CURRENT:  Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY:  N1-AFU-88-21P</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
data on special courts-martial records not involving a bad conduct discharge and all summary courts-martial

**COLUMN C WHICH ARE:**
at AFLSA/JAJM

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

NOTES

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 03 R 55.01</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:  AMJAMS or Summary Courts-Martial Not Bad Conduct Discharge at Other Than AFLSA/JAJM</td>
</tr>
<tr>
<td>DATE MODIFIED:  17 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD:  No</td>
</tr>
<tr>
<td>CURRENT:  Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY:  N1-AFU-88-21P</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
data on special courts-martial records not involving a bad conduct discharge and all summary courts-martial

COLUMN C WHICH ARE:
at other than AFLSA/JAJM

COLUMN D DISPOSITION:
Destroy 1 year after final review.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 03 R 56.00</th>
<th>DATE MODIFIED: 17 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: AMJAMS Magnetic Tape Files</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-88-21P</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
AMJAMS magnetic tape files

COLUMN C WHICH ARE:
at MAJCOM AMJAMS Processing Centers and AFLSA/JAJM

COLUMN D DISPOSITION:
Destroy after 6 semimonthly update cycles, or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 03 R 56.01</th>
<th>DATE MODIFIED: 17 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: AMJAMS Historical Database and Systems Documentation</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-88-21P</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
magnetic tapes and military justice computer products

COLUMN C WHICH ARE:
at AFLSA/JAJM on 31 Dec 90 and annually thereafter

COLUMN D DISPOSITION:
Retire as permanent.

NOTES

37 Transfer copy to NARA annually at the same time the Annual History Build is accomplished.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 03 R 57.00</th>
<th>DATE MODIFIED: 31 / Oct / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Report Individual Person (RIP) Produced as Result of AMJAMS/ADP Interface</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-77-20</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

| COLUMN B CONSISTING OF:          |
| COLUMN C WHICH ARE:              |
| COLUMN D DISPOSITION:            |

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
personal background and military history information

COLUMN C WHICH ARE:
as result of AMJAMS/ADP Interface

COLUMN D DISPOSITION:
Attach to file copy of AMJAMS source records pertaining to case and dispose of in accordance with Rules 52-55, this Table as appropriate.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 03 R 58.00
TITLE: Strength Reports, Including DESIRE AMJ STG Produced as Result of AMJAMS/ADPS Interface
AUTHORITY: N1-AFU-77-20

COLUMN B CONSISTING OF:
military justice jurisdictional strength data

COLUMN C WHICH ARE:
as result of AMJAMS/ADPS interface

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 03 R 59.00
TITLE: AMJAMS Edit Listings
AUTHORITY: N1-AFU-77-20

COLUMN B CONSISTING OF:
AMJAMS edit listings

COLUMN C WHICH ARE:
computer printout listing case inputs, strength inputs and errors

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 51 - 03 R 60.00

**TITLE:** Executed Punitive Discharges and Federal and State Court Felony Conviction Reports at AFLSA/JAJM  
**AUTHORITY:** NC1-AFU-77-20  
**DATE MODIFIED:** 31 / Oct / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- consolidated semiannual reports prepared by HQ USAF/JAJM from semiannual reports received from MAJCOMs

**COLUMN C WHICH ARE:**
- at AFLSA/JAJM

**COLUMN D DISPOSITION:**
- Retire as permanent.

**NOTES**
- 36 Transfer to the National Archives when 15 years old.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 51 - 03 R 61.00

**TITLE:** Executed Punitive Discharges and Federal and State Court Felony Conviction Reports Others Than AFLSA/JAJM  
**AUTHORITY:** N1-AFU-77-20  
**DATE MODIFIED:** 31 / Oct / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- consolidated semiannual reports

**COLUMN C WHICH ARE:**
- prepared by HQ USAF/JAJM from semiannual reports received from MAJCOMs

**COLUMN D DISPOSITION:**
- Destroy after 3 years or when no longer needed, whichever is later.

**NOTES**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 51 - 03 R 62.00

**TITLE:** Individual and Consolidated Semiannual Reports at AFLSA/JAJM  
**AUTHORITY:** N1-AFU-77-20  
**DATE MODIFIED:** 31 / Oct / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- prepared by major commands and subordinate court-martial jurisdictions

**COLUMN C WHICH ARE:**
- reports at AFLSA/JAJM

**COLUMN D DISPOSITION:**
- Destroy after 5 years or when no longer needed, whichever is later.

**NOTES**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 51 - 03 R 63.00**

<table>
<thead>
<tr>
<th>TITLE: Individual and Consolidated Semiannual Reports at AFLSA/JAJM Other Than AFLSA/JAJM</th>
<th>DATE MODIFIED: 31 / Oct / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-77-20</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
reports prepared by major commands and subordinate court-martial jurisdictions

**COLUMN C WHICH ARE:**
at AFLSA/JAJM other than AFLSA/JAJM

**COLUMN D DISPOSITION:**
Destroy after 3 years or when no longer needed, whichever is later.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 51 - 04: LAW - CLAIMS RECORDS**

**TABLE & RULE: T 51 - 04 R 01.00**

<table>
<thead>
<tr>
<th>TITLE: General Administration HQ USAF Directives</th>
<th>DATE MODIFIED: 17 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
HQ USAF directives and other records relating to general administration or policy for handling claims

**COLUMN C WHICH ARE:**
not covered elsewhere

**COLUMN D DISPOSITION:**
Destroy when superseded or rescinded.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 51 - 04 R 02.00**

<table>
<thead>
<tr>
<th>TITLE: General Administration Other Directives</th>
<th>DATE MODIFIED: 17 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 04 R 03.00

TITLE: Completed Claims Case Files

AUTHORITY: N1-AFU-90-03

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
completed claims case files

COLUMN C WHICH ARE:
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)

COLUMN D DISPOSITION:
Destroy 1 year after the close of the fiscal year in which claims are settled.

CURRENT:
FROZEN RECORD:
DATE APPROVED:

TABLE & RULE: T 51 - 04 R 03.01

TITLE: International Agreement Claims

AUTHORITY: N1-AFU-96-11

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
international agreement claims

COLUMN C WHICH ARE:
completed claims case file at AF/JAG (except hospital recovery claims Rule 15)

COLUMN D DISPOSITION:
Destroy 3 years after the close of the fiscal year in which claims are settled.

CURRENT:
FROZEN RECORD:
DATE APPROVED:
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 04 R 04.00</th>
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<tbody>
<tr>
<td>TITLE: Completed Claims Case Files</td>
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<tr>
<td>CURRENT: Yes</td>
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<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>COLUMN B CONSISTING OF:</strong></td>
</tr>
<tr>
<td>claims</td>
</tr>
<tr>
<td><strong>COLUMN C WHICH ARE:</strong></td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td><strong>COLUMN D DISPOSITION:</strong></td>
</tr>
<tr>
<td>Destroy 6 years after the close of the fiscal year in which claims are settled. Records frozen that relate to claims associated with Agent ORANGE or Vietnam-related claims (NAM). Retain indefinitely or until litigation is over.</td>
</tr>
<tr>
<td><strong>NOTES</strong></td>
</tr>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21 Electronic systems that replace temporary hard copy records:</td>
</tr>
<tr>
<td>Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 04 R 04.01</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Disapproved Claims</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>COLUMN B CONSISTING OF:</strong></td>
</tr>
<tr>
<td>disapproved claims identified in Rule 4</td>
</tr>
<tr>
<td><strong>COLUMN C WHICH ARE:</strong></td>
</tr>
<tr>
<td>at other than AFLSA/JACC, AFLSA/JACT and AFLSA/JACE</td>
</tr>
<tr>
<td><strong>COLUMN D DISPOSITION:</strong></td>
</tr>
<tr>
<td>Destroy 3 years after the close of the fiscal year in which claim is settled.</td>
</tr>
<tr>
<td><strong>NOTES</strong></td>
</tr>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21 Electronic systems that replace temporary hard copy records:</td>
</tr>
<tr>
<td>Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 04 R 04.02</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Agent Orange Claim File</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-91-23</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at AFLSA/JACC

COLUMN D DISPOSITION:
Retire as permanent.

NOTES

38 Transfer to National Archives immediately.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 51 - 04 R 05.00
TITLE: Claims Records Copies 1 through 5
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

---

COLUMN B CONSISTING OF:
records of all claims processed by offices of the Judge Advocate General's department and source documents for the Claims Administrative Management Program (CAMP)

COLUMN C WHICH ARE:
at AFLSA/JACC

COLUMN D DISPOSITION:
Destroy after 3 months.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 51 - 04 R 06.00
TITLE: Claims Records Copy 6
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

---

COLUMN B CONSISTING OF:
records of all claims processed by offices of the Judge Advocate General's department and source documents for the Claims Administrative Management Program (CAMP)

COLUMN C WHICH ARE:
at offices taking final disposition

COLUMN D DISPOSITION:
Destroy 1 year after the close of the fiscal year in which claims are settled, provided that claims are accurately reflected in CAMP.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 51 - 04 R 07.00

**Title:** Claims Reports

**Authority:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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)</td>
<td>Destroy 1 year after lapse of statute of limitations (Note: do not retire to records center).</td>
</tr>
</tbody>
</table>

**Notes:**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 51 - 04 R 07.01

**Title:** Claims Reports Involving an International Agreement

**Authority:** N1-AFU-96-11

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>investigation reports involving an international agreement</td>
<td>investigation reports involving an international agreement</td>
<td>Destroy 2 years after lapse of foreign statute of limitations or when foreign country indicates appropriate, whichever is longer.</td>
</tr>
</tbody>
</table>

**Notes:**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
2. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 51 - 04 R 08.00

**Title:** (Reserved)

**Authority:** N/A

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Reserved)</td>
</tr>
<tr>
<td>TABLE &amp; RULE: T 51 - 04 R 09.00</td>
<td>DATE MODIFIED: 17 / Jun / 2005</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------------</td>
<td></td>
</tr>
<tr>
<td>TITLE: Claims Funds Logs</td>
<td>FROZEN RECORD: No</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
claims funds logs

**COLUMN C WHICH ARE:**
logs closed after the end of the fiscal year in which all cases thereon have been finalized

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 04 R 10.00</th>
<th>DATE MODIFIED: 17 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: (RESERVED)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 51 - 04 R 11.00</th>
<th>DATE MODIFIED: 17 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Investigation Reports of Aircraft or Missile Incidents at Appointing authorities' Staff Judge Advocate</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
at appointing authorities' staff judge advocate

**COLUMN C WHICH ARE:**
investigations performed under AFI 51-503

**COLUMN D DISPOSITION:**
Destroy after 25 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 51 - 04 R 12.00
**TITLE:** Investigation Reports of Aircraft or Missile Incidents Other Copies
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>investigations performed under AFI 51-503</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>at offices other than the appointing authorities' staff judge advocate</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy when no longer needed.</td>
</tr>
</tbody>
</table>

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 51 - 04 R 13.00
**TITLE:** Memorandum Opinions
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>memorandum opinions</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>analysis of unique or new claims issues of value for research or legal precedent basis</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy when no longer needed.</td>
</tr>
</tbody>
</table>

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 51 - 04 R 14.00
**TITLE:** Memorandum Opinions Disposed of as Part of a Claims Case File
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>memorandum opinions (Rules 3, 4, and 4.1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>disposed of as part of a claims case file</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy after 3 months.</td>
</tr>
</tbody>
</table>

**NOTES**
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 04 R 15.00
TITLE: Hospital Recovery Claims No Third Party Tort Liability
AUTHORITY: N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>records accumulated as a result of actions under the Medical Care Recovery Act (42 U.S.C. 2651-3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>those having no third party tort liability, since no claim number is assigned</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>The file becomes a claims report (see Rule 7).</td>
</tr>
</tbody>
</table>

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 04 R 16.00
TITLE: Hospital Recovery Claims Paid in Full or Settled Within Delegated Limits
AUTHORITY: N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>hospital recovery claims paid in full or settled within delegated limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>records accumulated as a result of actions under the Medical Care Recovery Act (42 U.S.C. 2651-3)</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy 3 years after the end of the fiscal year in which claims are settled</td>
</tr>
</tbody>
</table>

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 04 R 17.00
TITLE: Hospital Recovery Claims Held by AFLSA/JACC in Cases Involving Litigation
AUTHORITY: N1-AFU-90-03

| COLUMN B CONSISTING OF: | |
|-------------------------| |
| COLUMN C WHICH ARE:     | |
| COLUMN D DISPOSITION:   | |

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
records accumulated as a result of actions under the Medical Care Recovery Act (42 U.S.C. 2651-3)

COLUMN C WHICH ARE:
reports and copies of documents required to be sent and held by AFLSA/JACC in cases involving litigation

COLUMN D DISPOSITION:
Destroy 1 year after the FY in which litigation is concluded.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 04 R 18.00
TITLE: (RESERVED)                  DATE MODIFIED: 17 / Jun / 2005
AUTHORITY: N/A               FROZEN RECORD: No
                                   CURRENT: Yes
                                   DATE APPROVED: 

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 51 - 04 R 19.00
TITLE: Claims Administrative Management Program (CAMP) at AFLSA/JACC and AFLSA/JACT  DATE MODIFIED: 17 / Jun / 2005
AUTHORITY: N1-AFU-90-03               FROZEN RECORD: No
                                   CURRENT: Yes
                                   DATE APPROVED: 

COLUMN B CONSISTING OF:
monthly reports of current FY claims

COLUMN C WHICH ARE:
at AFLSA/JACC and AFLSA/JACT

COLUMN D DISPOSITION:
Destroy after 10 years.

NOTES

21Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 04 R 20.00
TITLE: CAMP at Other Than AFLSA/JACC and AFLSA/JACT  DATE MODIFIED: 17 / Jun / 2005
AUTHORITY: N1-AFU-90-03               FROZEN RECORD: No
                                   CURRENT: Yes
                                   DATE APPROVED: 

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
monthly reports of current FY claims

COLUMN C WHICH ARE:
at other than AFLSA/JACT and AFLSA/JACT

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 04 R 21.00
TITLE: Tort Litigation Case Files at AFLSA/JACT, AFLSA/JACC and AFLSA/JACE
AUTHORITY: N1-AFU-90-03
DATE APPROVED: DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No CURRENT: Yes

COLUMN B CONSISTING OF:
administrative claim files and records accumulated incident to litigation arising out of tort related claims

COLUMN C WHICH ARE:
at AFLSA/JACT, AFLSA/JACC and AFLSA/JACE

COLUMN D DISPOSITION:
Destroy 5 years after FY in which the litigation is concluded.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 04 R 22.00
TITLE: Tort Litigation Case Files at Other Than AFLSA/JACT
AUTHORITY: N1-AFU-90-03
DATE APPROVED: DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No CURRENT: Yes

COLUMN B CONSISTING OF:
administrative claim files and records accumulated incident to litigation arising out of tort related claims

COLUMN C WHICH ARE:
at other than AFLSA/JACT

COLUMN D DISPOSITION:
Destroy 2 years after FY in which litigation is concluded.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 51 - 05 R 01.00

**TITLE:** Dual Representation Letter  
**AUTHORITY:** N1-AFU-03-17  
**DATE CREATED:** 24 / Jul / 2003  
**DATE MODIFIED:** 17 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
letter

**COLUMN C WHICH ARE:**  
dual representation letter

**COLUMN D DISPOSITION:**  
Destroy 1 year after date the client endorses the letter.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 51 - 05 R 02.00

**TITLE:** Notary Logs of Military Notaries  
**AUTHORITY:** N1-AFU-03-17  
**DATE CREATED:** 24 / Jul / 2003  
**DATE MODIFIED:** 17 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
notary logs of military notaries

**COLUMN C WHICH ARE:**  
includes signers name, signature, type document, date and location

**COLUMN D DISPOSITION:**  
Destroy last duty station 2 years after the military notary completes service.

### NOTES

20 Military notaries take their logs with them when they PCS.

20 Non-JA military notaries provide the logs to the servicing base SJA.

20 On separation or retirement, military notaries leave the notary log at the last duty station.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 51 - 05 R 03.00

**TITLE:** Notary Logs of Civilian Notaries  
**AUTHORITY:** N1-AFU-03-17  
**DATE CREATED:** 24 / Jul / 2003  
**DATE MODIFIED:** 26 / Mar / 2008  
**FROZEN RECORD:** No  
**CURRENT:** Yes

Report generated: 01 / Oct / 2018 - 08:00:00
Civilian notaries must follow the relevant state law regarding disposition of notary logs. If state is silent, civilian notaries moving to a new position or location in federal civil service take their notary logs with them.

Retiring civilian employee notaries and those leaving government will leave their notary logs at their last office of employment. If no state law authorizes the disposition of the logs of these notaries, the disposal authority in Rule 2 will apply.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 51 - 05 R 06.00
TITLE: DD Form 1175, Legal Assistance Record
AUTHORITY: N1-AFU-03-17

COLUMN B CONSISTING OF:
DD Form 1175, Legal Assistance Record

COLUMN C WHICH ARE:
temporary record of legal assistance in the absence of WebLIONS

COLUMN D DISPOSITION:
Destroy when information is entered in WebLIONS.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 51 - 05 R 07.00
TITLE: Personal Legal Readiness Briefings Report at Bases
AUTHORITY: N1-AFU-03-17

COLUMN B CONSISTING OF:
report of percentage of personnel contacted and briefed on preparing personal and family legal affairs for deployment

COLUMN C WHICH ARE:
at bases

COLUMN D DISPOSITION:
Destroy after 3 years.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 51 - 05 R 18.00
TITLE: DELETED
AUTHORITY: N/A

FROZEN RECORD: No
DATE RESCINDED: 24 / Jul / 2003
DATE APPROVED: 2046
### T 52 - 01: CHAPLAIN - CHAPLAIN ACTIVITIES

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 52 - 01 R 01.00</th>
<th>DATE MODIFIED: 17 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Program Planning and Administration at HQ USAF</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**NOTES**

6  Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 52 - 01 R 02.00</th>
<th>DATE MODIFIED: 17 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Program Planning and Administration Below HQ USAF</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**NOTES**

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 52 - 01 R 03.00</th>
<th>DATE MODIFIED: 09 / Aug / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Special Event Case Files</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NARA approved on 4 Apr 17: Air Force may choose any retention period it wants for a "Destroy when no longer needed" approved disposition and specify that retention period in the AF RDS. Air Force does not need to notify NARA or get NARA's approval to take this action.

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NARA approved on 4 Apr 17: Air Force may choose any retention period it wants for a "Destroy when no longer needed" approved disposition and specify that retention period in the AF RDS. Air Force does not need to notify NARA or get NARA's approval to take this action.

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NARA approved on 4 Apr 17: Air Force may choose any retention period it wants for a "Destroy when no longer needed" approved disposition and specify that retention period in the AF RDS. Air Force does not need to notify NARA or get NARA's approval to take this action.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Notes:
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 52 - 01 R 06.00

<table>
<thead>
<tr>
<th>Title: Religious Education Records Individual Class Reports</th>
<th>Date Modified: 17 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: N1-AFU-90-05</td>
<td>Frozen Record: No</td>
</tr>
<tr>
<td>Current: Yes</td>
<td>Date Approved:</td>
</tr>
</tbody>
</table>

Column B Consisting Of:
Religious education records - individual class reports

Column C Which Are:
At possessing activities

Column D Disposition:
Destroy when no longer needed.

Table & Rule: T 52 - 01 R 07.00

<table>
<thead>
<tr>
<th>Title: Religious Education Records Consolidated Class Reports</th>
<th>Date Modified: 17 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: N1-AFU-90-05</td>
<td>Frozen Record: No</td>
</tr>
<tr>
<td>Current: Yes</td>
<td>Date Approved:</td>
</tr>
</tbody>
</table>

Column B Consisting Of:
Religious education records consolidated class reports

Column C Which Are:
At possessing activities

Column D Disposition:
Destroy after 1 year.

Table & Rule: T 52 - 01 R 08.00

<table>
<thead>
<tr>
<th>Title: Written Mobility After-Action Reports at Managing MAJCOM</th>
<th>Date Modified: 17 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: N1-AFU-90-05</td>
<td>Frozen Record: No</td>
</tr>
<tr>
<td>Current: Yes</td>
<td>Date Approved:</td>
</tr>
</tbody>
</table>

Note: Relational education records - individual class reports

Column B Consisting Of:
At possessing activities

Column D Disposition:
Destroy after 1 year.
**COLUMN B CONSISTING OF:**
written mobility after action reports

**COLUMN C WHICH ARE:**
at managing MAJCOM

**COLUMN D DISPOSITION:**
Destroy after 2 years.

### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

### TABLE & RULE: T 52 - 01 R 09.00

**TITLE:** Written Mobility After-Action Reports Tasked Activities

**AUTHORITY:** N1-AFU-90-05

| DATE MODIFIED: | 17 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

| COLUMN B CONSISTING OF: | reports |
| COLUMN C WHICH ARE: | written mobility after-action reports |
| COLUMN D DISPOSITION: | Destroy after 1 year. |

### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

### TABLE & RULE: T 52 - 01 R 10.00

**TITLE:** AF Form 1423, Certification of Attendance and Offerings

**AUTHORITY:** N1-AFU-90-05

| DATE MODIFIED: | 17 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

| COLUMN B CONSISTING OF: | AF Form 1423, Certification of Attendance and Offerings |
| COLUMN C WHICH ARE: | at installations |
| COLUMN D DISPOSITION: | Destroy after 2 years. |

### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |
### TABLE & RULE: T 52 - 01 R 11.00

**TITLE:** Chaplain Statistical Report, AF Form 1270 RCS: HAF-HCX(A)7103 at other than HQ USAF  
**AUTHORITY:** N1-AFU-90-05  
**DATE MODIFIED:** 09 / Aug / 2017  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**COLUMN B CONSISTING OF:**  
Chaplain Statistical Report, AF Form 1270 RCS: HAF-HCX(A)7103

**COLUMN C WHICH ARE:**  
consolidated at other than HQ USAF

**COLUMN D DISPOSITION:**  
Destroy after 7 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

69 NARA approved on 4 Apr 17: Air Force may choose any retention period it wants for a "Destroy when no longer needed" approved disposition and specify that retention period in the AF RDS. Air Force does not need to notify NARA or get NARA's approval to take this action.

### TABLE & RULE: T 52 - 01 R 12.00

**TITLE:** Chaplain Statistical Report Consolidated at HQ USAF  
**AUTHORITY:** N1-AFU-90-05  
**DATE MODIFIED:** 20 / Aug / 2015  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**COLUMN B CONSISTING OF:**  
chaplain statistical reports

**COLUMN C WHICH ARE:**  
consolidated at HQ USAF

**COLUMN D DISPOSITION:**  
Retire as permanent.

### TABLE & RULE: T 52 - 01 R 13.00

**TITLE:** Chaplain Statistical Report Individual Reports  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 17 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**COLUMN B CONSISTING OF:**  
individual reports

**COLUMN C WHICH ARE:**  
chaplian statistical report

**COLUMN D DISPOSITION:**  
Destroy after 1 year.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 52 - 01 R 14.00**

**TITLE:** Choir Music and Documentation  
**AUTHORITY:** N1-AFU-90-05

**COLUMN B CONSISTING OF:**  
choir music and documentation

**COLUMN C WHICH ARE:**  
copies of music purchased and maintained for repeated usage

**COLUMN D DISPOSITION:**  
Destroy when license expired.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

56 Report the availability of usable copies of music to MAJCOM/HC for possible redistribution upon inactivation of a unit.

69 NARA approved on 4 Apr 17: Air Force may choose any retention period it wants for a "Destroy when no longer needed" approved disposition and specify that retention period in the AF RDS. Air Force does not need to notify NARA or get NARA's approval to take this action.

**TABLE & RULE: T 52 - 01 R 15.00**

**TITLE:** Chapel Records  
**AUTHORITY:** N1-AFU-90-05

**COLUMN B CONSISTING OF:**  
chapel records

**COLUMN C WHICH ARE:**  
records of funerals, marriages and baptisms dated from 1949-1958

**COLUMN D DISPOSITION:**  
Destroy after 75 years.

**NOTES**

18 Records after 1958 have been sent to the Military Ordinariate.

**TABLE & RULE: T 52 - 01 R 16.00**

**TITLE:** Religious Program Contingency Plans  
**AUTHORITY:** N1-AFU-90-05

**DATE MODIFIED:** 17 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 52 - 01 R 18.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Chaplain Funds</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-05</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 17 / Jun / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- document establishing fund, records of dissolution, copy of terminal audit report

**COLUMN C WHICH ARE:**
- at using activity

**COLUMN D DISPOSITION:**
Destroy 6 years after FY in which fund is dissolved.

**NOTES**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 52 - 01 R 19.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Chaplain Funds Equipment Records Retained at MAJCOM</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-05</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 17 / Jun / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- chaplain funds equipment records retained at MAJCOM

**COLUMN C WHICH ARE:**
- related to an active chaplain fund

**COLUMN D DISPOSITION:**
The monitoring MAJCOM will destroy after reviewing the inactivated fund records and terminal audit.

**NOTES**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- 56 Inactive records (pages) maybe destroyed when the last date of activity is six years old.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 52 - 01 R 20.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Chaplain Funds Equipment Records at Using Activity</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-05</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 17 / Jun / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy after reviewing and updating internal control copy of each active chaplain funds equipment records.

Electronic systems that replace temporary hard copy records: Destroy after reviewing and updating internal control copy of each active chaplain funds equipment records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy 4 years after end of FY to which they pertain.

Electronic systems that replace temporary hard copy records: Destroy 4 years after end of FY to which they pertain.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy 6 years after FY in which fund is inactivated.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy 6 years after FY in which fund is inactivated.
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at using activity

COLUMN D DISPOSITION:
Destroy after 7 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

69 NARA approved on 4 Apr 17: Air Force may choose any retention period it wants for a "Destroy when no longer needed" approved disposition and specify that retention period in the AF RDS. Air Force does not need to notify NARA or get NARA's approval to take this action.

COLUMN B CONSISTING OF:
chaplain funds monthly accounting folder

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 4 years after FY in which they pertain.

NOTES

59 Destroy documents required for support of any claim when the action is resolved provided the retention period has elapsed.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
chaplain funds monthly accounting disk

COLUMN C WHICH ARE:
chaplain funds monthly accounting disk

COLUMN D DISPOSITION:
Destroy after 7 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
chaplain funds monthly data disk

COLUMN C WHICH ARE:
maintain with monthly records until annual closeout is completed

COLUMN D DISPOSITION:
Destroy after 7 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

69 NARA approved on 4 Apr 17: Air Force may choose any retention period it wants for a "Destroy when no longer needed" approved disposition and specify that retention period in the AF RDS. Air Force does not need to notify NARA or get NARA's approval to take this action.

TABLE & RULE: T 52 - 01 R 26.00
TITLE: Chaplain Funds Annual Close Out Disk
AUTHORITY: N1-AFU-90-05

COLUMN B CONSISTING OF:
chaplain funds

COLUMN C WHICH ARE:
annual close out disk

COLUMN D DISPOSITION:
Destroy after 7 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

69 NARA approved on 4 Apr 17: Air Force may choose any retention period it wants for a "Destroy when no longer needed" approved disposition and specify that retention period in the AF RDS. Air Force does not need to notify NARA or get NARA's approval to take this action.

TABLE & RULE: T 52 - 01 R 27.00
TITLE: Chaplain Funds Checkbook, Canceled and Voided Checks
AUTHORITY: N1-AFU-90-05

COLUMN B CONSISTING OF:
funds documents

COLUMN C WHICH ARE:
chaplain funds checkbook, canceled and voided checks

COLUMN D DISPOSITION:
Retire canceled and voided checks plus attached check stubs with the FY records to which they pertain.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

69 NARA approved on 4 Apr 17: Air Force may choose any retention period it wants for a "Destroy when no longer needed" approved disposition and specify that retention period in the AF RDS. Air Force does not need to notify NARA or get NARA's approval to take this action.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 52 - 01 R 28.00

**TITLE:** Chaplain Funds Annual Statement of Financial Condition at Installation

**AUTHORITY:** N1-AFU-90-05

**COLUMN B CONSISTING OF:**
chaplain funds annual statement of financial condition

**COLUMN C WHICH ARE:**
at installation

**COLUMN D DISPOSITION:**
Destroy 4 years after end of FY to which they pertain.

### TABLE & RULE: T 52 - 01 R 29.00

**TITLE:** Chaplain Funds at Other Than Installation

**AUTHORITY:** N1-AFU-90-05

**COLUMN B CONSISTING OF:**
chaplain funds

**COLUMN C WHICH ARE:**
at other than installation

**COLUMN D DISPOSITION:**
Destroy after 2 years.

### TABLE & RULE: T 52 - 01 R 30.00

**TITLE:** Chaplain Funds at Using Activities

**AUTHORITY:** N1-AFU-90-05

**DATE MODIFIED:** 27 / Mar / 2018

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NARA approved on 4 Apr 17: Air Force may choose any retention period it wants for a "Destroy when no longer needed" approved disposition and specify that retention period in the AF RDS. Air Force does not need to notify NARA or get NARA's approval to take this action.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NARA approved on 4 Apr 17: Air Force may choose any retention period it wants for a "Destroy when no longer needed" approved disposition and specify that retention period in the AF RDS. Air Force does not need to notify NARA or get NARA's approval to take this action.

**TABLE & RULE: T 52 - 01 R 33.00**

**TITLE:** Chaplain Funds at Using Activities

**AUTHORITY:** N1-AUF-90-05

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>chaplain funds</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at using activities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when superseded, revoked/withdrawn or no longer needed.</td>
</tr>
</tbody>
</table>

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**TABLE & RULE: T 52 - 01 R 34.00**

**TITLE:** Cadet Religious Data Listings

**AUTHORITY:** NC1-461-82-02

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>forms for recording the name, cadet number, class, religious affiliation, family data, religious background, religious interest</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at the Office of the Cadet Chaplain</td>
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<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
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<tbody>
<tr>
<td>Destroy 1 year after graduation.</td>
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**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**TABLE & RULE: T 52 - 01 R 35.00**

**TITLE:** Request for Chapel Facility Utilization

**AUTHORITY:** NC1-461-82-02

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>forms for recording the name, cadet number, class, religious affiliation, family data, religious background, religious interest</td>
</tr>
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</table>

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<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
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<td>at the using activities</td>
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<tr>
<th>COLUMN D DISPOSITION:</th>
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</thead>
<tbody>
<tr>
<td>Destroy when superseded, revoked/withdrawn or no longer needed.</td>
</tr>
</tbody>
</table>

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
for scheduling wedding rehearsals, wedding services, rites and tours in Academy chapel facilities and for keeping all chapel agencies informed of programmed facility use

COLUMN C WHICH ARE:
at all Academy Chaplain offices

COLUMN D DISPOSITION:
Destroy after 3 months or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 52 - 01 R 36.00
TITLE: Chorale Audition Record
AUTHORITY: NC1-461-82-02

COLUMN B CONSISTING OF:
forms concerning members of the USAFA Cadet Chorale

COLUMN C WHICH ARE:
at Director of Cadet Chapel Music

COLUMN D DISPOSITION:
Destroy when superseded, on reassignment or separation of individual.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 52 - 01 R 37.00
TITLE: Chorale/Choir Audition Record
AUTHORITY: NC1-461-82-02

COLUMN B CONSISTING OF:
cards for choosing new choir members each year and for recording past experiences of each

COLUMN C WHICH ARE:
at Director of Cadet Chapel Music

COLUMN D DISPOSITION:
Destroy upon graduation of individual's class.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |

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| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |

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| COLUMN D DISPOSITION: |

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| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |

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COLUMN C WHICH ARE:

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COLUMN C WHICH ARE:

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(RESERVED)
T 56 - 04: DELETED (1 MAR 96) - DELETED

TABLE & RULE: T 56 - 04 R 07.00
TITLE: DELETED
AUTHORITY: N/A

DATE MODIFIED: 03 / Jul / 2008
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

T 60 - 01: STANDARDIZATION - STANDARDIZATION

TABLE & RULE: T 60 - 01 R 01.00
TITLE: Standardization Status - Air Force Only
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
AFMC standardization forms used in assigning status to AF equipment

COLUMN C WHICH ARE:
applicable only to the AF

COLUMN D DISPOSITION:
Destroy 3 years after related equipment has become obsolete, is removed from inventory or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 60 - 01 R 02.00
TITLE: Standardization Status - Other
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
AFMC standardization forms used in assigning status to AF equipment

COLUMN C WHICH ARE:
of concern to DOD or other military departments

COLUMN D DISPOSITION:
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.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
NOTES

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 60 - 01 R 03.00

TITLE: Interchangeability
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
cards and similar or related records

COLUMN C WHICH ARE:
used in determining item and equipment interchangeability and substitution

COLUMN D DISPOSITION:
Destroy 5 years after related equipment has become obsolete, is removed from inventory, or when no longer needed, whichever is sooner.

NOTES

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 60 - 01 R 04.00

TITLE: International Standardization - Agreements
AUTHORITY: N1-AFU-91-09

COLUMN B CONSISTING OF:
agreements (permanent and test project) agreed upon by all parties

COLUMN C WHICH ARE:
record copy at HQ USAF International Standardization Office

COLUMN D DISPOSITION:
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)

NOTES

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 60 - 01 R 05.00

TITLE: International Standardization - Working Parties (Record Copies)
AUTHORITY: N1-AFU-91-09

COLUMN B CONSISTING OF:
record cards and similar or related records

COLUMN C WHICH ARE:
used in determining item and equipment interchangeability and substitution

COLUMN D DISPOSITION:
Destroy 5 years after related equipment has become obsolete, is removed from inventory, or when no longer needed, whichever is sooner.

NOTES

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 60 - 01 R 06.00

TITLE: Replacement of Hard Copy Records
AUTHORITY: N1-AFU-91-09

COLUMN B CONSISTING OF:
agreements (permanent and test project) agreed upon by all parties

COLUMN C WHICH ARE:
record copy at HQ USAF International Standardization Office

COLUMN D DISPOSITION:
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)

NOTES

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

See Table 60-4 for management of contractor data.

See Table 60-4 for management of contractor data.

See Table 60-4 for management of contractor data.
COLUMN B CONSISTING OF:
identification marking, container marking and AGE control

COLUMN C WHICH ARE:
retained with copy of PRs/MIPRs/LPRs

COLUMN D DISPOSITION:
Disposition pending...

NOTES
10 See Table 60-4 for management of contractor data.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 60 - 03: STANDARDIZATION - DESIGNATING AND NAMING DEFENSE EQUIPMENT

TABLE & RULE: T 60 - 03 R 01.00
TITLE: Requests for Nomenclature/Type Designations
DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: NC1-AFU-81-04

COLUMN B CONSISTING OF:
requests for nomenclature/type designations

COLUMN C WHICH ARE:
correspondence concerning requests and approvals of type designations for aircraft, missiles, rockets and engines

COLUMN D DISPOSITION:
Retire as permanent.

NOTES
39 Transfer to National Archives in 5-year blocks when records pertain to equipment that has been out of AF inventory for at least 20 years.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 60 - 03 R 02.00
TITLE: Request of Nomenclature Forms and Related Correspondence
DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
request of nomenclature forms and related correspondence

COLUMN C WHICH ARE:
requests and approvals of type designations for MIL-STD-155 Joint Photographic and MIL-STD-875 Aeronautical Support equipment items

COLUMN D DISPOSITION:
Destroy 2 years after data is summarized on nomenclature card files.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
### TABLE & RULE: T 60 - 03 R 03.00

**TITLE:** Request of Nomenclature Forms and Related Correspondence  
**AUTHORITY:** N1-AFU-90-03

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<td>requests and approvals of type designations for MIL-STD-196 Joint Electronics</td>
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<tr>
<td>Destroy after data is summarized on nomenclature card files.</td>
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### NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 60 - 03 R 04.00

**TITLE:** ASD/ENESS, Nomenclature Cards, Data and Microfilm  
**AUTHORITY:** N1-AFU-90-03

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<tr>
<th>COLUMN B CONSISTING OF:</th>
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<td>nomenclature cards prepared form request of nomenclature data, including microfilm copies</td>
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<table>
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<tr>
<td>at ASD/ENESS, Wright-Patterson AFB OH</td>
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</table>

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</thead>
<tbody>
<tr>
<td>Destroy when no longer needed.</td>
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### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 60 - 03 R 05.00

**TITLE:** Nomenclature Cards, Data and Microfilm Information Copies  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
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<th>COLUMN B CONSISTING OF:</th>
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<tr>
<th>COLUMN D DISPOSITION:</th>
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### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

56 Return microfilm cartridges to ASD/ENESS, Wright-Patterson AFB OH, for reuse.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Source Request Log

Source Request Log

Source Request Log

Source Request Log
**TABLE & RULE: T 60 - 03 R 08.00**

**TITLE:** Log of All Type Designation Assignments Except Electronics  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 17 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
loose-leaf tables containing serial numbers assigned to nomenclature assignment records

**COLUMN C WHICH ARE:**
at ASD/ENESS, Wright-Patterson AFB OH

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

56 Electronic equipment designations under MIL-STD-196, Joint Electronics Type System, is managed by US Army Communications Electronics Materiel Readiness Command (DRSEL-LE-TN), Fort Monmouth, NJ.

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**TABLE & RULE: T 60 - 03 R 09.00**

**TITLE:** Master List of Popular Names Assigned to Aircraft, Missiles and Rockets  
**AUTHORITY:** NC1-AFU-80-08  
**DATE MODIFIED:** 17 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
all names that have been assigned to aerospace vehicles

**COLUMN C WHICH ARE:**
at ASD/ENESS, Wright-Patterson AFB OH

**COLUMN D DISPOSITION:**
Retire as permanent.

**NOTES**
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

16 The master list of popular names assigned to aircraft, missiles and rockets is maintained by ASD/ENESS, Wright-Patterson AFB OH (See AFR 82-4).

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 60 - 03 R 10.00**

**TITLE:** List of Popular Names Assigned to Aircraft, Missiles and Rockets Information Copies  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 17 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

---
COLUMN B CONSISTING OF:
all names that have been assigned to aerospace vehicles

COLUMN C WHICH ARE:
information copies

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

16 The master list of popular names assigned to aircraft, missiles and rockets is maintained by ASD/ENESS, Wright-Patterson AFB OH (See AFR 82-4).

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 60 - 04: STANDARDIZATION - MANAGEMENT OF CONTRACTOR DATA

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COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at MAJCOM Data Management Offices, intermediate data management offices and Program Data Management Offices (PDMOs)

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 60 - 04 R 01.01

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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
TABLE & RULE: T 60 - 04 R 02.00
TITLE: Requirement for Data to be Acquired from Industry and DOD Agencies Under Terms of a Contract
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
data calls, proposed data lists, local and higher headquarters data reviews, quality assurance inspections and surveillance actions

COLUMN C WHICH ARE:
at PDMOs

COLUMN D DISPOSITION:
Destroy on completion of the program.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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TABLE & RULE: T 60 - 04 R 03.00
TITLE: (RESERVED)
AUTHORITY: N/A
DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 60 - 04 R 04.00
TITLE: (RESERVED)
AUTHORITY: N/A
DATE MODIFIED: 01 / May / 2002
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 60 - 04 R 05.00
TITLE: Data Management Program, Policy Evaluation at MAJCOM Data Management Offices
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

Report generated: 01 / Oct / 2018 - 08:00:00
NOTES

18 Records are not authorized for retirement to Federal Records Centers. Any records already stored there should be returned to the retiring activity for appropriate disposal.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 60 - 04 R 06.00

TITLE: Data Management Program, Policy Evaluation Other than MAJCOM Data Management Offices

AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 17 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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# T 61 - 01: TEST AND EVALUATION (SCIENTIFIC/RESEARCH AND DEVELOPMENT) - R&D PLANNING AND PROGRAMMING

<table>
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<th>DATE MODIFIED: 20 / Jun / 2005</th>
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<tr>
<td>TITLE: HQ USAF Requirements and Objectives at HQ USAF OPR</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: NC1-AFU-80-08</td>
<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
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**COLUMN B CONSISTING OF:**
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(l), Space Test Program (STP) Management)

**COLUMN C WHICH ARE:**
at HQ USAF OPR

**COLUMN D DISPOSITION:**
Retire as permanent.

**NOTES**

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)

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<tr>
<td>TITLE: HQ USAF Requirements and Objectives Other Copies</td>
<td>FROZEN RECORD: No</td>
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**COLUMN B CONSISTING OF:**
HQ USAF requirements and objectives

**COLUMN C WHICH ARE:**
other copies

**COLUMN D DISPOSITION:**
Destroy on completion of program or project or when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 61 - 01 R 04.00
**TITLE:** HQ AFMC Requirements and Objectives  
**AUTHORITY:** NC1-AFU-80-08  
| DATE MODIFIED: | 20 / Jun / 2005  
| FROZEN RECORD: | No  
| CURRENT: | Yes  

**COLUMN B CONSISTING OF:**
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))

**COLUMN C WHICH ARE:**
at preparing offices

**COLUMN D DISPOSITION:**
Retire as permanent after 5 years.

### NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 61 - 01 R 05.00
**TITLE:** HQ AFMC Requirements and Objectives at Other Than Preparing Offices  
**AUTHORITY:** N1-AFU-90-03  
| DATE MODIFIED: | 20 / Jun / 2005  
| FROZEN RECORD: | No  
| CURRENT: | Yes  

**COLUMN B CONSISTING OF:**
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))

**COLUMN C WHICH ARE:**
at other than preparing offices

**COLUMN D DISPOSITION:**
Destroy when superseded or obsolete.

### NOTES
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

### TABLE & RULE: T 61 - 01 R 06.00
**TITLE:** Implementation Documents in System Program or Project Case File  
**AUTHORITY:** UNSCHEDULED  
| DATE MODIFIED: | 20 / Jun / 2005  
| FROZEN RECORD: | No  
| CURRENT: | Yes  

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
implementation documents in system program or project case file

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Disposition pending...

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TABLE & RULE: T 61 - 01 R 07.00
TITLE: Implementation Documents in System Program or Project Not in Case File
AUTHORITY: N1-AFU-90-03

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<thead>
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<th>COLUMN B CONSISTING OF:</th>
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<tbody>
<tr>
<td>implementation documents in system program or project not in case file</td>
<td>plans and proposals, i.e., R&amp;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</td>
<td>Destroy on completion of R&amp;D effort or when no longer needed.</td>
</tr>
</tbody>
</table>

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 61 - 01 R 08.00
TITLE: Independent R&D Evaluations
AUTHORITY: N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
<td>at HQ AFMC</td>
<td>Destroy 2 years after completion of action.</td>
</tr>
</tbody>
</table>

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 61 - 01 R 09.00

**TITLE:** Independent R&D Evaluations USA or USN Evaluations  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
<td>accumulated at HQ AFMC</td>
<td>Destroy 1 year after coordination or final consolidation.</td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 61 - 01 R 10.00

**TITLE:** Independent R&D Evaluations All Other Evaluations  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>independent R&amp;D evaluations all other evaluations</td>
<td>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)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when no longer needed.</td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 61 - 01 R 11.00

**TITLE:** Summary, Status and Projected Program Reports  
**AUTHORITY:** NC1-AFU-80-08

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>independent R&amp;D evaluations all other evaluations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when no longer needed.</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
indexes of USAF R&D projects, priorities and program elements, financial status-R&D and procurement programs, and comparable reports

COLUMN C WHICH ARE:
at HQ AFMC office of record

COLUMN D DISPOSITION:
Retire as permanent after 2 years.

NOTES
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 61 - 01 R 12.00
TITLE: Summary, Status and Projected Program Reports Other Than HQ AFMC Office of Record
AUTHORITY: N1-AFU-90-03

| DATE MODIFIED: | 20 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

COLUMN B CONSISTING OF:
indexes of USAF R&D projects, priorities and program elements, financial status-R&D and procurement programs and comparable reports

COLUMN C WHICH ARE:
reports other than HQ AFMC of ice of record

COLUMN D DISPOSITION:
Destroy when superseded or no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 61 - 01 R 13.00
TITLE: Technical Objectives and Technical Objectives Documents (TODs) at HQ AFMC
AUTHORITY: NC1-AFU-80-08

| DATE MODIFIED: | 20 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

COLUMN B CONSISTING OF:
Technical Objectives which describe goals or technological needs, compiled into TODs by responsible AF laboratory and published by HQ AFMC

COLUMN C WHICH ARE:
at HQ AFMC

COLUMN D DISPOSITION:
Retire as permanent 2 years after they are superseded or obsolete.

NOTES
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 61 - 01 R 14.00
**TITLE:** Technical Objectives and Technical Objectives Documents (TODs) at Preparing Office  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMNS**

- **COLUMN B CONSISTING OF:**
  Technical Objectives which describe goals or technological needs, compiled into TODs by responsible AF laboratory and published by HQ AFMC

- **COLUMN C WHICH ARE:**
  at preparing office

- **COLUMN D DISPOSITION:**
  Destroy on publication of TOD by HQ AFMC

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
  Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 61 - 01 R 15.00
**TITLE:** Technical Objectives and Technical Objectives Documents (TODs) Accumulated by Other Activities  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMNS**

- **COLUMN B CONSISTING OF:**
  Technical Objectives which describe goals or technological needs, compiled into TODs by responsible AF laboratory and published by HQ AFMC

- **COLUMN C WHICH ARE:**
  TODs and Technical Objectives than HQ AFMC or preparing office

- **COLUMN D DISPOSITION:**
  Destroy when superseded, obsolete or no longer needed, whichever is sooner.

### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records:  
  Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 61 - 01 R 16.00
**TITLE:** Unsolicited Proposals Accepted Proposals and Evaluations  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes
COLUMN B CONSISTING OF: unsolicited articles, disclosures and voluntary proposals and their evaluations

COLUMN C WHICH ARE: accepted proposals and evaluations

COLUMN D DISPOSITION: Maintain with project/task area or system records and use same retention period.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 61 - 01 R 17.00
TITLE: unsolicited proposals rejected proposals and evaluations
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF: unsolicited articles, disclosures, and voluntary proposals, and their evaluations

COLUMN C WHICH ARE: destroyed after 6 months.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 61 - 01 R 18.00
TITLE: Unsolicited Proposals Listings, Forms, Logs or Other Records
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF: proposal listings, forms, logs or other records

COLUMN C WHICH ARE: unsolicited

COLUMN D DISPOSITION: Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 61 - 01 R 19.00

<table>
<thead>
<tr>
<th>TITLE: Scientific and Technical Reference Files</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

scientific and technical reference files

**COLUMN C WHICH ARE:**

collections of technical and scientific materials

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 61 - 01 R 20.00

<table>
<thead>
<tr>
<th>TITLE: Government-Industry Data Exchange Program (GIDEP)</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

Government-Industry Data Exchange Program (GIDEP)

**COLUMN C WHICH ARE:**

technical and scientific records, abstracts of such and microfilm files furnished by GIDEP

**COLUMN D DISPOSITION:**

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.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 61 - 01 R 21.00

<table>
<thead>
<tr>
<th>TITLE: Independent Research Fund Records (Laboratory Director’s Funds)</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
Independent Research Fund records (laboratory Director's funds)

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 2 years after close of FY in which effort was completed or terminated.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 61 - 01 R 22.00
TITLE: Independent Research Fund Records (Laboratory Director's Funds) Disapproved and Rejected Requests
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
Independent Research Fund records (laboratory Director's funds) disapproved and rejected requests

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 2 years or when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 61 - 01 R 23.00
TITLE: Independent Research Case File
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
independent research records, correspondence, scientific breakthroughs, quarterly reports, technical reports, authorization records, drawings, specifications, technical evaluations, results and conclusions, etc.,

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 5 years after the close of FY in which the effort was completed or terminated.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
no longer needed for administrative, legal, audit, or other operational purposes.

<table>
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<tr>
<th>TABLE &amp; RULE: T 61 - 01 R 24.00</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
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<tr>
<td>TITLE: (RESERVED)</td>
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<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

<table>
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<tr>
<th>TABLE &amp; RULE: T 61 - 01 R 25.00</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Research Case File Accumulated by HQ AFMC and Other Activities</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

independent research records, correspondence, scientific breakthroughs, quarterly reports, technical reports, authorization records, drawings, specifications, technical evaluations, results and conclusions, etc.,

**COLUMN C WHICH ARE:**

accumulated by HQ AFMC and other activities

**COLUMN D DISPOSITION:**

Destroy on completion or termination of effort.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:
Project authorizations; planning documents; cost and technical proposals; contractual and procurement records; literature search results; briefings; engineering drawings, specifications, photographs, and audiovisual materials; R&D Record Books and other raw data; project tracking and oversight records; correspondence and email; project status reports; technical reports including interim and final reports; report tracking information sent to DTIC; and related records.

### COLUMN C WHICH ARE:
Unclassified files retired to WNRC, NPRC, or another records center before January 1, 2008.

### COLUMN D DISPOSITION:
Destroy 75 years after project completion or termination (See Notes 213, 214, 674 and 675) AUTH: N1-AFU-03-3

### NOTES

| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |
| 67 | Sets of final and interim reports dated before January 1, 2008, and maintained separate from R&D case files by scientists, engineers, and managers with primary responsibility, should be transferred to the National Archives as permanent using the transfer instructions in Note 678. |
| 67 | Air Force may determine that an R&D project has exceptional historical significance because it produced a particularly broad and enduring benefit to Air Force or society, because it generated widespread national or international attention, or because of some other reason. Such a determination may be made upon project closeout by the scientist, engineer, or manager overseeing the project. For a project determined to have exceptional historical significance, Air Force should propose to the National Archives and Records Administration (NARA) that the relevant case file in toto be retired to the National Archives as permanent. If NARA concurs that the case file should be permanent, Air Force should mark it as historically significant file. The file then should be transferred to the National Archives as permanent using the transfer instructions in Note 678. |

### TABLE & RULE: T 61 - 02 R 01.00

| TITLE: R&D Case Files accumulated & maintained by a project engineer, or manager w/primary responsibility for an approved R&D effort | DATE MODIFIED: 07 / Jun / 2011 |
| AUTHORITY: N1-AFU-03-3 | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |

### COLUMN B CONSISTING OF:
Project authorizations; planning documents; cost and technical proposals; contractual and procurement records; literature search results; briefings; engineering drawings, specifications, photographs, and audiovisual materials; R&D Record Books and other raw data; project tracking and oversight records; correspondence and email; project status reports; technical reports including interim and final reports; report tracking information sent to DTIC; and related records.

### COLUMN C WHICH ARE:
Security-classified files retired to WNRC, NPRC, or another records center before January 1, 2008.

### COLUMN D DISPOSITION:
Retire as permanent. (See Notes 674 and 678) AUTH: N1-AFU-03-3

### NOTES

| 67 | Sets of final and interim reports dated before January 1, 2008, and maintained separate from R&D case files by scientists, engineers, and managers with primary responsibility, should be transferred to the National Archives as permanent using the transfer instructions in Note 678. |
| 67 | When the recordkeeping copies are paper, transfer legal and physical custody of the records to the National Archives in 5-year blocks when the latest record in block is 30 years old, after declassification review (for example, 2002-2006 records will be transferred in 2037). When the recordkeeping copies are electronic, transfer an electronic copy of the records to the physical custody of the National Archives for pre-accessioning, in 2-year blocks when latest record in block is 2 years old (for example, 2005-2006 records will be transferred in 2009) in accordance with the standards for permanent electronic records in 36 CFR 1228.270 or other applicable NARA standards. Transfer legal custody of electronic records to the National Archives when records are 30 years old, after declassification review. |
**COLUMN B CONSISTING OF:**
Project authorizations; planning documents; cost and technical proposals; contractual and procurement records; literature search results; briefings; engineering drawings, specifications, photographs, and audiovisual materials; R&D Record Books and other raw data; project tracking and oversight records; correspondence and email; project status reports; technical reports including interim and final reports; report tracking information sent to DTIC; and related records.

**COLUMN C WHICH ARE:**
All files maintained in Air Force physical custody or retired to a records center on or after January 1, 2008.

**COLUMN D DISPOSITION:**
Destroy 75 years after project completion or termination. (See Notes 213, 214, 675, and 676)  AUTH: N1-AFU-03-3

**NOTES**

| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |
| 67 | Air Force may determine that an R&D project has exceptional historical significance because it produced a particularly broad and enduring benefit to Air Force or society, because it generated widespread national or international attention, or because of some other reason. Such a determination may be made upon project closeout by the scientist, engineer, or manager overseeing the project. For a project determined to have exceptional historical significance, Air Force should propose to the National Archives and Records Administration (NARA) that the relevant case file in toto be retired to the National Archives as permanent. If NARA concurs that the case file should be permanent, Air Force should mark it as historically significant file. The file then should be transferred to the National Archives as permanent using the transfer instructions in Note 678. |
| 67 | For case files covered by Rule 1.02, a copy of all final and interim reports must be kept for permanent retention under Rule 5.01. |

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
accumulated and maintained by supporting, participating, testing or other activity not having prime responsibility

**COLUMN D DISPOSITION:**
Destroy 3 months after termination or completion of the activity's participation in the R&D effort.

**NOTES**

<p>| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |</p>
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 61 - 02 R 03.00</th>
<th>DATE CREATED: 20 / Jun / 2005</th>
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<tr>
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<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N/A</td>
<td>CURRENT: Yes</td>
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<td>COLUMN C WHICH ARE:</td>
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<tr>
<td>COLUMN D DISPOSITION:</td>
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<th>TABLE &amp; RULE: T 61 - 02 R 04.00</th>
<th>DATE CREATED: 20 / Jun / 2005</th>
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<td>COLUMN B CONSISTING OF:</td>
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<td>COLUMN C WHICH ARE:</td>
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<td>COLUMN D DISPOSITION:</td>
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<th>TABLE &amp; RULE: T 61 - 02 R 05.00</th>
<th>DATE CREATED: 28 / Aug / 2008</th>
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<tbody>
<tr>
<td>TITLE: R&amp;D Documentation accumulated at activities other than those covered by rules 2, 1.01, 1.02, or 2</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
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<td>COLUMN C WHICH ARE:</td>
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<tr>
<td>accumulated by activities other than Rules 1 and 2</td>
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<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy on completion or termination of the R&amp;D effort or when no longer needed, whichever is sooner.</td>
</tr>
</tbody>
</table>

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
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<th>TABLE &amp; RULE: T 61 - 02 R 05.01</th>
<th>DATE CREATED: 28 / Aug / 2008</th>
</tr>
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<tbody>
<tr>
<td>TITLE: R&amp;D Final and Interim Reports</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-03-3</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
The scientist, engineer, or manager responsible for an R&D case file maintained in Air Force physical custody or retired to a records center on or after January 1, 2008, should ensure that a copy of the final and interim reports is retained for filing under Rule 5.01. These final and interim reports generally should conform to the AFRL or DTIC standard format, including an abstract (SF 298, DD Form 1473, etc.).

When the recordkeeping copies are paper, transfer legal and physical custody of the records to the National Archives in 5-year blocks when the latest record in block is 30 years old, after declassification review (for example, 2002-2006 records will be transferred in 2037). When the recordkeeping copies are electronic, transfer an electronic copy of the records to the physical custody of the National Archives for pre-accessioning, in 2-year blocks when the latest record in block is 2 years old (for example, 2005-2006 records will be transferred in 2009) in accordance with the standards for permanent electronic records in 36 CFR 1228.270 or other applicable NARA standards. Transfer legal custody of electronic records to the National Archives when records are 30 years old, after declassification review.

This note applies to reports at AFRL technical libraries which are in paper format. Transfer physical and legal custody to the National Archives when no longer needed by the Air Force, after declassification review.

This note applies to reports at AFRL technical libraries which are in electronic format, are not security classified, and are dated before January 1, 2008. Transfer physical custody to the National Archives, for pre-accessioning, in 2-year blocks when the latest record in block is 20 years old or when no longer needed by Air Force, whichever is sooner. The transfer should be in accordance with the standards for permanent electronic records in 36 CFR 1228.270 or other applicable NARA standards. Transfer legal custody to the National Archives when the records are 30 years old, after declassification review.
### TABLE & RULE: T 61 - 02 R 05.04

**TITLE:** R&D Final and Interim Reports  
**AUTHORITY:** N1-AFU-03-3  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**
Collections held by AFRL directorates technical libraries, in electronic format.

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
Destroy when no longer needed by Air Force.  
**AUTH:** N1-AFU-03-3

### COLUMN B CONSISTING OF:
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.

**COLUMN C WHICH ARE:**
Accumulated by HQ AFMC OPR.

**COLUMN D DISPOSITION:**
Destroy 2 years after completion or termination of the engineering service.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 61 - 02 R 06.00

**TITLE:** Significant Engineering Services Program (ESP)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### COLUMN B CONSISTING OF:
Records accumulated for engineering services performed for AFMC activities; 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.

**COLUMN C WHICH ARE:**
Accumulated for services performed for AFMC activities.

**COLUMN D DISPOSITION:**
Retire to WNRC when equipment, system or subsystem is declared obsolete for AF needs; destroy after 30 additional years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21

TABLE & RULE: T 61 - 02 R 08.00

| TITLE: Engineering Services Program (ESP) at Other Than HQ AFMC OPR | DATE MODIFIED: 20 / Jun / 2005 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: No |
| | CURRENT: Yes |

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
accumulated by activities

COLUMN D DISPOSITION:
Destroy on completion or termination of effort or when no longer needed.

21

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21

TABLE & RULE: T 61 - 02 R 09.00

| TITLE: Cooperation With Other Countries in R&D of Defense Equipment | DATE MODIFIED: 20 / Aug / 2013 |
| AUTHORITY: N1-AFU-03-3 | FROZEN RECORD: No |
| | CURRENT: Yes |

COLUMN B CONSISTING OF:
Multinational R&D and production programs documentation

COLUMN C WHICH ARE:
At OPR

COLUMN D DISPOSITION:
Follow disposition instructions for Rules 1, 1.01, 1.02, or 5.01 as applicable; security-classified or unclassified. (See notes 213 and 214). Lifecycle dependent on security classification and date files were retired to a records center per guidance in rules 1, 1.01, 1.02, or 5.01.

TABLE & RULE: T 61 - 02 R 10.00

| TITLE: Technical Data Exchange Programs | DATE MODIFIED: 20 / Jun / 2005 |
| AUTHORITY: UNSCHEDULED | FROZEN RECORD: No |
| | CURRENT: Yes |

COLUMN B CONSISTING OF:
including mutual weapons development data exchange program (MWDDEP) and defense development exchange program (DDEP)

COLUMN C WHICH ARE:
at OPR

COLUMN D DISPOSITION:
Disposition pending...
### TABLE & RULE: T 61 - 03 R 01.00

**TITLE:** Data Collection Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

#### COLUMN B CONSISTING OF:
- data collection records

#### COLUMN C WHICH ARE:
- 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

#### COLUMN D DISPOSITION:
- Destroy on completion or termination of effort, or when no longer needed.

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

56 All audiovisual media will be screened for possible historical significance and those items will be forwarded to the 1352 AVS, ATTN: DOD Motion Media Records Center.

### TABLE & RULE: T 61 - 03 R 02.00

**TITLE:** Data Reduction Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

#### COLUMN B CONSISTING OF:
- data reduction records

#### COLUMN C WHICH ARE:
- tapes of computed data, including intermediate 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

#### COLUMN D DISPOSITION:
- Destroy when information has been condensed, noted, included in a summary, analysis, or evaluation report; on completion of the R&D effort; or when no longer needed.

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 61 - 03 R 03.00

**TITLE:** R&D Test Analysis and Evaluation Reports in System or Case File  
**AUTHORITY:** UNSCHEDULED  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

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Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
R&D test analysis and evaluation reports in system or case file

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Disposition pending...

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TABLE & RULE: T 61 - 03 R 04.00
TITLE: R&D Test Analysis and Evaluation Reports in ESP Case Files
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
R&D test analysis and evaluation reports in ESP case files

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 2 years after completion or termination of the engineering service.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 61 - 03 R 05.00
TITLE: R&D Test Analysis and Evaluation Reports Other Copies
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
R&D test analysis and evaluation reports other copies

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy on completion or termination of effort or when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
test facility records reflecting discrepancies noted and corrective action taken

**COLUMN D DISPOSITION:**
Destroy 1 year after completed action or 1 year after inactivation, whichever is sooner.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 61 - 03 R 08.00**
**TITLE:** Test Supervision Filed in R&D Project Case File
**AUTHORITY:** UNSCHEDULED
**DATE MODIFIED:** 20 / Jun / 2005
**FROZEN RECORD:** No
**CURRENT:** Yes
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
reflecting direction provided, or which determine course of a program

**COLUMN D DISPOSITION:**
Destroy after 5 years.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 61 - 03 R 09.00

<table>
<thead>
<tr>
<th>TITLE: Test Supervision Not In Case File or at Test Facility</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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**COLUMN B CONSISTING OF:**

- test supervision filed in R&D project case file

**COLUMN C WHICH ARE:**

- 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

**COLUMN D DISPOSITION:**

- Disposition pending...

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 61 - 03 R 10.00

<table>
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<th>TITLE: DELETED - (14 Aug 04) Rule 10 converted to Table 44-4, Rule 6, Special Diagnostic Records, Tumor Registry, &amp; Med Illustration</th>
<th>DATE MODIFIED: 14 / Aug / 2006</th>
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<td>AUTHORITY: N/A</td>
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**COLUMN B CONSISTING OF:**

- test supervision not in case file or at test facility

**COLUMN C WHICH ARE:**

- 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

**COLUMN D DISPOSITION:**

- Destroy on completion of related effort or when no longer needed, whichever is sooner.

**NOTES**

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 61 - 03 R 11.00

<table>
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<tr>
<th>TITLE: Hearing Conservation Data Copies</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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**COLUMN B CONSISTING OF:**

- 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

**COLUMN C WHICH ARE:**

- 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

**COLUMN D DISPOSITION:**

- Destroy on completion of related effort or when no longer needed, whichever is sooner.

**NOTES**

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 61 - 03 R 12.00**

**TITLE:** Hearing Conservation Data Cards

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

hearing conservation data copies

**COLUMN C WHICH ARE:**

forms and related records containing audiometric data and noise exposure information

**COLUMN D DISPOSITION:**

Destroy after data has been placed on magnetic tape.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 61 - 03 R 13.00**

**TITLE:** Hearing Conservation Data Tape

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

hearing conservation data tape

**COLUMN C WHICH ARE:**

forms and related records containing audiometric data and noise exposure information

**COLUMN D DISPOSITION:**

Destroy when no longer needed or after 25 years, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
| TABLE & RULE: T 61 - 03 R 14.00 | DATE MODIFIED: | 20 / Jun / 2005 |
|--------------------------------||---------------|-----------------|
| TITLE: (RESERVED)              ||                |
| AUTHORITY: N/A                ||                |
| COLUMN B CONSISTING OF:       ||                |
| COLUMN C WHICH ARE:           ||                |
| COLUMN D DISPOSITION:         || (RESERVED)     |
| NOTES                         ||                |
| 16 The original of certain aeromedical consultations performed on aircrew members referred to USAFSAM are included. |

| COLUMN B CONSISTING OF:       ||                |
| COLUMN C WHICH ARE:           ||                |
| COLUMN D DISPOSITION:         || (RESERVED)     |
| NOTES                         ||                |
| 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

56 Data from these records are coded and compiled by USAFSAM in support of the aerospace medical fitness program and ECG library. These records include AF Form 81, Aerospace Survey-Identification Data; SF 88, Report of Medical Examination; SF 93, Report of Medical History, Electrocardiograms (ECGs); Electroencephalograms (EEGs); Tonometry; Optic Fundi Photographs; Pulmonary Function Data; Phonocardiograms and X-rays.

| TABLE & RULE: T 61 - 03 R 15.00 | DATE MODIFIED: | 20 / Jun / 2005 |
|--------------------------------||---------------|-----------------|
| TITLE: (RESERVED)              ||                |
| AUTHORITY: N/A                ||                |
| COLUMN B CONSISTING OF:       ||                |
| COLUMN C WHICH ARE:           ||                |
| COLUMN D DISPOSITION:         || (RESERVED)     |
| NOTES                         ||                |
| 16 The original of certain aeromedical consultations performed on aircrew members referred to USAFSAM are included. |

56 Data from these records are coded and compiled by USAFSAM in support of the aerospace medical fitness program and ECG library. These records include AF Form 81, Aerospace Survey-Identification Data; SF 88, Report of Medical Examination; SF 93, Report of Medical History, Electrocardiograms (ECGs); Electroencephalograms (EEGs); Tonometry; Optic Fundi Photographs; Pulmonary Function Data; Phonocardiograms and X-rays.

| TABLE & RULE: T 61 - 03 R 16.00 | DATE MODIFIED: | 20 / Jun / 2005 |
|--------------------------------||---------------|-----------------|
| TITLE: Natural Aerospace Environmental Data Acquired During R&D Upper Air and Space Data |               |                |
| AUTHORITY: N1-AFU-90-03          |               |                |
| COLUMN B CONSISTING OF:          ||                |
| natural aerospace environmental data acquired during R&D upper air and space data |
| COLUMN C WHICH ARE:              ||                |
| 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 |
| COLUMN D DISPOSITION:            ||                |
| 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. |
Project and program managers and contracting officers will insure that proprietary rights of the government to data under contract are maintained.

**TABLE & RULE: T 61 - 03 R 17.00**

**TITLE:** Micrometeorological Data at Any Level of the Atmosphere

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
micrometeorological data at any level of the atmosphere

**COLUMN C WHICH ARE:**
includes data for small intervals of space or time, distributed vertically or horizontally

**COLUMN D DISPOSITION:**
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.

**TABLE & RULE: T 61 - 03 R 18.00**

**TITLE:** Meteorological Data at Any Level of the Aerospace Environment

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
meteorological data at any level of the aerospace environment

**COLUMN C WHICH ARE:**
for locations and/or times for which these data are not normally observed and recorded on a routine basis

**COLUMN D DISPOSITION:**
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.

On completion of evaluation of the validity of these data, a complete description is sent to the Environmental Technical Applications Center, Scott AFB IL 62225. After evaluation, that Center furnishes the acquiring activity a listing of records desired.

Project and program managers and contracting officers will insure that proprietary rights of the government to data under contract are maintained.
### COLUMN B CONSISTING OF:
- Each characteristic guide published, including background material and other data provided for in AFMAN 33-360V1

### COLUMN C WHICH ARE:
- No longer required at other than issuing activity

### COLUMN D DISPOSITION:
- Retire as permanent. Transfer to the National Archives 20 years after disposal of the specific weapon systems.

#### NOTES

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 61 - 04 R 02.00

<table>
<thead>
<tr>
<th>TITLE: Characteristics Guides Current Outstanding Addenda</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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**COLUMN B CONSISTING OF:**
- Characteristics guides current outstanding addenda

**COLUMN C WHICH ARE:**
- No longer required at other than issuing activity

**COLUMN D DISPOSITION:**
- Forward in their binders to 2750 ABW/IMBW, Wright-Patterson AFB OH 45433-5000.

#### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 61 - 04 R 03.00

<table>
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<tr>
<th>TITLE: Characteristics Guides Superseded Guides</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
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**COLUMN B CONSISTING OF:**
- Characteristics guides superseded guides

**COLUMN C WHICH ARE:**
- At other than issuing activity

**COLUMN D DISPOSITION:**
- Destroy.

#### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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**TABLE & RULE: T 61 - 04 R 04.00**

**TITLE:** (RESERVED)  
**AUTHORITY:** N/A  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:** (RESERVED)

**TABLE & RULE: T 61 - 04 R 05.00**

**TITLE:** AFMC Design Handbook at HQ AFMC OPR  
**AUTHORITY:** NC1-AFU-81-08  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

at HQ AFMC OPR

**COLUMN D DISPOSITION:**

Retire as permanent when system is out of inventory. Transfer to the National Archives in 5-year blocks when most recent records pertain to systems out of the inventory for 30 years.

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 61 - 04 R 06.00**

**TITLE:** AFMC Design Handbook at Other Than HQ AFMC OPR  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

at other than HQ AFMC OPR

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed, whichever is sooner.

**NOTES**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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T 61 - 06: TEST AND EVALUATION (SCIENTIFIC/RESEARCH AND DEVELOPMENT) - CONTRACTOR INDEPENDENT RESEARCH & DEVELOPMENT (IR&D) RECORDS

TABLE & RULE: T 61 - 06 R 01.00
TITLE: Technical Evaluation of Contractor IR&D Programs at Evaluating Organizations
AUTHORITY: N1-AFU-89-15

COLUMN B CONSISTING OF:
copies of technical evaluation forms sent to other technical lead organizations and the associated contractor technical plans or IR&D projects

COLUMN C WHICH ARE:
at evaluating organizations

COLUMN D DISPOSITION:
Destroy 2 years after completion of contractor fiscal year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

57 Hold these records at the unit for two years after completion of the contractor fiscal year, then destroy.
### TABLE & RULE: T 61 - 06 R 02.00
**TITLE:** Technical Evaluation Forms  
**AUTHORITY:** N1-AFU-89-15  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- associated technical plans (for technical lead responsibilities)

**COLUMN C WHICH ARE:**
- at technical lead organizations

**COLUMN D DISPOSITION:**
Destroy 2 years after completion of contractor fiscal year.

**NOTES**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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### TABLE & RULE: T 61 - 06 R 03.00
**TITLE:** Technical Evaluation Summary Reports  
**AUTHORITY:** N1-AFU-89-15  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- with all related attachments and other supporting information

**COLUMN C WHICH ARE:**
- at technical lead organizations

**COLUMN D DISPOSITION:**
Destroy 3 years after completion of contractor fiscal year.

**NOTES**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- Hold these records at the unit for three years after completion of the contractor fiscal year, then destroy.

### TABLE & RULE: T 61 - 06 R 04.00
**TITLE:** Technical Evaluation Summary Reports at Air Force IR&D Technical Manager’s Office  
**AUTHORITY:** N1-AFU-89-15  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- with all related attachments and other supporting information

**COLUMN C WHICH ARE:**
- at technical lead organizations

**COLUMN D DISPOSITION:**
- with all related attachments and other supporting information

**NOTES**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
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Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Hold these records at the unit for three years after completion of the contractor fiscal year, then destroy locally (if space permits) after an additional eight years.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Hold these records at the unit for one year.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Hold these records in the office for 10 years, then transfer to staging area where they are retired after one year to the Washington National Records Center or other designated federal records center where they are destroyed after an additional 14 years.

COUNCIL MEETING RECORDS (INCLUDES MEETING ANNOUNCEMENTS, BACKGROUND BOOK, BRIEFING CHARTS AND MEETING MINUTES)

COUNCIL MEETING RECORDS (INCLUDES MEETING ANNOUNCEMENTS, BACKGROUND BOOK, BRIEFING CHARTS AND MEETING MINUTES)

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Hold these records in the office for 10 years, then transfer to staging area where they are retired after one year to the Washington National Records Center or other designated federal records center where they are destroyed after an additional 14 years.

Title: Department of Defense (DOD) IR&D Policy Council Other Copies
Authority: N1-AFU-89-15

Notes:

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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### TABLE & RULE: T 61 - 07 R 01.00

**TITLE:** Special Basic Research Programs  
**AUTHORITY:** N1-AFU-89-10  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**COLUMN B CONSISTING OF:**  
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

**COLUMN C WHICH ARE:**  
maintain by the Laboratory Program Representative (LPR)

**COLUMN D DISPOSITION:**  
Destroy 2 year assignment/tenure ends or when no longer needed, whichever is later.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 61 - 07 R 02.00

**TITLE:** Special Basic Research Programs Unaccepted Applications  
**AUTHORITY:** N1-AFU-89-10  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**COLUMN B CONSISTING OF:**  
special basic research programs unaccepted applications

**COLUMN C WHICH ARE:**  
maintain by the Laboratory Program Representative (LPR)

**COLUMN D DISPOSITION:**  
Destroy 6 months after submission or when no longer needed, whichever is later.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### Table & Rule: T 62 - 01 R 01.00

**Title:** Manufacturing Methods Program at HQ USAF  
**Authority:** Unscheduled  
**Date Modified:** 20 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- Records relating to the establishment of policies, procedures, objectives, technical assistance and consultation

**Column C Which Are:**
- At HQ USAF

**Column D Disposition:**
- Disposition pending...

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### Table & Rule: T 62 - 01 R 02.00

**Title:** Manufacturing Methods Program at OPRs Designated by HQ AFMC  
**Authority:** N1-AFU-90-03  
**Date Modified:** 20 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- Records relating to the establishment of policies, procedures, objectives, technical assistance and consultation

**Column C Which Are:**
- At OPRs Designated by HQ AFMC

**Column D Disposition:**
- Destroy when superseded or obsolete.

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### Table & Rule: T 62 - 01 R 03.00

**Title:** Manufacturing Methods Project Files  
**Authority:** N1-AFU-92-26  
**Date Modified:** 20 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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 OPRs designated by HQ AFMC

Destroy 30 years after completion or termination of manufacturing methods project.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 62 - 01 R 04.00
TITLE: Manufacturing Methods Project Files at Responsible System/Project Office
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing:
Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing:
Destroy 1 year after rescission or supersession.

Electronic copies created using electronic mail and word processing:
Destroy 3 years after close of FY.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 62 - 02 R 04.00
TITLE: Implementing Plans
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 20 / Jun / 2005

COLUMN B CONSISTING OF:
objectives, task descriptions management reviews, in-house projects and related activity records

COLUMN C WHICH ARE:
below HQ USAF

COLUMN D DISPOSITION:
Destroy 1 year after rescission or supersession.

TABLE & RULE: T 62 - 02 R 05.00
TITLE: Evaluations and Reports
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 20 / Jun / 2005

COLUMN B CONSISTING OF:
evaluations and reports

COLUMN C WHICH ARE:
statistical summaries of value engineering actions and related records

COLUMN D DISPOSITION:
Destroy 3 years after close of FY.

TABLE & RULE: T 62 - 02 R 07.00
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 01 / Jan / 1900
DATE APPROVED: 01 / Jan / 1900
### T 63 - 01: ACQUISITION - INDUSTRIAL READINESS AND MOBILIZATION

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 63 - 01 R 01.00</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Industrial Mobilization and Procurement Planning</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: NC1-AFU-80-08</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
Industrial Mobilization and Procurement Planning

**COLUMN C WHICH ARE:**
facility allocations, procurement planning schedules, planning studies and reports submitted by industrial concerns, inspection reports, specifications, drawings and related correspondence

**COLUMN D DISPOSITION:**
Retire as permanent.

### T 63 - 01 R 02.00

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 63 - 01 R 02.00</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: National Industrial Plant Reserve Program</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
National Industrial Plant Reserve Program

**COLUMN C WHICH ARE:**
forms and correspondence on annual inspections of departmental industrial and national industrial reserve plants

**COLUMN D DISPOSITION:**
Destroy after 2 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 63 - 01 R 03.00</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: National Industrial Plant Reserve Program at HQ AFMC</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
- mobilization planning status of government-owned or sponsored plants and related records

COLUMN C WHICH ARE:
- at HQ AFMC

COLUMN D DISPOSITION:
- Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing:
- Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
- Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 63 - 01 R 04.00
TITLE: DOD Industrial Readiness Planning Program
DATE APPROVED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 20 / Jun / 2005
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- DOD Industrial Readiness Planning Program

COLUMN C WHICH ARE:
- 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

COLUMN D DISPOSITION:
- 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.

NOTES
21 Electronic copies created using electronic mail and word processing:
- Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
- Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 63 - 01 R 05.00
TITLE: Procurement Reserve Program
DATE APPROVED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 20 / Jun / 2005
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- Procurement Reserve Program

COLUMN C WHICH ARE:
- production planning schedules

COLUMN D DISPOSITION:
- Destroy 18 months after superseded or obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing:
- Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 63 - 01 R 06.00  
**TITLE:** Production and Facility Data  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
data

**COLUMN C WHICH ARE:**  
production and facility Data

**COLUMN D DISPOSITION:**  
Destroy when superseded or obsolete.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 63 - 01 R 07.00  
**TITLE:** Worksheet Data  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
data

**COLUMN C WHICH ARE:**  
worksheet data

**COLUMN D DISPOSITION:**  
Destroy when information has been incorporated into the applicable format report.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 63 - 01 R 08.00  
**TITLE:** Consolidated Republic of Vietnam Air Force (RVNAF) Improvement and Modernization Program  
**AUTHORITY:** NC1-AFU-80-08  
**DATE MODIFIED:** 21 / Sep / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
NOTE 6
Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

**TABLE & RULE: T 63 - 01 R 09.00**

**TITLE:** Worksheet Data and Backup Information

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 20 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 63 - 02: ACQUISITION - INDUSTRIAL EQUIPMENT RECORDS**

**TABLE & RULE: T 63 - 02 R 01.00**

**TITLE:** Property Records

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 20 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
### TABLE & RULE: T 63 - 02 R 02.00

**TITLE:** Property Records at Activities Other Than the Monitoring

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 20 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
DOD property record, DOD property supplementary data and similar forms and records

**COLUMN C WHICH ARE:**
used in various phases of inventory, reallocation, turn-in of industrial equipment or similar purposes

**COLUMN D DISPOSITION:**
Destroy on completion of action.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 63 - 02 R 03.00

**TITLE:** Historical Files at DOD Components

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 20 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
historical files at DOD components

**COLUMN C WHICH ARE:**
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)

**COLUMN D DISPOSITION:**
Send the historical file to the consignee.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 63 - 02 R 04.00

**TITLE:** Historical Files at a Non-DOD Agency or Organization or Sold

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 20 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**
COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at a Non-DOD Agency, organization or sold

COLUMN D DISPOSITION:
Offer the file for transfer with the installation plant equipment.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 63 - 02 R 05.00  
TITLE: Historical Files Item of IPE  
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
historical files item of IPE

COLUMN C WHICH ARE:
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)

COLUMN D DISPOSITION:
Destroy all historical record data pertaining to an item of IPE that is no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 63 - 02 R 06.00  
TITLE: Historical Files Destroyed or Abandoned  
AUTHORITY: N1-AFU-90-03
COLUMB B CONSISTING OF:
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)

COLUMB C WHICH ARE:
destroyed or abandoned

COLUMB D DISPOSITION:
Destroy all historical data on an item of IPE destroyed or abandoned.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 63 - 02 R 06.01
TITLE: Technical Manuals, Manufacturers Literature
AUTHORITY: UNSCHEDULED
DATE MODIFIED: 22 / Mar / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMB B CONSISTING OF:
data which may be needed by the disposing activity to complete or establish historical records for another industrial plant equipment item.

COLUMB C WHICH ARE:

COLUMB D DISPOSITION:
Disposition pending..

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 63 - 02 R 07.00
TITLE: Historical Files at the Former AFDIER Storage Site #7
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMB B CONSISTING OF:
historical files at the former AFDIER storage site #7

COLUMB C WHICH ARE:
transferred to NPRC (MRC)

COLUMB D DISPOSITION:
Destroy after 5 years.

NOTES

Report generated: 01 / Oct / 2018 - 08:00:00
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 63 - 02 R 08.00**

**TITLE:** Historical Files Manual Data Forms

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>historical files manual data forms</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

| COLUMN C WHICH ARE:              |                                 |
|---------------------------------|                                 |
| maintained with equipment in current use filled-in and last entries have been carried to new forms | |

| COLUMN D DISPOSITION:            |                                 |
|---------------------------------|                                 |
| Retain as part of the equipment historical file or destroy after 3 months if they do not contain history information. | |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**T 63 - 03: ACQUISITION - INDUSTRIAL FACILITIES RECORDS**

**TABLE & RULE: T 63 - 03 R 01.00**

**TITLE:** Industrial Defense Survey

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>superseded or facility is deleted from the key facilities list</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

| COLUMN D DISPOSITION:            |                                 |
|---------------------------------|                                 |
| Destroy when no longer needed.   |                                 |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 63 - 03 R 02.00
TITLE: Industrial Defense Survey Facility Whose Industrial Defense Cognizance Has Been Transferred
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Industrial Defense Survey Facility

COLUMN C WHICH ARE:
transferred

COLUMN D DISPOSITION:
Transfer the complete file to the gaining activity.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 63 - 03 R 03.00
TITLE: Program Funding at HQ USAF and MAJCOMs
AUTHORITY: GRS 05, ITEM 01 & 04

COLUMN B CONSISTING OF:
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.)

COLUMN C WHICH ARE:
at HQ USAF and MAJCOMs

COLUMN D DISPOSITION:
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.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

58 Consolidated funding determinations are forwarded to the Director of the Budget, HQ USAF by Financial Status of RDT&E and Procurement Program.

TABLE & RULE: T 63 - 03 R 04.00
TITLE: Program Funding Below MAJCOMs
AUTHORITY: GRS 05, ITEM 01 & 04

COLUMN B CONSISTING OF:
—

COLUMN C WHICH ARE:
—

COLUMN D DISPOSITION:
—

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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58 Consolidated funding determinations are forwarded to the Director of the Budget, HQ USAF by Financial Status of RDT&E and Procurement Program.
COLUMN B CONSISTING OF:

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.)

COLUMN C WHICH ARE:

below MAJCOMs

COLUMN D DISPOSITION:

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.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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---

TABLE & RULE: T 63 - 03 R 05.00

TITLE: (RESERVED)  
AUTHORITY: N/A

DATE MODIFIED: 20 / Jun / 2005  
FROZEN RECORD: No  
CURRENT: Yes

---

TABLE & RULE: T 63 - 03 R 06.00

TITLE: Industrial Facilities Case Files  
AUTHORITY: N1-AFU-81-32

DATE MODIFIED: 20 / Jun / 2005  
FROZEN RECORD: No  
CURRENT: Yes

---

COLUMN B CONSISTING OF:

Industrial Facilities case files

COLUMN C WHICH ARE:

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

COLUMN D DISPOSITION:

Permanent; transfer to NARA 50 years after inactivation of facility.

NOTES

18 Records sent to FRCs prior to 1 January 1994 are interspersed with disposable records covered by Rule 6.01. During archival processing by NARA staff at the time of transfer to the National Archives the minor facility modification contract will be segregated and will remain in an FRC until eligible for disposal.
COLUMB II CONSISTING OF:

industrial facilities case files

COLUMN C WHICH ARE:

contract file folders

COLUMN D DISPOSITION:

Destroy 50 years after inactivation of facility projects.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 63 - 03 R 07.00

COLUMN B CONSISTING OF:

industrial facilities case files with a prime contract

COLUMN C WHICH ARE:

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

COLUMN D DISPOSITION:

Destroy in accordance with Table 64-1.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 63 - 03 R 08.00

COLUMN B CONSISTING OF:

general purpose production equipment records

COLUMN C WHICH ARE:

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

COLUMN D DISPOSITION:

Destroy in accordance with Table 64-1.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 63 - 03 R 09.00

TITLE: Facility Capability Report System
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Facility Capability Report System

COLUMN C WHICH ARE:
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 productive capacity, and comparable records

COLUMN D DISPOSITION:
Destroy when superseded, obsolete or no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

T 63 - 04: ACQUISITION - PRIORITIES AND ALLOCATIONS RECORDS

TABLE & RULE: T 63 - 04 R 01.00

TITLE: Register of Contractor Requirements and Priorities Assistance Requests
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
requirements and priorities assistance requests with control number

COLUMN C WHICH ARE:
at the OPR

COLUMN D DISPOSITION:
Destroy 1 year after final processing.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 63 - 04 R 02.00</th>
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<td>COLUMN D DISPOSITION:</td>
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<td>COLUMN D DISPOSITION:</td>
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<th>TABLE &amp; RULE: T 63 - 04 R 05.00</th>
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<td>COLUMN C WHICH ARE:</td>
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<tr>
<td>COLUMN D DISPOSITION:</td>
<td>(RESERVED)</td>
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</table>
TABLE & RULE: T 63 - 04 R 06.00
TITLE: (RESERVED)  
AUTHORITY: N/A  
DATE MODIFIED: 20 / Jun / 2005  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED: 

COLUMN B CONSISTING OF:  
COLUMN C WHICH ARE:  
COLUMN D DISPOSITION: (RESERVED)

TABLE & RULE: T 63 - 04 R 07.00
TITLE: (RESERVED)  
AUTHORITY: N/A  
DATE MODIFIED: 20 / Jun / 2005  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED: 

COLUMN B CONSISTING OF:  
COLUMN C WHICH ARE:  
COLUMN D DISPOSITION: (RESERVED)

TABLE & RULE: T 63 - 04 R 08.00
TITLE: Title I Program Office Operating Procedures  
AUTHORITY: N1-AFU-90-03  
DATE MODIFIED: 20 / Jun / 2005  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED: 

COLUMN B CONSISTING OF:  
COLUMN C WHICH ARE:  
COLUMN D DISPOSITION: (RESERVED)

operating procedures, organizational charts, etc.,  
at MAJCOMs  
Destroy after 10 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 63 - 04 R 09.00**

<table>
<thead>
<tr>
<th>TITLE: Title I Program Office Operating Procedures - Below MAJCOM</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
operating procedures, organizational charts, etc.,

**COLUMN C WHICH ARE:**
below MAJCOM

**COLUMN D DISPOSITION:**
Destroy when superseded, obsolete or rescinded.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**TABLE & RULE: T 63 - 04 R 10.00**

<table>
<thead>
<tr>
<th>TITLE: Bills of Materials and Unit Weight Summaries at MAJCOMs</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
raw, basic processed and semifabricated materials, unit weight listing for airframes, engines, etc.,

**COLUMN C WHICH ARE:**
at MAJCOMs

**COLUMN D DISPOSITION:**
Destroy 25 years from date of bill of material.

**NOTES**

16 The 1984 Defense Priorities and Allocations System regulation rescinded or replaced these records, which have now passed their destruction date.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**TABLE & RULE: T 63 - 04 R 11.00**

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<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
NOTES

60  Destroy bills when revisions are received and summarized.

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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TABLE & RULE: T 63 - 04 R 12.00
TITLE: History of DMS and Defense Priority System (DPS) at MAJCOMs
AUTHORITY: NC1-AFU-79-54
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
sampling of organization and function charts, policy, procedures and miscellaneous administration data
COLUMN C WHICH ARE:
at MAJCOMs
COLUMN D DISPOSITION:
Retire as permanent.

TABLE & RULE: T 63 - 04 R 13.00
TITLE: History of DMS and Defense Priority System (DPS) Below MAJCOM
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
sampling of organization and function charts, policy, procedures and miscellaneous administration data
COLUMN C WHICH ARE:
below MAJCOM
COLUMN D DISPOSITION:
Destroy on completion of contracts.

NOTES

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### TABLE & RULE: T 63 - 04 R 14.00

<table>
<thead>
<tr>
<th>TITLE: DMS Audit Reports at MAJCOMs</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
reports of installations and contractor plants and related correspondence

**COLUMN C WHICH ARE:**
at MAJCOMs

**COLUMN D DISPOSITION:**
Destroy after 10 years.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 63 - 04 R 15.00

<table>
<thead>
<tr>
<th>TITLE: DMS Audit Reports Below MAJCOM</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
reports of installations and contractor plants and related correspondence

**COLUMN C WHICH ARE:**
below MAJCOM

**COLUMN D DISPOSITION:**
Destroy 6 months after next clear audit.

#### NOTES

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 63 - 04 R 16.00

<table>
<thead>
<tr>
<th>TITLE: Critical &amp; Strategic Materials (Historical)</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
reports, supporting data and related correspondence

**COLUMN C WHICH ARE:**
at MAJCOMs

**COLUMN D DISPOSITION:**
Destroy after 10 years.

#### NOTES

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 63 - 04 R 17.00**

| TITLE: Critical & Strategic Materials (Historical) - Below MAJCOM | DATE MODIFIED:  | 20 / Jun / 2005 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: | No |
| | CURRENT: | Yes |

**COLUMN B CONSISTING OF:**
reports, supporting data and related correspondence

**COLUMN C WHICH ARE:**
below MAJCOM

**COLUMN D DISPOSITION:**
Destroy after 3 years.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 63 - 04 R 18.00**

| TITLE: Critical Shortage Case Files at MAJCOMs | DATE MODIFIED: | 20 / Jun / 2005 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: | No |
| | CURRENT: | Yes |

**COLUMN B CONSISTING OF:**
forms and correspondence on assistance to contractors or military installations in obtaining materials in short supply

**COLUMN C WHICH ARE:**
at MAJCOMs

**COLUMN D DISPOSITION:**
Destroy 3 years after close of case.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 63 - 04 R 19.00**

| TITLE: Critical Shortage Case Files Below MAJCOM | DATE MODIFIED: | 20 / Jun / 2005 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: | No |
| | CURRENT: | Yes |

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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TABLE & RULE: T 63 - 05 R 02.00
TITLE: Conservation Program Monthly Reports at Contract Management and AF Plant Representatives
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Conservation Program monthly reports

COLUMN C WHICH ARE:
at Contract Management and AF Plant representatives

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
58 These records relate to and specify measures taken to conserve and attain the maximum utility of equipment, supplies, manpower, materials, and other resources necessary to national defense by making available ideas and suggestions in an interchangeable basis between defense agencies and interested contractors.

TABLE & RULE: T 63 - 05 R 03.00
TITLE: Conservation Program Quarterly Reports
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Conservation Program Quarterly reports

COLUMN C WHICH ARE:
at HQ AFMC and Contract Management Divisions

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
58 These records relate to and specify measures taken to conserve and attain the maximum utility of equipment, supplies, manpower, materials, and other resources necessary to national defense by making available ideas and suggestions in an interchangeable basis between defense agencies and interested contractors.

TABLE & RULE: T 63 - 05 R 04.00
TITLE: Conservation Program Surveys at HQ AFMC and Contract Management Divisions
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Conservation Program Surveys

COLUMN C WHICH ARE:
at HQ AFMC and Contract Management Divisions

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 63 - 05 R 05.00

| TABLE: Conservation Program Surveys at Contract Management Districts and AF Plant Representatives |
| DATE MODIFIED: 20 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |

| AUTHORITY: N1-AFU-90-03 |
| TITLE: Conservation Program Surveys |
| DATE APPROVED: |

COLUMN B CONSISTING OF:
Conservation Program surveys

COLUMN C WHICH ARE:
at Contract Management Districts and AF Plant Representatives

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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TABLE & RULE: T 63 - 05 R 06.00

| TABLE: Minutes of Advisory Board Meetings at AFMC Contract Management Divisions, Management Regions and AF Plant Representatives |
| DATE MODIFIED: 20 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |

| AUTHORITY: N1-AFU-90-03 |
| TITLE: Minutes of Advisory Board Meetings |
| DATE APPROVED: |

COLUMN B CONSISTING OF:
minutes of Advisory Board Meetings

COLUMN C WHICH ARE:
at HQ AFMC, contract management divisions, AF contract management regions and AF plant representatives

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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These records relate to and specify measures taken to conserve and attain the maximum utility of equipment, supplies, manpower, materials, and other resources necessary to national defense by making available ideas and suggestions in an interchangeable basis between defense agencies and interested contractors.

### TABLE & RULE: T 63 - 05 R 07.00

**TITLE:** Minutes of Advisory Board Meetings at Contract Management Regions Advisory Board

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>minutes of Advisory Board Meetings</th>
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</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>at contract management region advisory boards to which they pertain</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy after 2 years.</td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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These records relate to and specify measures taken to conserve and attain the maximum utility of equipment, supplies, manpower, materials, and other resources necessary to national defense by making available ideas and suggestions in an interchangeable basis between defense agencies and interested contractors.

### TABLE & RULE: T 63 - 05 R 08.00

**TITLE:** USAF Semiannual Report on Conservation of Critical Material at AFMC and Contract Management Divisions

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>USAF semiannual report on Conservation of Critical Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>at AFMC and Contract Management Divisions</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy after 2 years.</td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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These records relate to and specify measures taken to conserve and attain the maximum utility of equipment, supplies, manpower, materials, and other resources necessary to national defense by making available ideas and suggestions in an interchangeable basis between defense agencies and interested contractors.
### TABLE & RULE: T 63 - 05 R 09.00

**TITLE:** USAF Semiannual Report on Conservation of Critical Material at AF Contract Management Districts and AF Plant Representatives  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**CURRENT:** Yes  
**DATE APPROVED:**  

#### COLUMN B CONSISTING OF:


#### COLUMN C WHICH ARE:

at AF Contract Management Districts and AF Plant Representatives

#### COLUMN D DISPOSITION:

Destroy after 1 year.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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### TABLE & RULE: T 63 - 05 R 10.00

**TITLE:** Brochures and/or Conference Minutes at Sponsoring Activities  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**CURRENT:** Yes  
**DATE APPROVED:**  

#### COLUMN B CONSISTING OF:

brochures and/or conference minutes

#### COLUMN C WHICH ARE:

at sponsoring activities

#### COLUMN D DISPOSITION:

Destroy after 5 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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### TABLE & RULE: T 63 - 05 R 11.00

**TITLE:** Brochures and/or Conference Minutes at Other Than Sponsoring Activities  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**CURRENT:** Yes  
**DATE APPROVED:**  

#### COLUMN B CONSISTING OF:

brochures and/or conference minutes

#### COLUMN C WHICH ARE:

at sponsoring activities

#### COLUMN D DISPOSITION:

Destroy after 5 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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58 These records relate to and specify measures taken to conserve and attain the maximum utility of equipment, supplies, manpower, materials, and other resources necessary to national defense by making available ideas and suggestions in an interchangeable basis between defense agencies and interested contractors.
COLUMN B CONSISTING OF:
brochures and/or conference minutes

COLUMN C WHICH ARE:
at other than sponsoring activities

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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TABLE & RULE: T 63 - 05 R 12.00
TITLE: Bulletins and Newsletters at Publishing Activities
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
bulletins and newsletters

COLUMN C WHICH ARE:
at publishing activities

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 63 - 05 R 13.00
TITLE: Bulletins and Newsletters at Other Than Publishing Activities
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
bulletins and newsletters

COLUMN C WHICH ARE:
at other than publishing activities

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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These records relate to and specify measures taken to conserve and attain the maximum utility of equipment, supplies, manpower, materials, and other resources necessary to national defense by making available ideas and suggestions in an interchangeable basis between defense agencies and interested contractors.

T 63 - 06: ACQUISITION - ACQUISITION QUALITY ASSURANCE RECORDS

**TABLE & RULE:** T 63 - 06 R 01.00

**TITLE:** Prime Contracts and Related Data

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
prime contracts and related data

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 1 year after final shipment on the contract.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 63 - 06 R 02.00

**TITLE:** Subcontracts and Related Data

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
subcontracts and related data

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 6 months after final shipment on the subcontract.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 63 - 06 R 03.00
**TITLE:** Surveillance Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
- surveillance records

**COLUMN C WHICH ARE:**
- 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

**COLUMN D DISPOSITION:**
Destroy 1 year after action has been completed or 1 year after inactivation of activity, whichever is sooner.

**NOTES**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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### TABLE & RULE: T 63 - 06 R 04.00
**TITLE:** Survey Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
- survey records

**COLUMN C WHICH ARE:**
- special survey records, staff summary reports and related papers

**COLUMN D DISPOSITION:**
Destroy 18 months after action has been completed or 1 year after inactivation of facility or operations, whichever is sooner.

**NOTES**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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### TABLE & RULE: T 63 - 06 R 05.00
**TITLE:** Inspection Records Contractor's Written Agreement  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**NOTES**
- Report generated: 01 / Oct / 2018 - 08:00:00
**NOTES**

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<tbody>
<tr>
<td>21</td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
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**TABLE & RULE: T 63 - 06 R 06.00**

<table>
<thead>
<tr>
<th>TITLE: Inspection Records Inspection Log Sheets</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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**NOTES**

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**TABLE & RULE: T 63 - 06 R 07.00**

<table>
<thead>
<tr>
<th>TITLE: DELETED (14 Aug 04) Converted to Table 21-4, Rules 4.02 and 4.03 Maintenance Mgt, Deficiency Records &amp; Reporting</th>
<th>DATE MODIFIED: 14 / Aug / 2006</th>
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<tr>
<td>AUTHORITY: N/A</td>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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<td></td>
<td>DATE APPROVED:</td>
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<td></td>
</tr>
</tbody>
</table>
### Table & Rule: T 63 - 06 R 08.00

**Title:** Other Than AF Contracts  
**Authority:** N1-AFU-90-03  

**Column B Consisting Of:** contracts  
**Column C Which Are:** other than AF contracts  
**Column D Disposition:** Destroy 1 year after final shipment on the related contract.

### Notes

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 63 - 06 R 09.00

**Title:** FMS and NATO Inspection Case Files  
**Authority:** N1-AFU-90-03  

**Column B Consisting Of:** FMS and NATO inspection case files  
**Column C Which Are:** statement of inspection cost and certificate of inspection, offer and acceptance, foreign government requests and related documents  
**Column D Disposition:** Destroy 3 years after US Government inspection is performed or case is closed.

### Notes

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 63 - 06 R 10.00

**Title:** Material Inspection Exchange Agreements  
**Authority:** N1-AFU-90-03  

**Column B Consisting Of:** material inspection exchange agreements  
**Column C Which Are:** 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  
**Column D Disposition:** Destroy 1 year after related exchange agreement is superseded or rescinded.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 63 - 06 R 11.00**

<table>
<thead>
<tr>
<th>TITLE: Photographic Material Inspection</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
photographic material inspection

COLUMN C WHICH ARE:
radiographs, micrographs and other film and prints acquired in the process of inspecting material before acceptance by the AF

COLUMN D DISPOSITION:
Destroy 6 months after final payment on related contract.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

If HQ BSD/HO deems these records of historical value, make photocopies of originals for accession into HQ BSD unit historical files prior to retirement. Original source documents will be retired.

**TABLE & RULE: T 63 - 06 R 12.00**

<table>
<thead>
<tr>
<th>TITLE: Quality Deficiency Reporting</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
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<td></td>
<td>CURRENT: Yes</td>
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</tbody>
</table>

COLUMN B CONSISTING OF:
quality deficiency reporting

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 1 year after completion of corrective action.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMNS B CONSISTING OF:
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.

COLUMNS C WHICH ARE:
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.

COLUMNS D DISPOSITION:
Destroy 3 years after submission of the deficiencies for corrective action.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS B CONSISTING OF:
USAF subsistence standardization files

COLUMNS C WHICH ARE:
subsistence specifications, unsatisfactory material reports (subsistence), packaging improvement reports, consumer level quality audit program protocols and computer output, and related correspondence

COLUMNS D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 63 - 07 R 01.00

**TITLE:** Supply Surveillance, Inspection and Analysis  

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>CURRENT:</th>
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<td>No</td>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 63 - 07 R 02.00

**TITLE:** Supply QAR Receiving Inspection Data Summary  

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>CURRENT:</th>
<th>FROZEN RECORD:</th>
<th>DATE MODIFIED:</th>
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<tr>
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<td>20 / Jun / 2005</td>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 63 - 07 R 03.00

**TITLE:** Supply QAR Charts, Graphs, Trends, Special and Summary Reports  

**AUTHORITY:** N1-AFU-90-03

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<th>CURRENT:</th>
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<td>Yes</td>
<td>No</td>
<td>20 / Jun / 2005</td>
<td></td>
</tr>
</tbody>
</table>
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMNS CONSISTING OF:
- data
- supply QAR charts, graphs, trends, special and summary reports
- Destroy after 4 years.
TABLE & RULE: T 63 - 07 R 06.00

TITLE: Materiel Review Board
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
board decisions, record of all board actions, follow-up control procedures used in remedying causes of discrepancies, etc.,

COLUMN C WHICH ARE:
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.,

COLUMN D DISPOSITION:
Destroy 2 years after action has been completed or 1 year after inactivation of the facility or operation, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 63 - 08: ACQUISITION - QUALITY ASSURANCE STAMP RECORDS

TABLE & RULE: T 63 - 08 R 01.00

TITLE: Quality Assurance (QA) Stamp Records
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
Quality Assurance (QA) stamp records

COLUMN C WHICH ARE:
records pertaining to requests for stamps from and turn-in of stamps to, parent QA office, including letters of transmittal and acknowledgments of receipt

COLUMN D DISPOSITION:
Destroy 1 year after return of related stamps to parent QA office.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 63 - 08 R 02.00

TITLE: QA Issuance of a Stamp to an Individual
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
QA issuance of stamp to an individual

COLUMN C WHICH ARE:
records pertaining to issuance of a stamp to an individual and to subsequent loss or turn-in

COLUMN D DISPOSITION:
Destroy 1 year after final turn-in of stamp by individual.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 63 - 08 R 03.00
TITLE: QA Semiannual Certification of Accountability
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
certification

COLUMN C WHICH ARE:
QA semiannual certification of accountability

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 63 - 08 R 04.00
TITLE: QA Perpetual Inventory of Stamps
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
QA perpetual inventory of stamps

COLUMN C WHICH ARE:
inclusive of type, stamp number date of issue and unit or individual's name

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 63 - 08 R 05.00

**TITLE:** QA Unissued Stamps at MAJCOMs  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
QA unissued stamps

**COLUMN C WHICH ARE:**  
at MAJCOMs

**COLUMN D DISPOSITION:**  
Destroy when unserviceable or no longer needed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 63 - 08 R 06.00

**TITLE:** QA Unissued Stamps Below MAJCOMs  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
QA unissued stamps

**COLUMN C WHICH ARE:**  
below MAJCOMs

**COLUMN D DISPOSITION:**  
Send to parent QA office when unserviceable or no longer needed, as applicable.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
T 63 - 09: ACQUISITION - ACQUISITION MANAGEMENT RECORDS

TABLE & RULE: T 63 - 09 R 01.00
TITLE: System Acquisition Program Files for Approved Systems
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at planning activities having primary responsibility

COLUMN D DISPOSITION:
Send to system program office on program approval.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 63 - 09 R 02.00
TITLE: System Acquisition Program Files for Systems Terminated During the Conceptual Phase
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at planning activities having primary responsibility

COLUMN D DISPOSITION:
Destroy 10 years after the termination of program.

NOTES
61 Destroy materials related to on-going programs when no longer needed.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 63 - 09 R 03.00
TITLE: System Acquisition Program Files at System Program Offices
AUTHORITY: N1-AFU-90-03

NOTES
Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at system program offices

COLUMN D DISPOSITION:
Retain under Rule 5.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 63 - 09 R 04.00**

** TITLE: System Acquisition Program Files at Other Activities **

| DATE MODIFIED: | 20 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

**AUTHORITY: N1-AFU-90-03**

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at other activities

COLUMN D DISPOSITION:
Destroy when the system is phased out of the inventory, terminated or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 63 - 09 R 05.00**

** TITLE: Program Management Plan (PMP) at System Program Offices **

| DATE MODIFIED: | 20 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

**AUTHORITY: N1-AFU-90-03**

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at system program offices

COLUMN D DISPOSITION:
Destroy 30 years after the system is terminated or phased out of the inventory.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 63 - 09 R 06.00

**TITLE:** Program Management Plan (PMP) at Monitoring, Supporting, Testing and Participating Activities

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
a monitoring, supporting, testing and participating activities

**COLUMN D DISPOSITION:**
Destroy when the system is phased out of the inventory, terminated or when no longer needed, whichever is sooner.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 63 - 09 R 07.00

**TITLE:** Program Management Responsibility Transfer (PMRT) and Turnover Package Files

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system

**COLUMN C WHICH ARE:**
at system program offices

**COLUMN D DISPOSITION:**
Send to using/supporting command in accordance with the PMRT and turnover agreement.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 63 - 09 R 08.00

**TITLE:** PMRT and Turnover Package Files Not Needed by the Using/Supporting Command or When No Such Command Exists

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
send to using/supporting command in accordance with the PMRT and turnover agreement.

**COLUMN C WHICH ARE:**
support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system

**COLUMN D DISPOSITION:**
Send to using/supporting command in accordance with the PMRT and turnover agreement.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system

COLUMN C WHICH ARE:
not needed by the using/supporting command or when no such command exists

COLUMN D DISPOSITION:
Destroy 6 years after the system is phased out of the inventory or terminated.

NOTES

63  Destroy documents placed in administrative hold by the Renegotiating Board 6 years after the final determination of excess profits.

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system

COLUMN C WHICH ARE:
at using/supporting commands

COLUMN D DISPOSITION:
Destroy 6 years after the system is phased out of the inventory or terminated.

NOTES

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 63 - 09 R 11.00

**TITLE:** Selected Acquisition Reports  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMNS B CONSISTING OF:**
- selected acquisition reports

**COLUMNS C WHICH ARE:**
- quarterly reports

**COLUMNS D DISPOSITION:**
Destroy 3 years after the system is phased out of the inventory, terminated or when no longer needed, whichever is sooner.

### NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 63 - 09 R 12.00

**TITLE:** Memorandums of Agreement (MOAs)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMNS B CONSISTING OF:**
- documents negotiated between contract management organizations and program offices for contract administration support

**COLUMNS C WHICH ARE:**
- at HQ AFCMD, AFPROs, AFCMOs, program managers and monitoring organizations

**COLUMNS D DISPOSITION:**
Destroy when superseded or on termination of contract administration support of the program.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 63 - 09 R 13.00

**TITLE:** DOD Plant Cognizance Program Case Files  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMNS B CONSISTING OF:**
- documents

**COLUMNS C WHICH ARE:**
- at HQ AFCMD, AFPROs, AFCMOs, program managers and monitoring organizations

**COLUMNS D DISPOSITION:**
Destroy when superseded or on termination of contract administration support of the program.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:
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

### COLUMN C WHICH ARE:
at HQ AFCMD

### COLUMN D DISPOSITION:
Destroy 10 years after plant cognizance has been transferred from HQ AFCMD.

### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

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<tr>
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<tr>
<td>FROZEN RECORD: No</td>
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<tr>
<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
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</table>

| AUTHORITY: N1-AFU-90-03 |

### COLUMN B CONSISTING OF:
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

### COLUMN C WHICH ARE:
at AFPROs and monitoring organizations

### COLUMN D DISPOSITION:
Destroy 6 months after plant cognizance transfer or when no longer needed, whichever is sooner.

### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

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<thead>
<tr>
<th>TABLE &amp; RULE: T 63 - 09 R 15.00</th>
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<tr>
<td>TITLE: Defective Parts and Components Control Program</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
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<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
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</table>

| AUTHORITY: N1-AFU-90-03 |

### COLUMN B CONSISTING OF:
government-industry data exchange program forms (ALERT)

### COLUMN C WHICH ARE:
at system program offices

### COLUMN D DISPOSITION:
Destroy on inactivation.

### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |
### Notes

**T 63 - 10: ACQUISITION - INTERCONTINENTAL BALLISTIC MISSILE (ICBM) ACQUISITION MANAGEMENT DOCUMENTATION**

**Table & Rule:** T 63 - 10 R 01.00  
**Title:** System Acquisition Program Files  
**Authority:** N1-AFU-86-07  
**Date Modified:** 20 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- 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

**Column C Which Are:**
- At planning activities having primary responsibilities for approved systems

**Column D Disposition:**
- Send to HQ BSD, on program approval.

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**Table & Rule:** T 63 - 10 R 02.00  
**Title:** System Acquisition Program Files Systems Terminated During the Conceptual Phase  
**Authority:** N1-AFU-86-07  
**Date Modified:** 20 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- 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

**Column C Which Are:**
- At planning activities having primary responsibility

**Column D Disposition:**
- Destroy 10 years after the termination of program.

**Notes**

61 Destroy materials related to on-going programs when no longer needed.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

65 If HQ BSD/HO deems these records of historical value, make photocopies of originals for accession into HQ BSD unit historical files prior to retirement. Original source documents will be retired.

**Table & Rule:** T 63 - 10 R 03.00  
**Title:** System Acquisition Program Files at HQ BSD  
**Authority:** N1-AFU-86-07  
**Date Modified:** 20 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

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Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at HQ BSD

COLUMN D DISPOSITION:
2 years after Program Management Responsibility Transfer (PMRT), retire as permanent following screening for possible inclusion in HQ BSD
historical files.

---

**TABLE & RULE:** T 63 - 10 R 04.00
**TITLE:** System Acquisition Program Files at Other Activities
**AUTHORITY:** N1-AFU-86-07

<table>
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<th>DATE MODIFIED</th>
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<tr>
<td>20 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
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**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at other activities

**COLUMN D DISPOSITION:**
Destroy when the system is phased out of the inventory, terminated or when no longer needed, whichever is sooner.

**NOTES**

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE:** T 63 - 10 R 05.00
**TITLE:** Program Management Plan (PMP) at HQ BSD
**AUTHORITY:** N1-AFU-86-07

<table>
<thead>
<tr>
<th>DATE MODIFIED</th>
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<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
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<tbody>
<tr>
<td>20 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

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**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at HQ BSD

**COLUMN D DISPOSITION:**
2 years after Program Management Responsibility Transfer (PMRT), retire as permanent following screening for possible inclusion in HQ BSD
historical files.

**NOTES**

58. If the records are converted to microform, master microform copy (silver halide master) will be immediately retired to a federal records center
affording temperature- and humidity-controlled storage. Source documents (original paper copies) will be screened by HQ BSD/HO, then retired
as permanent. The SF 135 will include the Program Management Responsibility Transfer (PMRT) date. HQ BSD/HO will make photocopies as
required. Duplicate diazo copies of the microform will be retained until no longer needed and then transferred to HQ BSD/HO. HQ BSD/HO will
retain these duplicates under Table 84-1 as historical source documents.

58. For Peacekeeper and subsequent ICBM weapon systems, transfer to National Archives ten years after Program Management Responsibility
Transfer (PMRT) date. Earlier ICBM weapon system records will be transferred to the National Archives in 1995.

---

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at HQ BSD subordinate field test activities and SATAF

COLUMN D DISPOSITION:
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 HQ BSD/HO for possible accession into HQ BSD historical files and retirement as permanent.

---

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at supporting and participating activities

COLUMN D DISPOSITION:
Destroy when the system is phased out of the inventory, terminated or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

---

COLUMN B CONSISTING OF:
support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system

COLUMN C WHICH ARE:
at HQ BSD

COLUMN D DISPOSITION:
Send to using/supporting command in accordance with the PMRT and turnover agreement.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
NOTES

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

58 Prior to Program Management Responsibility Transfer (PMRT), HQ BSD/HO will be afforded the opportunity to screen records for those deemed historically valuable. Records deemed historically valuable will be photocopied by HQ BSD/HO. Office of record possessing the records will prepare the SF 135 to transfer the records to the operating/supporting/training command.

TABLE & RULE: T 63 - 10 R 09.00
TITLE: PMRT and Turnover Package Files Not Needed by the Using/Operating Command
AUTHORITY: N1-AFU-86-07

COLUMN B CONSISTING OF:
support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system

COLUMN C WHICH ARE:
at HQ BSD, but not needed by the using/operating command or when no such command exists

COLUMN D DISPOSITION:
2 years after Program Management Responsibility Transfer (PMRT), retire as permanent following screening for possible inclusion in HQ BSD historical files.

NOTES

58 HQ BSD/HO will screen records for possible inclusion in unit historical files. After photocopying those original source documents, HQ BSD/HO will prepare the SF 135 to retire the records. The SF 135 will include the Program Management Responsibility Transfer (PMRT) date.

58 If the records are converted to microform, master microform copy (silver halide master) will be immediately retired to a federal records center affording temperature- and humidity-controlled storage. Source documents (original paper copies) will be screened by HQ BSD/HO, then retired as permanent. The SF 135 will include the Program Management Responsibility Transfer (PMRT) date. HQ BSD/HO will make photocopies as required. Duplicate diazo copies of the microform will be retained until no longer needed and then transferred to HQ BSD/HO. HQ BSD/HO will retain these duplicates under Table 84-1 as historical source documents.

58 For Peacekeeper and subsequent ICBM weapon systems, transfer to National Archives ten years after Program Management Responsibility Transfer (PMRT) date. Earlier ICBM weapon system records will be transferred to the National Archives in 1995.

TABLE & RULE: T 63 - 10 R 10.00
TITLE: PMRT and Turnover Package Files at the Using/Supporting Commands
AUTHORITY: N1-AFU-86-07

COLUMN B CONSISTING OF:
support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system

COLUMN C WHICH ARE:
at the using/supporting commands

COLUMN D DISPOSITION:
Destroy 6 years after the system is phased out of the inventory or terminated.

NOTES

63 Destroy documents placed in administrative hold by the Renegotiating Board 6 years after the final determination of excess profits.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
For Peacekeeper and subsequent ICBM weapon systems, transfer to National Archives ten years after Program Management Responsibility Transfer (PMRT) date. Earlier ICBM weapon system records will be transferred to the National Archives in 1995.

HQ BSD/HO will screen records for possible inclusion in unit historical files. After photocopying those original source documents, HQ BSD/HO will prepare the SF 135 to retire the records. The SF 135 will include the Program Management Responsibility Transfer (PMRT) date.

If the records are converted to microform, master microform copy (silver halide master) will be immediately retired to a federal records center affording temperature- and humidity-controlled storage. Source documents (original paper copies) will be screened by HQ BSD/HO, then retired as permanent. The SF 135 will include the Program Management Responsibility Transfer (PMRT) date. HQ BSD/HO will make photocopies as required. Duplicate diazo copies of the microform will be retained until no longer needed and then transferred to HQ BSD/HO. HQ BSD/HO will retain these duplicates under Table 84-1 as historical source documents.

For Peacekeeper and subsequent ICBM weapon systems, transfer to National Archives ten years after Program Management Responsibility Transfer (PMRT) date. Earlier ICBM weapon system records will be transferred to the National Archives in 1995.

Destroy on completion of the transfer or termination of the system.
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 63 - 10 R 14.00
TITLE: Recurring Management Reports Sent Outside the Air Force
AUTHORITY: N1-AFU-86-07
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
selected acquisition reports, unit cost reports, unit cost exception reports, defense acquisition executive summaries

COLUMN C WHICH ARE:
at HQ BSD

COLUMN D DISPOSITION:
Two years after Program Management Responsibility Transfer (PMRT), retire as permanent following screening by HQ BSD/HO.

NOTES
58 For Peacekeeper and subsequent ICBM weapon systems, transfer to National Archives ten years after Program Management Responsibility Transfer (PMRT) date. Earlier ICBM weapon system records will be transferred to the National Archives in 1995.

TABLE & RULE: T 63 - 10 R 15.00
TITLE: Recurring Management Reports Sent Outside the Air Force at Non-HQ BSD Activities
AUTHORITY: N1-AFU-86-07
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
selected acquisition reports, unit cost reports, unit cost exception reports, defense acquisition executive summaries

COLUMN C WHICH ARE:
at non-HQ BSD activities

COLUMN D DISPOSITION:
Destroy 1 year after the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 63 - 10 R 16.00
TITLE: Memorandums of Agreement (MOAs)
AUTHORITY: N1-AFU-86-07
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
### COLUMN B CONSISTING OF:
- Documents negotiated between contract management organizations and program offices for contract administration support

### COLUMN C WHICH ARE:
- At any activity

### COLUMN D DISPOSITION:
- Destroy when superseded or on termination of contract administration support of the program, whichever is sooner.

### NOTES
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 63 - 10 R 17.00

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<th>TITLE</th>
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<td>DOD Plant Cognizance Program Case Files</td>
<td>20/ Jun/ 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
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</tbody>
</table>

**AUTHORITY:** N1-AFU-86-07

### COLUMN B CONSISTING OF:
- 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

### COLUMN C WHICH ARE:
- At HQ AFCMD

### COLUMN D DISPOSITION:
- Destroy 10 years after plant cognizance has been transferred from HQ AFCMD.

### NOTES
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 63 - 10 R 18.00

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**AUTHORITY:** N1-AFU-86-07

### COLUMN B CONSISTING OF:
- 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

### COLUMN C WHICH ARE:
- At AFPROs and other monitoring agencies

### COLUMN D DISPOSITION:
- Destroy 6 months after plant cognizance transfer or when no longer needed, whichever is sooner.

### NOTES
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

TABLE & RULE: T 63 - 10 R 19.00
TITLE: Defective Parts and Components Control Program
AUTHORITY: N1-AFU-86-07

COLUMN B CONSISTING OF:
government-industry data exchange program forms (ALERT)

COLUMN C WHICH ARE:
at HQ BSD

COLUMN D DISPOSITION:
Destroy on inactivation.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements; Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 63 - 10 R 20.00
TITLE: DELETED (14 Aug 04) Converted to Table 25-3, Rule 1, Support Agreement/War Reserve Materiel (WRM)
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
(RESERVED)

TABLE & RULE: T 63 - 10 R 21.00
TITLE: Test Site Location Surveys
AUTHORITY: N1-AFU-86-07

COLUMN B CONSISTING OF:
planning documents relating to locating an ICBM test program at a specific location

COLUMN C WHICH ARE:
at HQ BSD and HQ BSD subordinate field activities

COLUMN D DISPOSITION:
Two years after PMRT, retire as permanent following screening for possible inclusion in HQ BSD historical files.

NOTES

58 HQ BSD/HO will screen records for possible inclusion in unit historical files. After photocopying those original source documents, HQ BSD/HO will prepare the SF 135 to retire the records. The SF 135 will include the Program Management Responsibility Transfer (PMRT) date.

58 If the records are converted to microform, master microform copy (silver halide master) will be immediately retired to a federal records center affording temperature- and humidity-controlled storage. Source documents (original paper copies) will
be screened by HQ BSD/HO, then retired as permanent. The SF 135 will include the Program Management Responsibility Transfer (PMRT) date. HQ BSD/HO will make photocopies as required. Duplicate diazo copies of the microform will be retained until no longer needed and then transferred to HQ BSD/HO. HQ BSD/HO will retain these duplicates under Table 84-1 as historical source documents.

58 For Peacekeeper and subsequent ICBM weapon systems, transfer to National Archives ten years after Program Management Responsibility Transfer (PMRT) date. Earlier ICBM weapon system records will be transferred to the National Archives in 1995.

---

**TABLE & RULE: T 63 - 10 R 22.00**

**TITLE:** Databases

**AUTHORITY:** N1-AFU-86-07

**DATE MODIFIED:** 20 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

<table>
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<td>systems requirements analysis, (including simulation and analytic models or software programs for resource demand)</td>
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<th>COLUMN C WHICH ARE:</th>
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<th>COLUMN D DISPOSITION:</th>
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<tr>
<td>Destroy when superseded, obsolete or no longer needed.</td>
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**TABLE & RULE: T 63 - 10 R 23.00**

**TITLE:** Long-Term Concept and Development/Study Efforts

**AUTHORITY:** N1-AFU-86-07

**DATE MODIFIED:** 20 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

<table>
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<td>long-term concept and development/study efforts</td>
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<th>COLUMN C WHICH ARE:</th>
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<tr>
<td>systems requirements analysis (including simulation and analytic models or software programs for resource demand)</td>
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<th>COLUMN D DISPOSITION:</th>
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</thead>
<tbody>
<tr>
<td>Destroy when superseded, obsolete or no longer needed.</td>
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</table>

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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**NOTES**

58 If records are converted to microform, master microform copy (silver halide master) will be immediately retired to a federal records center affording temperature- and humidity-controlled storage. Source documents (original paper copies) will be screened by HQ BSD/HO. Duplicate diazo copies of the microform will be retained until no longer needed and then transferred to HQ BSD/HO. HQ BSD/HO will retain these duplicates under Tables 84-1 or 37-14. Source documents (original paper copies) not retained by HQ BSD/HO may be destroyed after microfilming provided the microforms pass quality assurance inspection requirements.
**TABLE & RULE:** T 64 - 01 R 01.00  
**TITLE:** Contract Case Files at or Below Simplified Acquisition Threshold  
**AUTHORITY:** DAA-GRS-2013-0003-0001  
**DATE MODIFIED:** 14 / Sep / 2017  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

58 Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

59 Transactions of $100,000 or less and $200,000 or less for Contingency-Humanitarian or Peacekeeping Operations and construction contracts at or below $2,000.

59 Transactions dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining a simplified acquisition threshold).

---

**TABLE & RULE:** T 64 - 01 R 02.00  
**TITLE:** Contract Case Files Exceeding Simplified Acquisition Threshold  
**AUTHORITY:** DAA-GRS-2013-0003-0001  
**DATE MODIFIED:** 14 / Sep / 2017  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

58 Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

59 Transactions of more than $100,000 and more than $200,000 for Contingency-Humanitarian or Peacekeeping Operations and construction contracts exceeding $2,000.

59 Transactions dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining a simplified acquisition threshold).
**TABLE & RULE: T 64 - 01 R 03.00**

**TITLE:** Utility Contracts  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
utility contracts

**COLUMN C WHICH ARE:**
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.)

**COLUMN D DISPOSITION:**
Destroy 15 years after close of contract/final clearance/settlement.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 64 - 01 R 04.00**

**TITLE:** Utility Contracts - Delivery Orders Over $10,000  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
delivery order transactions

**COLUMN C WHICH ARE:**
for more than $10,000 written against utility requirements contracts to provide payment for services received

**COLUMN D DISPOSITION:**
Destroy 6 years after payment/final clearance/settlement.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 64 - 01 R 05.00**

**TITLE:** Utility Contracts - Delivery Orders for $10,000 or Less  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
delivery order transactions

**COLUMN C WHICH ARE:**
for $10,000 or less written against utility requirements contracts to provide payment for services received

**COLUMN D DISPOSITION:**
Destroy 1 year after payment/final clearance/settlement.
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

58 Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

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**TABLE & RULE: T 64 - 01 R 06.00**

| TITLE: | Successful Offers - Below Purchase Limit |
| AUTHORITY: | N1-AFU-90-03 |
| DATE MODIFIED: | 20 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

**COLUMN B CONSISTING OF:**

general contract case files of all unsuccessful offers or quotations that pertain to contracts below the appropriate purchase limitation in Federal Acquisition Regulation

**COLUMN C WHICH ARE:**

below purchase limit

**COLUMN D DISPOSITION:**

Destroy 1 year after date of award or until final payment whichever, is later.

---

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

58 Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

59 If the contracting officer determines that the files have future value to the Government, retain and destroy when no longer needed.

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**TABLE & RULE: T 64 - 01 R 07.00**

| TITLE: | Contract Status, Expediting and Production Surveillance |
| AUTHORITY: | N1-AFU-90-03 |
| DATE MODIFIED: | 20 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

**COLUMN B CONSISTING OF:**

records

**COLUMN C WHICH ARE:**

contract status (progressing), expediting and production surveillance records

**COLUMN D DISPOSITION:**

Destroy 6 months after final payment.

---

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

58 Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 64 - 01 R 08.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Contract Case Files - Signed</td>
</tr>
<tr>
<td>CURRENT: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
contract case files

**COLUMN C WHICH ARE:**
signed originals of justifications and approvals and determination and findings required by FAR Part 6, and of supporting documents and data

**COLUMN D DISPOSITION:**
Destroy 6 years and 3 months after final payment.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

58 Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 64 - 01 R 09.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Labor Compliance</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
labor compliance

**COLUMN C WHICH ARE:**
labor compliance records, including equal employment opportunity records

**COLUMN D DISPOSITION:**
Destroy 3 years after final payment.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

58 Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 64 - 01 R 10.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: General Contract Case Files - Information Copies</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
- general contract case files

COLUMN C WHICH ARE:
- information copies

COLUMN D DISPOSITION:
Destroy 3 months after final payment or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 01 R 11.00
TITLE: General Contract Case Files - Other Below Purchase Limit
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
records or documents other than those in Federal Acquisition Regulation pertaining to contracts below the appropriate small purchase limitation in Federal Acquisition Regulation

COLUMN C WHICH ARE:
other below purchase limit

COLUMN D DISPOSITION:
Destroy 1 year after final payment.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 01 R 12.00
TITLE: General Contract Case Files - Other Above Purchase Limit
DATE MODIFIED: 18 / Oct / 2004
FROZEN RECORD: No
CURRENT: Yes
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
records or documents other than those in Federal Acquisition Regulation pertaining to contracts above the appropriate small purchase limitation in Federal Acquisition Regulation

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
destroy 6 years and 3 months after final payment.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 64 - 01 R 13.00**

**TITLE:** Contractor General Files  
**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: |  |  |  |  |
|-------------------------|  |  |  |  |
| records pertaining generally to the contractor as described in Federal Acquisition Regulation |

| COLUMN C WHICH ARE: |  |  |  |  |
|-------------------|  |  |  |  |
| at purchasing and contract administration offices |

| COLUMN D DISPOSITION: |  |  |  |  |
|----------------------|  |  |  |  |
| Destroy when superseded or obsolete. |

**TABLE & RULE: T 64 - 01 R 14.00**

**TITLE:** Contractor General Files - Duplicate/ Working Copies  
**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: |  |  |  |  |
|-------------------------|  |  |  |  |
| contractor general files |

| COLUMN C WHICH ARE: |  |  |  |  |
|-------------------|  |  |  |  |
| duplicate or working copies |

| COLUMN D DISPOSITION: |  |  |  |  |
|----------------------|  |  |  |  |
| Destroy when no longer needed. |

**TABLE & RULE: T 64 - 01 R 15.00**

**TITLE:** Solicited and Unsolicited Unsuccessful Bids  
**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: |  |  |  |  |
|-------------------------|  |  |  |  |
|  |

| COLUMN C WHICH ARE: |  |  |  |  |
|-------------------|  |  |  |  |
|  |

| COLUMN D DISPOSITION: |  |  |  |  |
|----------------------|  |  |  |  |
|  |
COLUMN B CONSISTING OF:
relating to transactions above the appropriate small purchase limitation in Federal Acquisition Regulation

COLUMN C WHICH ARE:
filed separately from contract case files

COLUMN D DISPOSITION:
Destroy when related contract is completed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

58 Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

TABLE & RULE: T 64 - 01 R 16.00
TITLE: Transactions That Do Not Obligate Funds
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
indefinite deliver-type contracts, call procurement arrangements, basic ordering agreements and related records

COLUMN C WHICH ARE:
transactions that do not obligate funds

COLUMN D DISPOSITION:
Destroy 6 years after expiration or termination.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

58 Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

TABLE & RULE: T 64 - 01 R 17.00
TITLE: Cancelled Procurement Actions
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
cancelled procurement actions

COLUMN C WHICH ARE:
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)

COLUMN D DISPOSITION:
Destroy 5 years after date of cancellation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

**TABLE & RULE: T 64 - 01 R 18.00**

**TITLE:** Subcontracts Written Under a Fixed-Price Prime Contract  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
contracts or lists of vendors submitted for approval as to source only

**COLUMN C WHICH ARE:**
at the contracting offices administering the prime contract

**COLUMN D DISPOSITION:**
Destroy on completion of the subcontract.

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

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**TABLE & RULE: T 64 - 01 R 19.00**

**TITLE:** Armed Services Board of Contract Appeal cases  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
Armed Services Board of Contract Appeal cases

**COLUMN C WHICH ARE:**
otice 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

**COLUMN D DISPOSITION:**
Destroy 10 years after final action on decision.

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Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.
TABLE & RULE: T 64 - 01 R 20.00
TITLE: Engineering Change Proposals
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
- engineering change proposals

COLUMNS C WHICH ARE:
- ECPs recommended for adoption by the AF, but not adopted and ECPs withdrawn by the contractor

COLUMNS D DISPOSITION:
- Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
58 Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

TABLE & RULE: T 64 - 01 R 21.00
TITLE: Engineering Change Proposals - Rejected
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
- engineering change proposals

COLUMNS C WHICH ARE:
- rejected ECPs

COLUMNS D DISPOSITION:
- Destroy 6 months after final payment under the contract.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
58 Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

TABLE & RULE: T 64 - 01 R 22.00
TITLE: Source Selection Proceedings
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 2179
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

58 Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

TABLE & RULE: T 64 - 01 R 23.00

TITLE: Source Selection - Successful Proposals

AUTHORITY: N1-AFU-90-03

COLUMNS CONSISTING OF:
proposals furnished by a successful contractor

COLUMNS WHICH ARE:
at the SPO or project monitor office

COLUMNS DISPOSITION:
Destroy 6 years after final payment of any contract resulting therefrom.


NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

58 Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

TABLE & RULE: T 64 - 01 R 24.00

TITLE: Source Selection - Unsuccessful Proposals

AUTHORITY: N1-AFU-90-03

COLUMNS CONSISTING OF:
source selection

COLUMNS WHICH ARE:
proposals submitted by unsuccessful competitors

COLUMNS DISPOSITION:
Destroy with related contracts.


NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

Notes and working papers of group members
Destroy after 1 year.

Notes
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

Notes
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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
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Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

Notes
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Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

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Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

Notes
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

Notes
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

Notes
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.
TABLE & RULE: T 64 - 01 R 27.00
TITLE: Individual Vendors
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
individual vendors

COLUMN C WHICH ARE:
miscellaneous material indicating supplies and services offered by each vendor

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
58 Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

TABLE & RULE: T 64 - 01 R 28.00
TITLE: Numbered Contracting Letters
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
numbered contracting letters

COLUMN C WHICH ARE:
records used to announce contracting policies, procedures, instructions and solicitations-contract formats

COLUMN D DISPOSITION:
Destroy when superseded, obsolete and/or incorporated in the Federal Acquisition Regulation (FAR) or in a supplement to the FAR.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
58 Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.

TABLE & RULE: T 64 - 01 R 29.00
TITLE: Pricing Reviews
AUTHORITY: N1-AFU-89-31
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
<table>
<thead>
<tr>
<th>NOTE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
<tr>
<td>58</td>
<td>Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.</td>
</tr>
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</table>

**TABLE & RULE: T 64 - 01 R 30.00**

**TITLE:** Contracting Internal Operation and Administration

**AUTHORITY:** GRS 03, ITEM 02

<table>
<thead>
<tr>
<th>FIELD</th>
<th>VALUE</th>
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<td>DATE MODIFIED</td>
<td>20 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

<table>
<thead>
<tr>
<th>NOTE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
<tr>
<td>58</td>
<td>Segregate records pertaining to (a) Foreign Military Sales (FMS) and use Table 16-1, Rule 7 or 8, and (b) hazardous materials/environmental protection and use Table 32-1, Rule 17.</td>
</tr>
</tbody>
</table>
### T 64 - 02: CONTRACTING - PURCHASE REQUESTS

#### TABLE & RULE: T 64 - 02 R 01.00

| TITLE: | PRs/MIPRs - Single-Contract (Procuring Activity Copy) |
| AUTHORITY: | N1-AFU-90-03 |

| DATE MODIFIED: | 20 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

**COLUMN B CONSISTING OF:**
PRs/MIPRs, project orders and related papers that result in one contract

**COLUMN C WHICH ARE:**
at procuring activities and are filed either with individual contract file or as a separate series of records

**COLUMN D DISPOSITION:**
Destroy with related contract.

### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
| 21 | Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes. |

### TABLE & RULE: T 64 - 02 R 01.10

| TITLE: | DELETED |
| AUTHORITY: | N/A |

| FROZEN RECORD: | No |
| DATE RESCINDED: | 01 / Jan / 1900 |

| DATE APPROVED: | |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

### TABLE & RULE: T 64 - 02 R 02.00

| TITLE: | PRs/MIPRs - Multi-Contract (Procuring Activity Copy) |
| AUTHORITY: | N1-AFU-90-03 |

| DATE MODIFIED: | 20 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |

**COLUMN B CONSISTING OF:**
PRs/MIPRs, project orders and related papers that result in more than one contract

**COLUMN C WHICH ARE:**
at procuring activities

**COLUMN D DISPOSITION:**
Destroy with contract having longest retention period.

### NOTES

| 21 | Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later. |
| 21 | Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records. |
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 64 - 02 R 03.00

**TITLE:** PRs/MIPRs Project Order Case Files (Requiring Control Office Copy)

**AUTHORITY:** N1-AFU-89-02

**DATE MODIFIED:** 20 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

#### COLUMN B CONSISTING OF:

PRs/MIPRs and project order case files

#### COLUMN C WHICH ARE:

at responsible PR/MIPR and project order control offices within requiring activities

#### COLUMN D DISPOSITION:

Destroy 2 years after contract is closed.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 64 - 02 R 04.00

**TITLE:** PRs/MIPRs Demand Cards

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 20 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

#### COLUMN B CONSISTING OF:

demand cards produced by ADP equipment

#### COLUMN C WHICH ARE:

at procuring activities

#### COLUMN D DISPOSITION:

Destroy after processing through data processing installation and transaction document has been received or cancelled.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 64 - 02 R 05.00

**TITLE:** PRs/MIPRs and Projection Orders (Responsible Control Office Copy)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 20 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes
COLUMN B CONSISTING OF:
PRs prepared and procured by the same ALC

COLUMN C WHICH ARE:
at responsible PR/MIPR control offices

COLUMN D DISPOSITION:
Destroy at the end of the quarter in which the contract/order is awarded.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 02 R 06.00
TITLE: Other Agency MIPRs and Project Orders - Satisfied Solely from AF Stock
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
MIPRs and project orders whose requirements are satisfied solely from AF stock

COLUMN C WHICH ARE:
at PR/MIPR and project order in management activities

COLUMN D DISPOSITION:
Destroy 2 years after notification of supply action.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 02 R 07.00
TITLE: Other Agency MIPRs and Project Orders - Satisfied By Procurement or Combination
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
MIPRs and project orders whose requirements are satisfied either by procurement action alone (direct citation or reimbursable procurement) or by combination of procurement and supply action

COLUMN C WHICH ARE:
at PR/MIPR and project order in management activities

COLUMN D DISPOSITION:
Destroy 3 months after receipt of applicable contract completion statement.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE:** T 64 - 02 R 08.00

**TITLE:** PRs/MIPRs - Information Copies  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>PRs/MIPRs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLUMN C WHICH ARE:</strong></td>
<td>information copies of PRs, MIPRs and project orders</td>
</tr>
<tr>
<td><strong>COLUMN D DISPOSITION:</strong></td>
<td>Destroy 3 months after receipt of contract completion statement or other equal notification of contract completion or when no longer needed, whichever is sooner.</td>
</tr>
</tbody>
</table>

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE:** T 64 - 02 R 09.00

**TITLE:** PRs/MIPRs and Project Orders - Cancelled  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>PRs/MIPRs and project orders</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLUMN C WHICH ARE:</strong></td>
<td>at responsible PR/MIPR and project orders control offices</td>
</tr>
<tr>
<td><strong>COLUMN D DISPOSITION:</strong></td>
<td>Destroy 3 months after cancellation date.</td>
</tr>
</tbody>
</table>

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 64 - 03 R 01.00

**TITLE:** Invitations for Bids - Other ACO

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFBs awarded to a contractor not under the jurisdiction of administrative contracting officers (ACOs)</td>
<td>with ACOs</td>
<td>Destroy after bid opening date as shown on the IFB.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 64 - 03 R 02.00

**TITLE:** Invitations for Bids - No Award After Opened

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitations for bids</td>
<td>IFBs and resulting bids in formal advertised procurements for which no contract was awarded after bids have been opened</td>
<td>Destroy 1 year after date of bid opening, unless bidder asks return of his bid.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 64 - 03 R 03.00

**TITLE:** Unsuccessful Bidders Protests

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table of Contents

1. Invitations for Bids - Other ACO
2. Invitations for Bids - No Award After Opened
3. Unsuccessful Bidders Protests

Report generated: 01 / Oct / 2018 - 08:00:00
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

COLUMN D DISPOSITION:
Destroy 3 years after final decision is submitted to protester.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 03 R 04.00
TITLE: Unsuccessful Bids/Proposals - Below Purchase Limit
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
unsuccessful bids/proposals - below purchase limit

COLUMN C WHICH ARE:
transactions after 25 Jul 74 for $10,000 or less and transactions on or before 25 Jul 74 for $2,500 or less

COLUMN D DISPOSITION:
Destroy after final payment under the contract or 1 year from date of award whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 03 R 05.00
TITLE: Unsuccessful Bids/Proposals - Over Purchase Limit
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
unsuccessful bids/proposals over purchase limit

COLUMN C WHICH ARE:
transactions after 25 Jul 74 over $10,000 and transactions on or before 25 Jul 74 over $2,500

COLUMN D DISPOSITION:
Destroy 6 years, 3 months after final payment of each contract.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
no longer needed for administrative, legal, audit, or other operational purposes.

## TABLE & RULE: T 64 - 03 R 06.00

**TITLE:** Unsuccessful Bids/Proposals - Protest/Complaint  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
unsuccessful bids/proposals - protest/complaint

**COLUMN C WHICH ARE:**  
records resulting from a protest or complaint

**COLUMN D DISPOSITION:**  
Destroy after final resolution of case.

## NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## TABLE & RULE: T 64 - 03 R 07.00

**TITLE:** Unsuccessful Bids/Proposals - Future Value  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
unsuccessful bids/proposals - future value

**COLUMN C WHICH ARE:**  
bids that have been determined by the purchasing office to have future value to the government

**COLUMN D DISPOSITION:**  
Destroy when no longer needed.

## NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## TABLE & RULE: T 64 - 03 R 08.00

**TITLE:** Identical Bid Reports - Below Purchase Limit (AFMC)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
COLUMN B CONSISTING OF:
copies of identical bid reports for procurement, IFBs, abstracts of bids and supporting records

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 64 - 03 R 09.00
TITLE: Identical Bid Reports - Above Purchase Limit (AFMC)
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
copies of identical bid reports for procurement, IFBs, abstracts of bids and supporting records

COLUMN C WHICH ARE:
at HQ AFMC for transactions after 25 Jul 74 over $10,000 and transactions on or before 25 Jul 74 over $2,500

COLUMN D DISPOSITION:
Destroy after 6 years.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 64 - 03 R 10.00
TITLE: Identical Bid Reports - Purchasing/Sales Copy
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
copies of identical bid reports for procurement, IFBs, abstracts of bids and supporting records

COLUMN C WHICH ARE:
at purchasing/sales activities

COLUMN D DISPOSITION:
Destroy with procurement transactions to which they relate.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Unsolicited Proposals - Rejected

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>voluntary proposals</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>rejected proposals</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN D DISPOSITION:**
Destroy 1 year after notifying contractor of evaluation results.

### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records:
  Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### Construction Contract Progress Reports

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>construction contract progress reports</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>contract progress reports</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN D DISPOSITION:**
Destroy 6 months after final payment under the contract.

### NOTES

- **19** For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records:
  Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### Construction Contractor Payroll

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

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For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.
### NOTES

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:
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**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 64 - 04 R 05.00

<table>
<thead>
<tr>
<th>TITLE: Contract Number Assignments</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
contract number assignments

**COLUMN C WHICH ARE:**
logs and similar records

**COLUMN D DISPOSITION:**
Destroy 6 years after completion of all contracts listed thereon.

---

### NOTES

**19** For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

---

### TABLE & RULE: T 64 - 04 R 06.00

<table>
<thead>
<tr>
<th>TITLE: Contract Change Notification Master Serial Number Register</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
contract change notification master serial number register

**COLUMN C WHICH ARE:**
contract change notification master serial number register and similar forms

**COLUMN D DISPOSITION:**
Destroy 6 years after completion of all contracts listed thereon.

---

### NOTES

**19** For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

---

For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Report generated: 01 / Oct / 2018 - 08:00:00
### COLUMN B CONSISTING OF:

- contractor performance - historical

### COLUMN C WHICH ARE:

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

### COLUMN D DISPOSITION:

Destroy when no longer needed.

### NOTES

19 For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### COLUMN B CONSISTING OF:

- subsidiary procurement - expediting

### COLUMN C WHICH ARE:

- expediting files relating to contract status (progressing), expediting and production surveillance

### COLUMN D DISPOSITION:

Destroy 6 months after final payment under the contract.

### NOTES

19 For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### COLUMN B CONSISTING OF:

- subsidiary procurement - priority ratings

### COLUMN C WHICH ARE:

- priority ratings files related to high priority items (contract status (progressing), expediting and production surveillance)

### COLUMN D DISPOSITION:

Destroy when no longer needed for administrative, legal, audit, or other operational purposes.
For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 64 - 04 R 10.00**

**TITLE:** Base Procurement Action/Summary Cards

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

base procurement action/summary cards

**COLUMN C WHICH ARE:**

action/summary cards

**COLUMN D DISPOSITION:**

Destroy 1 year after incorporating information into the monthly management report.

---

**TABLE & RULE: T 64 - 04 R 11.00**

**TITLE:** Base Procurement Follow-up Cards and Reporting Data

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**

base procurement follow-up cards and reporting data

**COLUMN C WHICH ARE:**

follow-up cards and reporting data

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

---

For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 64 - 04 R 12.00**

**TITLE:** Base Procurement Action Register

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
base procurement action register

**COLUMN C WHICH ARE:**
procurement action register

**COLUMN D DISPOSITION:**
Destroy 1 year after close of the FY.

**NOTES**

19 For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 64 - 04 R 13.00**

**TITLE:** Procuring Office Custom Entry

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at procuring offices

**COLUMN D DISPOSITION:**
Destroy after 5 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 64 - 04 R 14.00**

**TITLE:** Project Authorizations

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 20 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

21 Electronic copy created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 64 - 04 R 15.00

**TITLE:** Civil Air Carrier Passenger/Cargo Contract Airlift Checklists  
**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

Checklists

**COLUMN C WHICH ARE:**

Passenger contract airlift checklist and cargo contract airlift checklist

**COLUMN D DISPOSITION:**

Destroy after 1 year.

### NOTES

19 For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 64 - 04 R 16.00

**TITLE:** Civil Air Carrier Contract Violations  
**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

Contract violation notices

**COLUMN C WHICH ARE:**

Civil air carrier contract violations

**COLUMN D DISPOSITION:**

Destroy after 2 years.

### NOTES

19 For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 64 - 04 R 17.00 | DATE MODIFIED: | 20 / Jun / 2005 |
| TITLE: Civil Air Certificates | FROZEN RECORD: | No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: | Yes |
| | DATE APPROVED: | |

COLUMN B CONSISTING OF:
civil air certificates

COLUMN C WHICH ARE:
used by MAJCOM/CAOs to attest to the performance of flying services and as a means of identifying civil aircraft under AF contract or charter and retained with CAO procurement file

COLUMN D DISPOSITION:
Destroy with procurement case file.

NOTES
19 For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 64 - 04 R 18.00 | DATE MODIFIED: | 20 / Jun / 2005 |
| TITLE: Civil Air Certificates - Other | FROZEN RECORD: | No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: | Yes |
| | DATE APPROVED: | |

COLUMN B CONSISTING OF:
civil air certificates

COLUMN C WHICH ARE:
at other activities

COLUMN D DISPOSITION:
Destroy one year after completion of contract.

NOTES
19 For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
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TABLE & RULE: T 64 - 04 R 19.00
TITLE: Debarment/Suspension Case Files - Routine
AUTHORITY: N1-AFU-91-14
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
avove MAJCOM

COLUMN D DISPOSITION:
Destroy 6 years and 3 months after termination/expiration (close-out of case file).

NOTES
19 For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 04 R 20.00
TITLE: Debarment/Suspension Case Files - Lasting Significance
AUTHORITY: N1-AFU-91-14
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
avove MAJCOM

COLUMN D DISPOSITION:
Retire as permanent to WNRC 1 year after termination/expiration (close-out of case file).

NOTES
5 Transfer to the National Archives in 5-year blocks when the most recent records in the block are 25 years old.
19 For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

TABLE & RULE: T 64 - 04 R 21.00
TITLE: Debarment/Suspension Case Files - MAJCOM and below
AUTHORITY: N1-AFU-91-14
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
reports of irregularities in AF procurements, including resulting actions to debar or suspend and related records

COLUMN C WHICH ARE:
at MAJCOMs and below

COLUMN D DISPOSITION:
Destroy 2 years after termination/expiration (close-out of case file).

NOTES
For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 64 - 04 R 22.00

Title: Designation/Termination of Contracting Officers and Representatives

Authority: N1-AFU-90-03

Current: Yes

Date modified: 20 / Jun / 2005

Frozen record: No

Notes:

Destroy 3 years after termination of appointment.

Table & Rule: T 64 - 04 R 23.00

Title: Designation/Termination of Contracting Officers and Representatives - at Requesting Activities

Authority: N1-AFU-90-03

Current: Yes

Date modified: 20 / Jun / 2005

Frozen record: No

Notes:

Destroy 1 year after termination of appointment.
TABLE & RULE: T 64 - 04 R 24.00
TITLE: Contract Approval and Review
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
contracts, contract modifications, commitment forms, invitations for bids, abstract of bids, requests for proposals and supplemental data

COLUMN C WHICH ARE:
at approval, monitoring or "after the fact" review authorities

COLUMN D DISPOSITION:
Destroy after 3 years or when no longer needed, whichever is sooner.

NOTES
19 For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 64 - 04 R 24.01
TITLE: DELETED
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 64 - 04 R 25.00
TITLE: Government-Furnished Material Property
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
government-furnished material property

COLUMN C WHICH ARE:
reports compiled from stock record cards (cost category II), registers, reports of audit, monthly industrial property control activity reports and related correspondence

COLUMN D DISPOSITION:
Destroy 1 year after return or other disposal of property involved, but exclusive of any report constituting a voucher to a contract property account.

NOTES
19 For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
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TABLE & RULE: T 64 - 04 R 26.00
TITLE: Government-Wide Purchase Card (GPC) (IMPAC) Program Administration at Program Coordinator Office
AUTHORITY: DAA-GRS-2013-0003-0001

| COLUMN B CONSISTING OF: | administrative support and control of the Government-Wide Purchase Card (GPC) system and associated reports, including records of surveillance and all other administrative actions |
| COLUMN C WHICH ARE: | at Program Coordinator Office |
| COLUMN D DISPOSITION: | Destroy after 10 years |

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 04 R 26.01
TITLE: Government-wide Purchase Card (GPC) (IMPAC) Program Administration at Using Office
AUTHORITY: DAA-GRS-2013-0003-0001 AND FAR 4.805(B)(3)

| COLUMN B CONSISTING OF: | receipts, shipping paperwork, written record of coordination and all other supporting documentation. Also includes records of approving official surveillance. |
| COLUMN C WHICH ARE: | at approving official and cardholder unit level |
| COLUMN D DISPOSITION: | Destroy 10 years after final payment |

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 04 R 26.02
TITLE: Government-wide Purchase Card (GPC) Program Administration at Using Office
AUTHORITY: N1-AFU-02-08

| COLUMN B CONSISTING OF: | receipts, shipping paperwork, written record of coordination and all other supporting documentation. Also includes records of approving official surveillance. |
| COLUMN C WHICH ARE: | at approving official and cardholder unit level |
| COLUMN D DISPOSITION: | Destroy 10 years after final payment |

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
records pertaining to items under investigation, dispute or similar matters

COLUMN C WHICH ARE:
at approving official and cardholder unit level

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 04 R 26.03
TITLE: Government-wide Purchase Card (GPC) (IMPAC) Using Office Air National Guard (ANG) or Program Administration at Bank’s Office
AUTHORITY: DAA-GRS-2013-0003-0001

| DATE CREATED: | 24 / Apr / 2003 |
| DATE MODIFIED: | 14 / Sep / 2017 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

COLUMN B CONSISTING OF:
ANG: Records pertaining to items under investigation, dispute or similar matters or at Bank Offices: GPC transaction management log and all data generated or processed via the bank’s electronic access system

COLUMN C WHICH ARE:
ANG: at approving official and cardholder unit level or maintained in the bank’s electronic access system

COLUMN D DISPOSITION:
Destroy 10 years after final clearance or settlement (after time allotted for appeals) for Air National Guard using offices or period covered by account for Program Administration at Bank Offices.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 04 R 26.04
TITLE: Government-Wide Purchase Card (GPC) Program Administration Individual Account Files
AUTHORITY: N1-AFU-02-08

| DATE CREATED: | 24 / Apr / 2003 |
| DATE MODIFIED: | 20 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

COLUMN B CONSISTING OF:
training records, letters of appointment and delegation of purchase authority

COLUMN C WHICH ARE:
on individual accounts

COLUMN D DISPOSITION:
Destroy 2 years after card is cancelled.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 64 - 04 R 27.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 08 / May / 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Exemption Certificates</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN C WHICH ARE:**
cancelled copies of US Government tax exemption certificates, cover of US Government tax exemption certificate book and tax exemption certification tabulation sheet

**COLUMN D DISPOSITION:**
Destroy 3 years after period covered by related account. (GRS3, Mar 06)

**NOTES**

19 For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 64 - 04 R 28.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Exemption Identification Card</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN C WHICH ARE:**
US Government Tax Exemption Identification Card

**COLUMN D DISPOSITION:**
Destroy on expiration or cancellation.

**NOTES**

19 For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 64 - 04 R 29.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Compliance</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

For records related to surveillance of an industrial contractor's control of government facilities, equipment and other property in his possession, retire on completion of all 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.

For records related to 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.
For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 64 - 04 R 32.00

**TITLE:** Service Contract Standardization and Improvement - Implementing Office  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
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)

**COLUMN C WHICH ARE:**
at implementing offices

**COLUMN D DISPOSITION:**
Destroy with related contract.

### NOTES

19 For records related to hazardous materials/environmental protection, use Table 32-1, Rule 17. For records related to foreign military sales (FMS) cases, use Table 16-1, Rule 7.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 64 - 05: CONTRACTING - BASIC CONTRACTING AGREEMENTS

**TABLE & RULE: T 64 - 05 R 01.00**

**TITLE:** Basic Agreements - at Issuing PO  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
agreements and changes thereto

**COLUMN C WHICH ARE:**
at the purchasing office (PO) which negotiates and issues the agreements

**COLUMN D DISPOSITION:**
Destroy 6 years after date of termination or cancellation.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 64 - 05 R 02.00

<table>
<thead>
<tr>
<th>NOTATION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>agreements and changes thereto</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>at POs that incorporate basic agreement terms and conditions in supply and service contracts and contract administration offices (CAOs) that administer such contracts</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy 6 years after agreement has been terminated, superseded or cancelled and all contracts referencing the terms and conditions of the agreement have been closed out</td>
</tr>
</tbody>
</table>

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 64 - 05 R 03.00

<table>
<thead>
<tr>
<th>NOTATION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>basic agreements</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>not incorporated in contracts or information copies</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy when no longer needed.</td>
</tr>
</tbody>
</table>

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
master bailment agreements

COLUMN C WHICH ARE:
at office preparing and executing the agreement

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 06 R 02.00
TITLE: Master Bailment Agreements - Other
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
master bailment agreements

COLUMN C WHICH ARE:
at activities other than offices preparing and executing the agreement

COLUMN D DISPOSITION:
Destroy when superseded or cancelled.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 06 R 03.00
TITLE: Bailment Agreements - at Procurement Activity
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

NOTES

TABLE & RULE: T 64 - 06 R 01.00
TITLE: Master Bailment Agreements - at Preparing/Executing Office
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
master bailment agreements

COLUMN C WHICH ARE:
at office preparing and executing the agreement

COLUMN D DISPOSITION:

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.  

Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.  

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 64 - 07: CONTRACTING - CONTRACTS NEGOTIATION**

**TABLE & RULE: T 64 - 07 R 01.00**

<table>
<thead>
<tr>
<th>TITLE: Performance Data Renegotiation</th>
<th>DATE MODIFIED: 10 / Aug / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

copies of performance data and background performance data records

**COLUMN C WHICH ARE:**

used in compiling such reports

**COLUMN D DISPOSITION:**

Destroy after 4 years.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

*

Report generated: 01 / Oct / 2018 - 08:00:00
NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 07 R 02.00
TITLE: Renegotiation Status Reporting
AUTHORITY: N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>renegotiation status reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>retained copies of reports and related correspondence</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy after 3 years.</td>
</tr>
</tbody>
</table>

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 64 - 08: CONTRACTING - CONTRACT CLAIMS

TABLE & RULE: T 64 - 08 R 01.00
TITLE: 50 U.S.C. 1431- 5 Contract Claims Case Files
AUTHORITY: N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>files</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>50 U.S.C. 1431 - 5 contract claims case files</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy 6 years after final decision on completion of claim or on completion of contract, whichever is later, subject to approval by HQ AFMC.</td>
</tr>
</tbody>
</table>

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 08 R 02.00
TITLE: General Accounting Office Contract Claim Case Files (MAJCOM)
AUTHORITY: N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>files</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>50 U.S.C. 1431 - 5 contract claims case files</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy 6 years after final decision on completion of claim or on completion of contract, whichever is later, subject to approval by HQ AFMC.</td>
</tr>
</tbody>
</table>

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at appropriate MAJCOMs

COLUMN D DISPOSITION:
Destroy 2 years after date of final adjudication and closing of claim.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 08 R 03.00
TITLE: General Accounting Office Contract Claim Case Files (Other Than MAJCOM)  
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at other than MAJCOMs

COLUMN D DISPOSITION:
Destroy after date of final adjudication and closing of claim.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 08 R 04.00
TITLE: ICBM Indemnity Agreements (Original)  
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
original copies of indemnity agreement between ICBM contractors and the Government under 50 U.S.C.1431

COLUMN C WHICH ARE:
maintained by the contracting function

COLUMN D DISPOSITION:
Destroy after 50 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 64 - 08 R 05.00**

<table>
<thead>
<tr>
<th>TITLE: ICBM Indemnity Agreements (Copies)</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
duplicate copies or information copies of indemnity agreement between ICBM contractors and the Government under 50 U.S.C. 1431

**COLUMN C WHICH ARE:**
maintained by any function

**COLUMN D DISPOSITION:**
Destroy when superseded or obsolete.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 64 - 09: CONTRACTING - CONTRACTS TERMINATION AND SETTLEMENT**

**TABLE & RULE: T 64 - 09 R 01.00**

<table>
<thead>
<tr>
<th>TITLE: Plant Clearance Referral Case Files</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at activities accomplishing referral action

**COLUMN D DISPOSITION:**
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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 64 - 09 R 02.00**

<table>
<thead>
<tr>
<th>TITLE: Plant Clearance Board Case Files</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
plant clearance board case files

COLUMN C WHICH ARE:
minutes of meetings, plant clearance memoranda, exhibits, inventories, notices sent to plant clearance officers and related papers

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 09 R 03.00
TITLE: Settlement Review Board
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
settlement review board

COLUMN C WHICH ARE:
minutes of meetings, closing reports, audit reports, settlement proposed papers, memoranda of meetings and supporting material relating to settlement and termination of AF contracts

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
# Contract Termination Authority Register

**TABLE & RULE:** T 64 - 09 R 05.00  
**TITLE:** Contract Termination Authority Register  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**  
- register

**COLUMN C WHICH ARE:**  
- contract termination authority register

**COLUMN D DISPOSITION:**  
- Destroy 6 years after last entry on page.

## Electronic Systems

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

# Contractors Insurance Program - Approval Copy (at MAJCOM)

**TABLE & RULE:** T 64 - 10 R 01.00  
**TITLE:** Contractors Insurance Program - Approval Copy (at MAJCOM)  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**  
- contractors insurance policy program and/or plans and amendments thereto, forwarded to MAJCOM for review and approval, including correspondence and related documents

**COLUMN C WHICH ARE:**  
- at MAJCOMs

**COLUMN D DISPOSITION:**  
- Destroy 6 years after premium accounting with the insurer has been finalized.

## Electronic Systems

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

# Contractors Insurance Program - Uncleared

**TABLE & RULE:** T 64 - 10 R 02.00  
**TITLE:** Contractors Insurance Program - Uncleared  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

## Electronic Systems

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 64 - 10 R 03.00

<table>
<thead>
<tr>
<th>TITLE: Contractors Insurance Program (Below MAJCOM)</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:

contractors insurance policy program and/or plans and amendments thereto, forwarded to MAJCOM for review and approval, including correspondence and related documents

### COLUMN C WHICH ARE:

below MAJCOMs

### COLUMN D DISPOSITION:

Destroy 1 year after premium accounting with the insurance company has been finalized or when no longer needed, whichever is sooner.

---

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### T 64 - 11: CONTRACTING - CONTRACTOR PERSONNEL

### TABLE & RULE: T 64 - 11 R 01.00

<table>
<thead>
<tr>
<th>TITLE: Technical Representative Personnel Records (at MAJCOM)</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:

informational personnel records, such as character references, security obligations, letter orders and miscellaneous records which record the services of civilian representatives of contracting corporations

### COLUMN C WHICH ARE:

at MAJCOMs

### COLUMN D DISPOSITION:

Destroy after requirements imposed by contract administration have been satisfied.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### T 64 - 12: CONTRACTING - CONTRACTOR CAPABILITY

#### TABLE & RULE: T 64 - 12 R 01.00

<table>
<thead>
<tr>
<th>TITLE: Contractor Procurement Data Source Files</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- up-to-date information on all contractors who contact procurement centers

**COLUMN C WHICH ARE:**

- at procurement activities for their buyers and negotiators

**COLUMN D DISPOSITION:**

- Destroy when superseded, rescinded or no longer needed.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 64 - 12 R 02.00

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- pricing and financial analysis and control

**COLUMN C WHICH ARE:**

- 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

**COLUMN D DISPOSITION:**

- Destroy when no longer needed.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 64 - 12 R 03.00

<table>
<thead>
<tr>
<th>TITLE: Contractor Financial and Operating Statements</th>
<th>DATE MODIFIED: 20 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
contractor financial and operating statements

COLUMN C WHICH ARE:
case files of financial and operating statements of commercial companies reflecting current financial capabilities of present and potential contractors

COLUMN D DISPOSITION:
Destroy after 10 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 12 R 04.00
TITLE: Contractor Articles/Certificates of Incorporation
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
case files of articles or certificates of incorporation

COLUMN C WHICH ARE:
at MAJCOMs

COLUMN D DISPOSITION:
Destroy 12 years after final payment on last contract to contractor.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 12 R 05.00
TITLE: Contractor Financial Data - Other
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at MAJCOMs

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 64 - 12 R 06.00**

**TITLE:** AF Contractor Experience List (AFCEL) Case Files  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
correspondence recommending changes to the list

**COLUMN C WHICH ARE:**
at HQ USAF and recommending or concurring headquarters

**COLUMN D DISPOSITION:**
Destroy 1 year after contractor is removed from the list.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 64 - 12 R 07.00**

**TITLE:** Joint Consolidated List of Debarred, Ineligible and Suspended Contractors  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
joint consolidated list of debarred, ineligible and suspended contractors

**COLUMN C WHICH ARE:**
at HQ USAF, HQ AFMC/JA and recommending activities

**COLUMN D DISPOSITION:**
Destroy 1 year after contractor is removed from the list.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 64 - 12 R 08.00**

**TITLE:** Civil Air Carrier Case Files - No Contract  
**AUTHORITY:** N1-AFU-86-07  
**DATE MODIFIED:** 20 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
solicitations, contracts, performance specifications, survey reports, financial evaluations and related records not resulting in a contract

COLUMN C WHICH ARE:
at DOD Air Carrier Survey and Analysis (AMC) offices

COLUMN D DISPOSITION:
Destroy when superseded, obsolete or no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 12 R 09.00
TITLE: Civil Air Carrier Case Files - Contract
AUTHORITY: DAA-GRS-2013-0003-0001

DATE MODIFIED: 14 / Sep / 2017
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
solicitations, contracts, performance specifications, survey reports, financial evaluations and related records resulting in a contract

COLUMN C WHICH ARE:
at DOD Air Carrier Survey and Analysis (AMC) offices

COLUMN D DISPOSITION:
Destroy 10 years after final payment.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 64 - 13: CONTRACTING - PROCUREMENT REPORTS

TABLE & RULE: T 64 - 13 R 01.00
TITLE: Procurement Action Reports
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
procurement action reports

COLUMN C WHICH ARE:
procurement action reports, special action reports, monthly forecast reports, contract settlement reports, monthly procurement summary by purchasing office

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
COLUMN B CONSISTING OF:
OAR Advance Payment Pool Agreement

COLUMN C WHICH ARE:
determination and findings, advance payment pool agreement and amendments, establishing payment voucher and related correspondence in each category

COLUMN D DISPOSITION:
Remove from active file on closing out of pool and destroy after 6 additional years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 14 R 01.00
TITLE: OAR Advance Payment Pool Agreement (Primary File)
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
OAR Advance Payment Pool Agreement

COLUMN C WHICH ARE:
transfer vouchers, deposit slips, bank statements and miscellaneous correspondence

COLUMN D DISPOSITION:
Destroy 6 years after end of the FY to which they pertain.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 64 - 15 R 01.00

**Title:** Standard Procurement System (SPS) Management Reports  
**Authority:** GRS 03, ITEM 03D  
**Date Modified:** 10 / Aug / 2007  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

#### COLUMN B CONSISTING OF:
Reports and monthly procurement summaries by purchasing offices, including the Customer Integrated Automated Procurement System (CIAPS)

#### COLUMN C WHICH ARE:
Counterpart documents retained until they are eligible for final disposition

#### COLUMN D DISPOSITION:
Destroy after 5 years.

#### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 64 - 15 R 02.00

**Title:** Standard Procurement System (SPS) Transactions  
**Authority:** Unscheduled  
**Date Modified:** 20 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

#### COLUMN B CONSISTING OF:
Standard Procurement System (SPS) transactions

#### COLUMN C WHICH ARE:
Daily transaction listing, customer notices listing, customer notices

#### COLUMN D DISPOSITION:
Disposition pending...

#### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 64 - 15 R 03.00

**Title:** Standard Procurement System (SPS) User-Generated Reports  
**Authority:** DAA-GRS-2017-0003-0002  
**Date Modified:** 28 / Jul / 2017  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:** 05 / Feb / 2016
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 64 - 16 R 02.00

**Title:** Contractor Occupational Deferment Case Files - Deferment Records  
**Date Modified:** 20 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Authority:** N1-AFU-90-03

**Column B Consisting Of:**  
Contractor Occupational Deferment case files

**Column C Which Are:**  
deferment records

**Column D Disposition:**  
Destroy after actions have been recorded on summary histories.

### Notes

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 64 - 16 R 03.00

**Title:** Contractor Occupational Deferment Case Files - Summary History  
**Date Modified:** 20 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Authority:** N1-AFU-90-03

**Column B Consisting Of:**  
Contractor Occupational Deferment case files

**Column C Which Are:**  
summary histories

**Column D Disposition:**  
Destroy after 25 years.

### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 64 - 16 R 04.00

**Title:** Contractor Labor Relations Problems  
**Date Modified:** 20 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Authority:** N1-AFU-90-03

**Column B Consisting Of:**  
Contractor Occupational Deferment case files

**Column C Which Are:**  
Contractor Occupational Deferment case files

**Column D Disposition:**  
Destroy after 25 years.

### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
not covered elsewhere in this regulation

COLUMN D DISPOSITION:
Destroy when superseded, obsolete or no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 16 R 05.00
TITLE: Contractor Labor Relations Investigation Case Files - Liaison Office
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at AF liaison offices

COLUMN D DISPOSITION:
Destroy 3 years after case is closed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 16 R 06.00
TITLE: Contractor Labor Relations Investigation Case Files - HQ USAF
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 20 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
cases involving willful and criminal violations, debarment actions and restitution over $500 and liquidated damages over $100

COLUMN C WHICH ARE:
at HQ USAF

COLUMN D DISPOSITION:
Destroy 3 years after case is closed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
NOTES

no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 64 - 16 R 07.00
TITLE: Contractor Wage and Salary Acceptance Analysis Studies
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

- 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

COLUMN C WHICH ARE:

- at procurement activities

COLUMN D DISPOSITION:

- Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 64 - 17: CONTRACTING - OVERSEA CONTRACTING RECORDS

TABLE & RULE: T 64 - 17 R 01.00
TITLE: Contract Control Files
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

- ledgers, purchases order logs and individual contracting record cards

COLUMN C WHICH ARE:

- at contracting offices

COLUMN D DISPOSITION:

- Destroy 1 year after completion of project.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

59 Contracting transactions are made with Yen in Japan, or Deutsche Mark funds in the US area of Germany.

TABLE & RULE: T 64 - 17 R 02.00
TITLE: Individual Vendor Files
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

- ledgers, purchases order logs and individual contracting record cards

COLUMN C WHICH ARE:

- at contracting offices

COLUMN D DISPOSITION:

- Destroy 1 year after completion of project.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Contracting transactions are made with Yen in Japan, or Deutsche Mark funds in the US area of Germany.

T 65 - 01: FINANCIAL MANAGEMENT - FINANCIAL MANAGEMENT

TABLE & RULE: T 65 - 01 R 01.00
TITLE: Financial Management Program Control
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
financial management program control

COLUMN C WHICH ARE:
reports, studies, correspondence and related data that serve for control purposes in developing or improving comptroller systems programs

COLUMN D DISPOSITION:
Destroy when superseded, obsolete or no longer needed.

REPORT: T 65 - 01 R 02.00
TITLE: Financial Management International Affairs
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
financial management international affairs

COLUMN C WHICH ARE:
agreements or arrangements, special studies, reports, correspondence and related data that reflect on Air Force participation in international affairs programs

COLUMN D DISPOSITION:
Destroy when superseded, obsolete or no longer needed.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 01 R 03.00**

**TITLE:** Financial Management Uniform Commutation

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
commutation rates, uniform conversions, reports and vouchers on commutations funds

**COLUMN C WHICH ARE:**
at HQ AFROTC

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 01 R 04.00**

**TITLE:** Internal Controls Assessable Units

**AUTHORITY:** N1-AFU-86-63

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
grouping of functional account codes with assigned OPRs

**COLUMN C WHICH ARE:**
at SAF/FM

**COLUMN D DISPOSITION:**
Destroy 5 years after assessable units are superseded or when no longer needed, whichever is later.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 01 R 05.00**

**TITLE:** Internal Controls Risk Assessments

**AUTHORITY:** N1-AFU-86-63

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Follow-on action plans and schedules for required reviews

Documented review of system

Follow-on action plans and schedules for required reviews

Documented review of system

Follow-on action plans and schedules for required reviews

Documented review of system
TABLE & RULE: T 65 - 01 R 08.00
TITLE: Internal Controls Compliance Reviews
AUTHORITY: N1-AFU-86-63

COLUMN B CONSISTING OF:
internal controls compliance reviews

COLUMN C WHICH ARE:
letters, checklists, reports of finding and records pertaining to compliance-type reviews

COLUMN D DISPOSITION:
Destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 01 R 09.00
TITLE: Internal Controls End-of-Review Reports
AUTHORITY: N1-AFU-86-63

COLUMN B CONSISTING OF:
internal controls end-of-review reports

COLUMN C WHICH ARE:
summary of results of reviews

COLUMN D DISPOSITION:
Destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 01 R 10.00
TITLE: Internal Controls Statements of Assurance
AUTHORITY: N1-AFU-86-63

COLUMN B CONSISTING OF:
internal controls statements of assurance

COLUMN C WHICH ARE:
letters stating compliance or noncompliance with internal control objectives

COLUMN D DISPOSITION:
Destroy 5 years after completion of next comparable statement or when no longer needed, whichever is later.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 01 R 11.00**

<table>
<thead>
<tr>
<th>TITLE: Internal Controls Annual Statement of Assurance</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-86-63</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

 COLUMN B CONSISTING OF:
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

 COLUMN C WHICH ARE:
at SAF/FM

 COLUMN D DISPOSITION:
Retire as permanent.

**NOTES**

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

**TABLE & RULE: T 65 - 01 R 12.00**

<table>
<thead>
<tr>
<th>TITLE: Internal Controls Description of Evaluation</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-86-63</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

 COLUMN B CONSISTING OF:
internal controls description of evaluation

 COLUMN C WHICH ARE:
record of actions taken to evaluate internal control

 COLUMN D DISPOSITION:
Destroy 1 year after completion of next comparable evaluation or when no longer needed, whichever is later.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 01 R 13.00**

<table>
<thead>
<tr>
<th>TITLE: Internal Controls Progress Reports</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-86-63</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
internal controls progress reports

COLUMN C WHICH ARE:
report of progress on follow-on actions

COLUMN D DISPOSITION:
Destroy 6 months after submission of next comparable report or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 01 R 14.00
TITLE: Internal Controls Report of Material Weaknesses
AUTHORITY: N1-AFU-86-63

COLUMN B CONSISTING OF:
internal controls report of material weaknesses

COLUMN C WHICH ARE:
statement of problem, objectives, milestones, point of contact, etc.

COLUMN D DISPOSITION:
Destroy 1 year after corrective action has been completed or after 5 years, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 01 R 15.00
TITLE: Internal Controls Status of Corrective Actions
AUTHORITY: N1-AFU-86-63

COLUMN B CONSISTING OF:
internal controls status of corrective actions

COLUMN C WHICH ARE:
report on achieving milestones and objectives for corrective actions

COLUMN D DISPOSITION:
Destroy 1 year after corrective action has been completed or after 5 years, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
internal controls end-of-year summary

COLUMN C WHICH ARE:
report of hours spent on the internal control program

COLUMN D DISPOSITION:
Destroy 1 year after submission of next comparable summary or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 01 R 17.00
TITLE: Internal Controls Examination Reports
AUTHORITY: N1-AFU-86-63

COLUMN B CONSISTING OF:
internal controls examination reports

COLUMN C WHICH ARE:
documentation of internal control examinations or other actions taken to support the internal control program

COLUMN D DISPOSITION:
Destroy 1 year after completion of next comparable report or after 5 years, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 01 R 18.00
TITLE: Cost Estimating Relationship/Cost Factor Program
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
reports, analyses, correspondence and related data which provide a chronology of O&M appropriations costs by organization and program element

COLUMN C WHICH ARE:
at HQ USAF and MAJCOMs

COLUMN D DISPOSITION:
Destroy after 10 years or when no longer needed.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 01 R 19.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Cost Estimating Support Documents, Data Processing Cards</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED: 01 / Oct / 2007</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

| COLUMN B CONSISTING OF: |
| cost estimating support demands, data processing cards |

| COLUMN C WHICH ARE: |
| statistical tabulations and other working papers |

| COLUMN D DISPOSITION: |
| Destroy when superseded, obsolete or after 2 years, whichever is sooner. |

Notes

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 01 R 20.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Cost Estimating Relationship/Cost Factor Program - Supporting Data (Below MAJCOM)</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED: 01 / Oct / 2007</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

| COLUMN B CONSISTING OF: |
| cost estimating relationship/cost factor program - supporting data |

| COLUMN C WHICH ARE: |
| below MAJCOMs |

| COLUMN D DISPOSITION: |
| Destroy after 1 year, or when superseded, obsolete or no longer needed |

Notes

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
<td>TITLE: Cost Information Reports</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
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<tr>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
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Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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成本信息报告

成本信息报告

报告创建于2018年10月1日 - 08:00:00
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<td>TITLE:</td>
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**COLUMN B CONSISTING OF:**
Economic Resource Impact Statements (ERIS)

**COLUMN C WHICH ARE:**
includes the statement, support documents, statistical tabulations, correspondence, working papers, related data and reports

**COLUMN D DISPOSITION:**
Destroy when obsolete or no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**COLUMN B CONSISTING OF:**
installation-level reports of audit; public accountant audits of non-appropriated funds; centrally-directed audits

**COLUMN C WHICH ARE:**
at activities having custody of records audited

**COLUMN D DISPOSITION:**
Destroy with the records to which they pertain.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<td>CURRENT:</td>
<td>Yes</td>
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<tr>
<td>DATE APPROVED:</td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**
installation-level reports of audit; public accountant audits of non-appropriated funds; centrally-directed audits

**COLUMN C WHICH ARE:**
at installation commander, audit focal point or intermediate MAJCOM/Air Staff OPR/OCR

**COLUMN D DISPOSITION:**
Destroy 2 years after all management action have been completed provided deficiencies have been corrected.

**NOTES**

Report generated: 01 / Oct / 2018 - 08:00:00
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 65 - 01 R 27.00

| TITLE: Commander’s Audit Program Reports of Audit | DATE MODIFIED: 22 / Jun / 2005 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: No |
| | CURRENT: Yes |
| | DATE APPROVED: |

**COLUMN B CONSISTING OF:**
commander's audit program reports of audit

**COLUMN C WHICH ARE:**
at installation commander and staff

**COLUMN D DISPOSITION:**
Destroy when all useful purposes have been served.

---

### TABLE & RULE: T 65 - 01 R 28.00

| TITLE: Management Tracking and Status Reporting | DATE MODIFIED: 22 / Jun / 2005 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: No |
| | CURRENT: Yes |
| | DATE APPROVED: |

**COLUMN B CONSISTING OF:**
report of audit tracking summaries, RCS: DD-IG(SA) 1574 reports and supporting records

**COLUMN C WHICH ARE:**
at bases, MAJCOMs or Air Staff offices and associated audit focal points

**COLUMN D DISPOSITION:**
Destroy 2 years after all management actions have been completed provided all useful purposes have been served.

---

### TABLE & RULE: T 65 - 01 R 29.00

| TITLE: Government Contractor-Issued Travel Card | DATE MODIFIED: 14 / Sep / 2017 |
| AUTHORITY: DAA-GRS-2013-0003-0001 | FROZEN RECORD: No |
| | CURRENT: Yes |
| | DATE APPROVED: |
COLUMN B CONSISTING OF:
- 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

COLUMN C WHICH ARE:
- at unit coordinator, applicant office or recruiting office and comply with DoD 7000.14-R, Volume 9, Chapter 3, 030504-C and Volume 5, Chapter 21, Paragraph 210101, on holding the records

COLUMN D DISPOSITION:
- Destroy when 10 years old.

NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 01 R 30.00
| AUTHORITY: GRS 06, ITEM 10A | FROZEN RECORD: No |
| | CURRENT: Yes |
| | DATE APPROVED: |}

COLUMN B CONSISTING OF:
- administrative claims - financial (disallowed and paid in full)

COLUMN C WHICH ARE:
- 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

COLUMN D DISPOSITION:
- Destroy when 6 years, 3 months old.

NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 01 R 31.00
| AUTHORITY: GRS 06, ITEM 10B(2)(A) | FROZEN RECORD: No |
| | CURRENT: Yes |
| | DATE APPROVED: |}

COLUMN B CONSISTING OF:
- administrative claims - financial (not extended)

COLUMN C WHICH ARE:
- claims for which collection action has been terminated under 4 CFR Part 104

COLUMN D DISPOSITION:
- Destroy when 6 years, 3 months old.

NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
administrative claims - financial (litigation)

COLUMN C WHICH ARE:
claims files that are affected by a court order or that are subject to litigation proceedings

COLUMN D DISPOSITION:
Destroy when the court order is lifted, litigation is concluded or when 6 years, 3 months old, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 01 R 35.00
TITLE: Administrative Claims - Financial (Approved Waivers)  DATE MODIFIED: 22 / Jun / 2005
AUTHORITY: GRS 06 ITEM 11A  FROZEN RECORD: No  CURRENT: Yes  DATE APPROVED:

COLUMN B CONSISTING OF:
administrative claims - financial (approved waivers)

COLUMN C WHICH ARE:
approved waivers (agencies may approve amounts not aggregating to more than $500 or GAO may approve any amount)

COLUMN D DISPOSITION:
Destroy 6 years, 3 months after the close of the fiscal year in which the waiver was approved.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 01 R 36.00
TITLE: Air Force Costs  DATE CREATED: 23 / Feb / 2017
AUTHORITY: N/A  FROZEN RECORD: No  CURRENT: Yes  DATE APPROVED:

COLUMN B CONSISTING OF:
cost information analysis reports, assessments, worksheets, reviews, plans, data bases, raw data fed from other Air Force systems, Excel workbooks

COLUMN C WHICH ARE:
used to estimate cost of major weapons systems, components and infrastructure

COLUMN D DISPOSITION:
Disposition pending...

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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Report generated: 01 / Oct / 2018 - 08:00:00  2242
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.
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### TABLE & RULE: T 65 - 02 R 04.00

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<td>FROZEN RECORD: No</td>
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**COLUMN B CONSISTING OF:**
- international balance of payments forecast - source documents and data

**COLUMN C WHICH ARE:**
- source documents, feeder reports and supporting data that reflect estimated DOD expenditures in foreign countries for national military construction (including DAF personnel expenditures)

**COLUMN D DISPOSITION:**
- Destroy when superseded, obsolete or after 2 years, whichever is sooner

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### TABLE & RULE: T 65 - 02 R 05.00

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<tr>
<th>TITLE: Budget Development - HQ USAF and MAJCOM</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
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<td>AUTHORITY: NC1-AFU-80-08</td>
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**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
- at HQ USAF and MAJCOMs

**COLUMN D DISPOSITION:**
- Retire as permanent.

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### TABLE & RULE: T 65 - 02 R 06.00

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<th>DATE MODIFIED: 22 / Jun / 2005</th>
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Transfer records to National Archives in 5-year blocks when latest record is 25 years old.
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
below MAJCOMs

COLUMN D DISPOSITION:
Destroy 2 years after FY in which created.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 02 R 07.00
TITLE: Budget Development - Other Than Budget Offices
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at other than budget offices

COLUMN D DISPOSITION:
Destroy 1 year after the close of the FY to which it pertains.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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TABLE & RULE: T 65 - 02 R 08.00
TITLE: Budgetary Call for Estimates
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
budgetary call for estimates

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 2 years after close of the FY in which appropriated funds are obligated.

NOTES
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 02 R 09.00
TITLE: Congressional Hearings Information - Not in Published Congressional Hearings Records
AUTHORITY: NN-173-340

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at preparing offices and are not included in published congressional hearing records

COLUMN D DISPOSITION:
Retire as permanent.

NOTES
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

TABLE & RULE: T 65 - 02 R 10.00
TITLE: Congressional Hearings Information - Published in Congressional Hearings Records
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
published in congressional hearing records or are furnished monitoring activities for use during congressional budgetary hearings

COLUMN D DISPOSITION:
Destroy 2 years after FY in which budget hearings are held or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at HQ USAF

**COLUMN D DISPOSITION:**
Destroy when no longer needed, but not later than 20 years after FY in which created.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<td><strong>AUTHORITY:</strong> GRS 05, ITEM 04</td>
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<tr>
<td><strong>DATE MODIFIED:</strong> 22 / Jun / 2005</td>
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<td><strong>FROZEN RECORD:</strong> No</td>
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**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at MAJCOMs and below

**COLUMN D DISPOSITION:**
Destroy 2 years after document's fiscal year appropriation has ended its "expired year” status and applicable fiscal year appropriation has been cancelled.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<th>TABLE &amp; RULE: T 65 - 02 R 13.00</th>
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<td><strong>TITLE:</strong> Allocation and Allotments</td>
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<td><strong>AUTHORITY:</strong> GRS 05, ITEM 04</td>
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<tr>
<td><strong>DATE MODIFIED:</strong> 01 / Oct / 2007</td>
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**COLUMN B CONSISTING OF:**
allocation and allotments

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 2 years after document's fiscal year appropriation has ended its "expired year” status and applicable fiscal year appropriation has been cancelled.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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Report generated: 01 / Oct / 2018 - 08:00:00
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 02 R 14.00**

**TITLE:** Program Project and Appropriation Control

**AUTHORITY:** GRS 05, ITEM 04

**DATE MODIFIED:** 01 / Oct / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
program project and appropriation control

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 02 R 15.00**

**TITLE:** Industrial Management, Stock and Working Funds

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 01 / Oct / 2007

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
apportionment requests, funding charters and financial plans, audit reports, budget authorizations, allocations, expenditure projections, civilian personnel analysis data, with correspondence, analyses and related information

**COLUMN C WHICH ARE:**
at HQ USAF, MAJCOMs and major subordinate commands

**COLUMN D DISPOSITION:**
Destroy when no longer needed, but not later than 20 years after FY in which created.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 02 R 16.00**

**TITLE:** Industrial Management, Stock & Working Funds - Support Data

**AUTHORITY:** GRS 05, ITEM 04

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Source documents, feeder reports and support data

Destroy 2 years after close of the fiscal year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Column B Consisting Of:

Industrial management, stock & working funds

Column C Which Are:

Source documents, feeder reports and support data

Column D Disposition:

Destroy 2 years after close of the fiscal year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 65 - 02 R 17.00

Title: Foreign Military Assistance Appropriation and Funding

Authority: N1-AFU-90-03

Date Created: 16 / May / 2003

Date Modified: 01 / Oct / 2007

Frozen Record: No

Current: Yes

Date Approved:

Column B Consisting Of:

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, allotments and related financial data

Column C Which Are:

At HQ USAF, MAJCOMs and major subordinate commands

Column D Disposition:

Destroy when no longer needed, but not later than 20 years after FY in which created.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 65 - 02 R 18.00

Title: Foreign Military Assistance Appropriation & Funding - Support Data

Authority: GRS 05, ITEM 04

Date Created: 16 / May / 2003

Date Modified: 22 / Jun / 2005

Frozen Record: No

Current: Yes

Date Approved:

Column B Consisting Of:

Foreign military assistance appropriation & funding

Column C Which Are:

Source documents, feeder reports and support data

Column D Disposition:

Destroy 2 years after close of the fiscal year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 02 R 19.00</th>
<th>DATE CREATED: 16 / May / 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Military Construction Funding - HQ USAF</td>
<td>DATE MODIFIED: 02 / Oct / 2007</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
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<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

budget authorizations, advices of allocation, suballocations and allotments, major construction program vouchers, program listings, estimates, approvals, control documents, correspondence, analyses and related data

**COLUMN C WHICH ARE:**

at HQ USAF

**COLUMN D DISPOSITION:**

Destroy when no longer needed, but not later than 20 years after FY in which created.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 02 R 20.00</th>
<th>DATE CREATED: 16 / May / 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Military Construction Funding - MAJCOM and Major Subordinate Command</td>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
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<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

at MAJCOMs and major subordinate commands

**COLUMN D DISPOSITION:**

Destroy 15 years after receipt of notification of liquidation of the funds.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 02 R 21.00</th>
<th>DATE CREATED: 16 / May / 2003</th>
</tr>
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<tbody>
<tr>
<td>TITLE: Military Construction Funding - Support Data</td>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
</tr>
<tr>
<td>AUTHORITY: GRS 05, ITEM 04</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
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<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
military construction funding

COLUMN C WHICH ARE:
source documents, feeder reports and support data

COLUMN D DISPOSITION:
Destroy 2 years after close of the fiscal year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 02 R 22.00
TITLE: Deutschemark Construction Funding - HQ USAF
AUTHORITY: N1-AFU-90-03

DATE CREATED: 16 / May / 2003
DATE MODIFIED: 02 / Oct / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at HQ USAF

COLUMN D DISPOSITION:
Destroy when no longer needed for reference, but not later than 20 years after FY in which created.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 02 R 23.00
TITLE: Deutschemark Construction Funding - MAJCOM and Major Subordinate Command
AUTHORITY: N1-AFU-90-03

DATE CREATED: 16 / May / 2003
DATE MODIFIED: 22 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED: 

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at MAJCOMs and major subordinate commands

COLUMN D DISPOSITION:
Destroy 15 years after receipt of notification of liquidation of the funds.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 02 R 24.00

**TITLE:** Deutschemark Construction Funding - Source Documents and Support Data  
**AUTHORITY:** GRS 05, ITEM 04

| COLUMN B CONSISTING OF: | deutscemark construction funding |
| COLUMN C WHICH ARE: | source documents, feeder reports and support data |
| COLUMN D DISPOSITION: | Destroy 2 years after close of the fiscal year. |

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 02 R 25.00

**TITLE:** Funding Statistical Control Data  
**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: | funding statistical control data |
| COLUMN C WHICH ARE: | daily machine listings of billings and withdrawals, daily object codes, project cumulative listings, card control records and comparable control data |
| COLUMN D DISPOSITION: | Destroy after 1 year or when no longer needed, whichever is later. |

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 02 R 26.00

**TITLE:** Appropriations Status Reports - FY-End  
**AUTHORITY:** DAA-GRS-2015-0006-0003

| COLUMN B CONSISTING OF: |  |
| COLUMN C WHICH ARE: |  |
| COLUMN D DISPOSITION: |  |

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
appropriations status reports - FY-end

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 5 years after the close of the last FY to which the report pertains.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 02 R 27.00
TITLE: Appropriations Status Reports - Other Than FY-End
AUTHORITY: DAA-GRS-2015-0006-0004

COLUMN B CONSISTING OF:
appropriations status reports - other than FY-end

COLUMN C WHICH ARE:
all other reports with correspondence and related data

COLUMN D DISPOSITION:
Destroy 3 years after the end of the fiscal year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 02 R 28.00
TITLE: Budget RCS Reports
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Budget RCS reports

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy when superseded, obsolete or after 2 years, whichever is sooner

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at all audit agency activities

COLUMN D DISPOSITION:
Destroy 3 years after fiscal year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 03 R 03.00
TITLE: Commander's Audit Program
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
information related to reports of audit; audit programs, working paper files

COLUMN C WHICH ARE:
at all audit agency activities

COLUMN D DISPOSITION:
Destroy 1 year after fiscal year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 03 R 04.00
TITLE: Audit Management Tracking and Status Reporting
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at all audit agency activities

COLUMN D DISPOSITION:
Destroy 2 years after fiscal year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 03 R 05.00
TITLE: Audit Control and Planning
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at all audit agency activities

COLUMN D DISPOSITION:
Destroy 5 years after fiscal year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 03 R 06.00
TITLE: Unaudited Records Subject to Audit, Inspection or Investigation
AUTHORITY: GAO TITLE8,ITEM7

COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at all audit agency activities

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 03 R 07.00
TITLE: Audited Records with Deficiencies
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at all audit agency activities

COLUMN D DISPOSITION:
Destroy 5 years after fiscal year.
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at all audit agency activities

COLUMN D DISPOSITION:
Destroy after 6 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 65 - 04: FINANCIAL MANAGEMENT - FINANCIAL STATEMENTS AND CONTROLLED REPORTS

TABLE & RULE: T 65 - 04 R 01.00
TITLE: Consolidated Statements and Reports
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 21 / Sep / 2006
FROZEN RECORD: Yes
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at MAJCOMs

COLUMN D DISPOSITION:
Destroy after 5 years. Record freeze on records of Foreign Military Sales to Iran (IRA) and Foreign military sales to Pakistan (PAK).

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 04 R 02.00
TITLE: Consolidated Statements and Reports at Major Subordinate Commands and Below
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 21 / Sep / 2006
FROZEN RECORD: Yes
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at major subordinate commands and below

COLUMN D DISPOSITION:
Destroy after 4 years. Record freeze on records of Foreign Military Sales to Iran (IRA) and Foreign military sales to Pakistan (PAK).
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 04 R 03.00
TITLE: Consolidated Statements and Reports - Expired Accounts
AUTHORITY: DAA-GRS-2013-0003-0001

COLUMN B CONSISTING OF:
consolidated statements and reports

COLUMN C WHICH ARE:
related to expired and merged ("M") accounts

COLUMN D DISPOSITION:
Destroy 10 years after period covered by account.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 04 R 04.00
TITLE: Statement of Accountability
AUTHORITY: N1-AFU-90-20

COLUMN B CONSISTING OF:
SF1219 or comparable forms and supporting records reflecting summarization's of all collections, disbursements and transfers for each account month

COLUMN C WHICH ARE:
at field AFOs and reported to HQ DFAS-DE

COLUMN D DISPOSITION:
Destroy 1 year and 1 month after close of the FY to which it pertains.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 04 R 05.00
TITLE: Statement of Designated Depository Account
AUTHORITY: N1-AFU-90-03

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
Statement of Designated Depository Account

COLUMN C WHICH ARE:
original SF1149s and supporting records, such as negotiated or cancelled checks (or certified lists), bank statements, check reconciliation listings and related papers

COLUMN D DISPOSITION:
Destroy after 6 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 04 R 06.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Controlled Reports at HQ USAF and MAJCOMs</td>
</tr>
<tr>
<td>CURRENT:</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at HQ USAF and MAJCOMs

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 04 R 07.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Controlled Reports at Major Subordinate Commands and Below</td>
</tr>
<tr>
<td>CURRENT:</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at major subordinate commands and below

COLUMN D DISPOSITION:
Destroy after 1 year or on inactivation of the office, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
**NOTES**

no longer needed for administrative, legal, audit, or other operational purposes.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 04 R 08.00</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Reports of Accounting and Finance Activities</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

workload and man-hour data

**COLUMN C WHICH ARE:**

at MAJCOMs and below

**COLUMN D DISPOSITION:**

Destroy after 2 years.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 04 R 09.00</th>
<th>DATE MODIFIED: 02 / Oct / 2007</th>
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<tbody>
<tr>
<td>TITLE: R&amp;D Job Order Cost Accounting System (JOCAS)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

job order estimates and job order timesheets

**COLUMN C WHICH ARE:**

at major subordinate commands and below

**COLUMN D DISPOSITION:**

Destroy after 6 months or when no longer needed, whichever is later.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
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<tr>
<th>TABLE &amp; RULE: T 65 - 04 R 10.00</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: R&amp;D JOCAS Cost Structure of Job Order Standard and Man-Hour Rates</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

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Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
R&D JOCAS cost structure of job order standard and man-hours rates

COLUMN C WHICH ARE:

at major subordinate commands and below

COLUMN D DISPOSITION:
Destroy 1 year after superseded or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 04 R 11.00
TITLE: R&D JOCAS Job Order Cost Accounting System Tables

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
register listings, detailed listings and management reports

COLUMN C WHICH ARE:

at field cost center managers and other activities

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 04 R 12.00
TITLE: R&D JOCAS Monthly Job Order Register Listings

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
other than last month of FY

COLUMN C WHICH ARE:

at field AFOs supporting R&D job order cost accounting

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 65 - 04 R 13.00
TITLE: R&D JOCAS Job Order Master History Listing
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
R&D JOCAS job order master history listing

COLUMN C WHICH ARE:
at field AFOs supporting R&D job order cost accounting

COLUMN D DISPOSITION:
Destroy 4 years after FY in which created or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 04 R 14.00
TITLE: R&D JOCAS Tables, Detailed Listings
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
JOCAS, management reports and the job order register listing for the last month of the FY

COLUMN C WHICH ARE:
at field AFOs supporting R&D job order cost accounting

COLUMN D DISPOSITION:
Destroy 4 years after FY in which created or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 04 R 26.00
TITLE: DELETED
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
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<tr>
<th>TABLE &amp; RULE: T 65 - 04 R 26.01</th>
<th>TITLE: DELETED</th>
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<td>AUTHORITY: N/A</td>
<td>DATE RESCINDED: 01 / Jan / 1900</td>
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<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
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<td>COLUMN C WHICH ARE:</td>
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<td>COLUMN D DISPOSITION:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>T 65 - 05: FINANCIAL MANAGEMENT - DEFENSE CONTRACT FINANCING PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE &amp; RULE: T 65 - 05 R 01.00</td>
</tr>
<tr>
<td>TITLE: Guaranteed Loan Contract Negotiation</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF: 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</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE: held in operating area for 2 years after case is closed</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION: Send to HQ DFAS-DE where they are destroyed after 4 additional years.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: 
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 65 - 05 R 02.00                                     | DATE MODIFIED: 22 / Jun / 2005 |
| TITLE: Guaranteed Loan Contract Negotiation Public Vouchers (Original) | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03                                             | CURRENT: Yes |
| COLUMN B CONSISTING OF: for purchases and services other than personal covering administrative expenses |
| COLUMN C WHICH ARE: incurred by the Federal Reserve Bank in connection with loans made pursuant to Executive Order 10480 |
| COLUMN D DISPOSITION: 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. |

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: 
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 05 R 03.00

**TITLE:** Guaranteed Loan Contract Negotiation Card Index Control Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
guaranteed loan contract negotiation card index control records

**COLUMN C WHICH ARE:**
pertinent information concerning the financial status of the guaranteed loan borrowers

**COLUMN D DISPOSITION:**
Destroy when no longer needed or on discontinuance of the Defense Contract Financing Program, whichever is sooner.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 05 R 04.00

**TITLE:** Contract Renegotiation  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
on hold in operating area for 2 years after case is closed

**COLUMN D DISPOSITION:**
Send to HQ DFAS-DE where it is destroyed after 4 additional years.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 05 R 05.00

**TITLE:** Contractors’ Indebtedness  
**AUTHORITY:** NC1-AFU-80-47  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
on hold in operating area for 2 years after case is closed, then sent to HQ DFAS-DE/WAD

COLUMN D DISPOSITION:
Destroy 6 years after case is closed.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 05 R 06.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Banking Facilities Case Files</td>
</tr>
<tr>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
banking facilities case files

COLUMN C WHICH ARE:
correspondence, reports and related data that reflect establishment and operation of banking facilities and depositories, foreign currency, military payment certificates, military payment orders and US Treasury checks

COLUMN D DISPOSITION:
Destroy 6 years after termination of activity or inactivation of the installation.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 65 - 06: FINANCIAL MANAGEMENT - INTERNATIONAL ACCOUNTING RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 06 R 01.00</th>
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<tbody>
<tr>
<td>TITLE: Financial Transactions Between the US and Foreign Countries or International Organizations</td>
</tr>
<tr>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
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</tbody>
</table>

COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at HQ USAF

COLUMN D DISPOSITION:
Destroy 10 years after FY in which case is closed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 65 - 06 R 02.00
**TITLE:** Financial Transactions Between the US and Foreign Countries or International Organizations MAJCOMs and Below  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
</tbody>
</table>

### TABLE & RULE: T 65 - 06 R 03.00
**TITLE:** Accounts Receivable and Payable Case Files  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tr>
<td>accounts receivable and payable case files</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
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### TABLE & RULE: T 65 - 06 R 04.00
**TITLE:** Foreign Military Sales (FMS) (Military Assistance)  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
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<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
</tr>
</tbody>
</table>

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**NOTES**

**No current, frozen record, or date modified**

**Yes current, frozen record, or date approved**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at MAJCOMs and ALCs (including overseas depots) and other overseas and monitoring activities

COLUMN D DISPOSITION:
Destroy 10 years after FY in which case was closed. Record freeze on records of Foreign Military Sales to Iran (IRA) and Foreign military sales to Pakistan (PAK).

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

COLUMN D DISPOSITION:
Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronics systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

FMS suspense control cards

DATE MODIFIED: 22 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
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<tr>
<th>TABLE &amp; RULE: T 65 - 07 R 01.00</th>
<th>DATE MODIFIED:</th>
<th>22 / Jun / 2005</th>
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<tbody>
<tr>
<td>TITLE: Industrial Funds Printing Requisitions</td>
<td>FROZEN RECORD:</td>
<td>No</td>
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<tr>
<td>CURRENT:</td>
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<td></td>
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<td>DATE APPROVED:</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
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**COLUMN B CONSISTING OF:**
- requisitions

**COLUMN C WHICH ARE:**
- industrial funds printing requisitions

**COLUMN D DISPOSITION:**
- Destroy after 1 year.

**NOTES**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 07 R 02.00</th>
<th>DATE MODIFIED:</th>
<th>22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Industrial Funds Subsidiary and Detail</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- industrial funds subsidiary and detail

**COLUMN C WHICH ARE:**
- ledgers, registers, trial balances, requisitions, movement records and supporting books of original entry

**COLUMN D DISPOSITION:**
- Destroy after 2 years, provided any corrective action required by audit has been accomplished.

**NOTES**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 07 R 03.00</th>
<th>DATE MODIFIED:</th>
<th>02 / Oct / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Air Force Stock Funds</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
Air Force stock funds

COLUMN C WHICH ARE:
subsidiary ledgers, journal vouchers, books of original entry (including commissary journals)

COLUMN D DISPOSITION:
Destroy after 2 years, provided any corrective action required by audit has been accomplished.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 07 R 04.00
TITLE: General Ledgers
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
general ledgers

COLUMN C WHICH ARE:
books of final entry (manual and machine form ledgers)

COLUMN D DISPOSITION:
Destroy after 6 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 07 R 05.00
TITLE: Year-End Financial Statements
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
statements

COLUMN C WHICH ARE:
year-end financial statements

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:
statements

### COLUMN C WHICH ARE:
copies of financial statements

### COLUMN D Disposition:
Destroy after 1 year.

#### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 65 - 07 R 07.00

<table>
<thead>
<tr>
<th>TITLE: Medical/Dental Stock Funds (B3500/BV Products)</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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 (daily) (R7B); processing control report (R7C)

**COLUMN C WHICH ARE:**
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

**COLUMN D Disposition:**
Destroy after 3 months.

#### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 65 - 07 R 08.00

<table>
<thead>
<tr>
<th>TITLE: Local Purchase and MILSTRIP Payment Listings (B3L/M);</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
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) (F2I); 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)

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 07 R 09.00
TITLE: Air Force Stock Fund Reporting System (B3500/YO)
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Air Force stock fund materiel accountant errors/messages; stock fund managers' errors/ messages

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 30 days after report month.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 07 R 10.00
TITLE: Air Force Stock Fund Processing Control
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
processing control

COLUMN C WHICH ARE:
Air Force stock fund processing control

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 07 R 11.00
TITLE: General Ledger Audit Update
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 22 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
update

COLUMN C WHICH ARE:
general ledger audit update

COLUMN D DISPOSITION:
Destroy after 6 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 07 R 12.00
TITLE: Air Force Stock Fund Trial Balance; Proof of Accounts
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 22 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
proof of accounts

COLUMN C WHICH ARE:
Air Force stock fund trial balance

COLUMN D DISPOSITION:
Destroy 2 years after close of the FY to which they pertain, provided any corrective action required by audit has been accomplished.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 07 R 13.00
TITLE: Consolidated Payment History List
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 22 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 65 - 07 R 16.00

**TITLE:** Buyer Interfund Bills - Non-FMS  
**AUTHORITY:** NC1-AFU-90-93

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>bills received by mail and interfund zero balance listings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>not FMS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 1 year after close of FY in which billed.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 07 R 17.00

**TITLE:** Buyer Interfund Bills - FMS  
**AUTHORITY:** NC1-AFU-90-93

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>hard copy bills and interfund zero balance listings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 3 years after close of FY in which created.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 07 R 18.00

**TITLE:** Automated Material Accounting System (U-1050II)  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>used primarily to review SBSS transactions and their effect on the accounting records</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 3 months or upon receipt of new listing; where annotation is required, retain record until annotation has been transferred to new record.</td>
</tr>
</tbody>
</table>
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 07 R 19.00**

**TITLE:** Automated Materiel Accounting System (U1050-II)

**AUTHORITY:** DAA-GRS-2013-0003-0002

**DATE MODIFIED:** 27 / Jul / 2017

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- 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 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 in (Q03); investment inventory reconciliation (Q06)

**COLUMN C WHICH ARE:**
- used primarily to support AFSE general ledger update; to reconcile with the trial balance; and to reconcile to expense, obligation and reimbursement data in the General Accounting (BQ) System

**COLUMN D DISPOSITION:**
- Destroy after 1 fiscal year.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 07 R 20.00**

**TITLE:** Machine Cards

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- machine cards

**COLUMN C WHICH ARE:**
- 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

**COLUMN D DISPOSITION:**
- Destroys 30 days after month produced or processed.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 65 - 07 R 21.00

**TITLE:** Seller Interfund Cards  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>cards</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>seller interfund cards</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 6 months after produced.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 07 R 22.00

**TITLE:** AVFUEL Management Accounting System (AMAS)  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVFUEL Management Accounting System (AMAS)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVFUEL transaction/edit list, Parts I through VII (F3A); AVFUEL Transient Refueling Suspense Control (F2D); AVFUEL Transient Open Item list (F3F)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 3 months.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 07 R 23.00

**TITLE:** AVFUEL AMAS F3E, F3C, F3D, F3H and F2R  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVFUEL AMAS F3E, F3C, F3D, F3H and F2R</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 1 year after close of FY.</td>
</tr>
</tbody>
</table>

**NOTES**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 65 - 07 R 24.00**

**TITLE:** CAPS - Management Notices/Audit Registers

**AUTHORITY:** NC1-AFU-91-12

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

---

**COLUMN B CONSISTING OF:**
management notices and audit registers

**COLUMN C WHICH ARE:**
related to Commissary Accounts Payable System (CAPS)

**COLUMN D DISPOSITION:**
Destroy when purpose has been served.

---

**TABLE & RULE: T 65 - 07 R 25.00**

**TITLE:** CAPS - Unreconciled Invoice/Recycled Receipts Reports

**AUTHORITY:** NC1-AFU-91-12

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

---

**COLUMN B CONSISTING OF:**
CAPS

**COLUMN C WHICH ARE:**
unreconciled invoice reports; recycled receipts reports

**COLUMN D DISPOSITION:**
Destroy when a new list is produced (transfer research notes to the new list for items remaining on the new report).

---

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

Report generated: 01 / Oct / 2018 - 08:00:00
**TABLE & RULE: T 65 - 07 R 26.00**

**TITLE:** CAPS - Re-reconciled Invoice Report

**AUTHORITY:** NC1-AFU-91-12

**CURRENT:** Yes

**DATE APPROVED:**

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**COLUMN B CONSISTING OF:**
CAPS

**COLUMN C WHICH ARE:**
Re-reconciled invoice report

**COLUMN D DISPOSITION:**
Destroy after determining reason for invoice(s) being re-reconciled.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 07 R 27.00**

**TITLE:** CAPS - Payment Review/Reconciled Invoice Report

**AUTHORITY:** NC1-AFU-91-12

**CURRENT:** Yes

**DATE APPROVED:**

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**COLUMN B CONSISTING OF:**
CAPS

**COLUMN C WHICH ARE:**
payment review/reconciled invoice report

**COLUMN D DISPOSITION:**
Destroy after latest payment due date listed on report.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 07 R 28.00**

**TITLE:** CAPS - GLAC Report

**AUTHORITY:** NC1-AFU-91-12

**CURRENT:** Yes

**DATE APPROVED:**

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**COLUMN B CONSISTING OF:**
CAPS

**COLUMN C WHICH ARE:**
GLAC Report

**COLUMN D DISPOSITION:**
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).

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 65 - 07 R 29.00**

**TITLE:** CAPS - Purged Transaction History Listing/Invoice & Receipt List

**AUTHORITY:** NC1-AFU-91-12

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**

CAPS

**COLUMN C WHICH ARE:**
purged transaction history listing; purged invoice and receipt list

**COLUMN D DISPOSITION:**
Destroy 1 year after output from the purge process.

---

**TABLE & RULE: T 65 - 07 R 30.00**

**TITLE:** CAPS - Received Not Paid Report (Validate Unpaid Receipt Details)

**AUTHORITY:** NC1-AFU-91-12

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**

CAPS - received not paid report(validate unpaid receipt details)

**COLUMN C WHICH ARE:**
used to validate unpaid receipt details

**COLUMN D DISPOSITION:**
Destroy after validation is complete.

---

**TABLE & RULE: T 65 - 07 R 31.00**

**TITLE:** CAPS - Received Not Paid Report (Substantiate LP Payables)

**AUTHORITY:** NC1-AFU-91-12

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
CAPS - received not paid report (substantiate LP payables)

COLUMN C WHICH ARE:
used to substantiate value of local purchase payables reported in RCS: SAF-ACF(M)7119

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 07 R 32.00
TITLE: CAPS - Vendor Contract Directory
AUTHORITY: NC1-AFU-91-12

COLUMN B CONSISTING OF:
CAPS

COLUMN C WHICH ARE:
vendor contract directory

COLUMN D DISPOSITION:
Destroy on receipt of a new directory.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 07 R 33.00
TITLE: CAPS - Voucher Control Log
AUTHORITY: NC1-AFU-91-12

COLUMN B CONSISTING OF:
CAPS

COLUMN C WHICH ARE:
voucher control log

COLUMN D DISPOSITION:
Destroy 6 years and 3 months after close of FY to which it pertains.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 65 - 07 R 34.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: MAPS - Interface Programs' Listings</td>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
</tr>
<tr>
<td>AUTHORITY: NC1-AFU-91-12</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- 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)

**COLUMN C WHICH ARE:**

- used primarily to review BCAS vendor and contract, SBSS and MEDLOG receipt and BQ payment transaction interfaces

**COLUMN D DISPOSITION:**

Destroy when new listing received; where applicable, ensure research notes are included with any specific items carried over to new list.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 65 - 07 R 35.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: MAPS - Optional Programs' Listings</td>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
</tr>
<tr>
<td>AUTHORITY: NC1-AFU-91-12</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- 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)

**COLUMN C WHICH ARE:**

- 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

**COLUMN D DISPOSITION:**

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.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 65 - 07 R 36.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: MAPS - Open Items/Obligations Listings</td>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
</tr>
<tr>
<td>AUTHORITY: NC1-AFU-91-12</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 07 R 37.00
TITLE: MAPS - AFSF General Ledger Adjustments/Open D033 Transactions
AUTHORITY: NC1-AFU-91-12
DATE MODIFIED: 22 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
PCNs SH121-TQ: SBSS reconciliation list part 1-MAPS open item list (000012)
COLUMN C WHICH ARE:
used primarily to verify open items, obligations
COLUMN D DISPOSITION:
Destroy after 1 calendar year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 07 R 38.00
TITLE: MAPS - Prompt Payment Act
AUTHORITY: NC1-AFU-91-12
DATE MODIFIED: 22 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
PCNs SH121-TQ: SBSS reconciliation list part 2-EOM adjustment totals (000012); D033 local purchase summary report (000038); receipt payment fund code discrepancy list (000036)
COLUMN C WHICH ARE:
used to adjust AFSF general ledger for unprocessed supply payment interface transactions or open D033 obligations and payment transactions
COLUMN D DISPOSITION:
File with and as support for journal voucher adjusting AFSF general ledger; destroy after 2 years, provided any corrective action has been accomplished.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 07 R 38.00
TITLE: MAPS - Prompt Payment Act
AUTHORITY: NC1-AFU-91-12
DATE MODIFIED: 22 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
Prompt Payment Act information list
COLUMN C WHICH ARE:
used to adjust AFSF general ledger for unprocessed supply payment interface transactions or open D033 obligations and payment transactions
COLUMN D DISPOSITION:
Destroy after 1 year with retained copy of Prompt Payment Act Report (RCS: DD-COMP(Q)1619).

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 07 R 39.00**
**TITLE:** MAPS - Transaction Verification and Notices of Action
**AUTHORITY:** NC1-AFU-91-12

**COLUMN B CONSISTING OF:**
- 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); 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)

**COLUMN C WHICH ARE:**
- Used primarily to verify transactions processed and notices of actions to be taken

**COLUMN D DISPOSITION:**
- 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.

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records:
   - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 07 R 40.00**
**TITLE:** MAPS - Computation List/Materiel Payment Forecast
**AUTHORITY:** NC1-AFU-91-12

**COLUMN B CONSISTING OF:**
MAPS - computation list/materiel payment forecast

**COLUMN C WHICH ARE:**
- Computer listings produced by end-of-day programs, included but not limited to: PCNs SH121-TQ: invoice computation list (000033); materiel payment forecast (000014)

**COLUMN D DISPOSITION:**
- Destroy when new listing received.

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records:
   - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 07 R 41.00**
**TITLE:** MAPS - Voucher Control Log
**AUTHORITY:** NC1-AFU-91-12

**COLUMN B CONSISTING OF:**
- 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); 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)

**COLUMN C WHICH ARE:**
- Used primarily to verify transactions processed and notices of actions to be taken

**COLUMN D DISPOSITION:**
- Destroy when new listing received.

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

2. Electronic systems that replace temporary hard copy records:
   - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

3. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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).

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 07 R 43.00
TITLE: MAPS - End-of-Day Programs
AUTHORITY: NC1-AFU-91-12

COLUMN B CONSISTING OF:
MAPS - End-of-Day Programs

COLUMN C WHICH ARE:
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)

COLUMN D DISPOSITION:
Destroy after verification that corrective action has been taken.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 65 - 08: FINANCIAL MANAGEMENT - DISBURSEMENTS, REIMBURSEMENTS, COLLECTION AND CONTRACT RECORDS**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 08 R 01.00</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
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<tbody>
<tr>
<td>TITLE: Original Accounts (Base-Level)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
collection and disbursement vouchers, 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

**COLUMN C WHICH ARE:**
held at base-level awaiting shipment to HQ DFAS-DE

**COLUMN D DISPOSITION:**
Send to HQ DFAS-DE in accordance with DFAS-DE Regulation 177-108.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
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<tr>
<th>TABLE &amp; RULE: T 65 - 08 R 02.00</th>
<th>DATE MODIFIED: 14 / Sep / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Original Accounts (Held for GSA Transportation Audit)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0003-0001</td>
<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
original money accounts, vouchers, contracts and supporting documents

**COLUMN C WHICH ARE:**
retained for on-site GSA audit or audit delegated by GSA

**COLUMN D DISPOSITION:**
Destroy 10 years after period covered by account.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
<th>TABLE &amp; RULE: T 65 - 08 R 03.00</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Wherry or Capehart Act Housing</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>notes:</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>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</td>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th>notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at HQ USAF</td>
<td>21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th>notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
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<tr>
<th>TABLE &amp; RULE: T 65 - 08 R 04.00</th>
<th>notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Administrative Claims Record Copies</td>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th>notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at AFOs</td>
<td>21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th>notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 10 years and 3 months after the year in which the Government's right to collect first accrued.</td>
<td>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 08 R 05.00</th>
<th>notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Administrative Claims Non-Record Copies</td>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
</tbody>
</table>
NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 65 - 09: FINANCIAL MANAGEMENT - LEDGERS, JOURNALS, LISTINGS, AND REPORTS**

**TABLE & RULE: T 65 - 09 R 01.00**

<table>
<thead>
<tr>
<th>TITLE: General Ledgers</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
ledgers, allocation files and command files for bases

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 6 years and 3 months after FY to which they pertain.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 09 R 02.00**

<table>
<thead>
<tr>
<th>TITLE: General Ledgers - Expired Accounts</th>
<th>DATE MODIFIED: 14 / Sep / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0003-0001</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
ledgers, allocation files and command files for bases pertaining to expired and merged ("M") accounts

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 10 years after period covered by account.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 09 R 03.00**

<table>
<thead>
<tr>
<th>TITLE: Reconciliation Listings</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 10 R 01.00</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Losses of Appropriated Funds AFO is Granted Relief</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
cases in which the AFO is granted relief and no other person is held liable

**COLUMN D DISPOSITION:**
Destroy 4 years after date of last action.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

60 Date of last action is the date GAO advises that the debt was collected, or collection efforts were terminated; and/or if nothing is reported to DFAS-DE by GAO, 1 year from the date case was certified to the GAO.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 10 R 02.00</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Losses of Appropriated Funds With 6-Year Statue of Limitation Allowance</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 6 years after date of last action.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

60 Cases in which the 6-year statute of limitation applies are: a. Cases in which loss is repaid voluntarily or involuntarily as the result of an approved finding of liability by an investigating officer, board of officers, the Commander of the Defense Finance and Accounting Service, or by the Secretary of the Air Force. b. Noninvestigated loss cases in which shortages were paid. c. Cases certified to the GAO as uncollectible.

60 Date of last action is the date GAO advises that the debt was collected, or collection efforts were terminated; and/or if nothing is reported to DFAS-DE by GAO, 1 year from the date case was certified to the GAO.
**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

at other than HQ DFAS-DE

**COLUMN D DISPOSITION:**

Destroy after 1 year.

### NOTES

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 65 - 11: FINANCIAL MANAGEMENT - CLAIMS, COLLECTION, MISSING-IN-ACTION, KILLED-IN-ACTION, AND PRISONER-OF-WAR CASE FILES

**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

at other than HQ DFAS-DE

**COLUMN D DISPOSITION:**

Destroy 1 year after close of FY after final adjudication of the claim.

### NOTES

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 65 - 10 R 03.00**

**TITLE:** Losses of Appropriated Funds Reports, Substantiating Data

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

---

**TABLE & RULE: T 65 - 11 R 01.00**

**TITLE:** Pay and Allowances (Military and Civilian)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

---

**TABLE & RULE: T 65 - 11 R 02.00**

**TITLE:** Fraud or Forgery Records

**AUTHORITY:** N1-AFU-88-53

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

---
### COLUMN B CONSISTING OF:
reports of investigations and correspondence created to establish amount of indebtedness, and to effect collection when retained for AFO or MAJCOM use

### COLUMN C WHICH ARE:
at other than HQ DFAS-DE

### COLUMN D DISPOSITION:
Destroy 1 FY after date of final action.

#### NOTES

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<tr>
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<tbody>
<tr>
<td><strong>21</strong></td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
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<td><strong>21</strong></td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
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</tbody>
</table>

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**TABLE & RULE:** T 65 - 11 R 03.00  
**TITLE:** Garnishment Actions  
**AUTHORITY:** N1-AFU-90-03

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<table>
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<tr>
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<tbody>
<tr>
<td><strong>DATE MODIFIED:</strong></td>
<td>22 / Jun / 2005</td>
<td></td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td><strong>CURRENT:</strong></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:
case files containing the legal process reflecting development, pay over orders, copies of pay vouchers, unhonored cases and inquiries

### COLUMN C WHICH ARE:
in designated central control office

### COLUMN D DISPOSITION:
Destroy 6 years after case is closed.

#### NOTES

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<tbody>
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<td><strong>21</strong></td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
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<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
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</tbody>
</table>

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**TABLE & RULE:** T 65 - 11 R 04.00  
**TITLE:** Garnishment Actions  
**AUTHORITY:** N1-AFU-90-03

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<tbody>
<tr>
<td><strong>DATE MODIFIED:</strong></td>
<td>22 / Jun / 2005</td>
<td></td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td><strong>CURRENT:</strong></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:
case files containing the legal process reflecting development, pay over orders, copies of pay vouchers, unhonored cases and inquiries

### COLUMN C WHICH ARE:
in offices other than designated central control office

### COLUMN D DISPOSITION:
Destroy 1 year after case is closed.

#### NOTES

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>21</strong></td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
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</tr>
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<td><strong>21</strong></td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
<td></td>
</tr>
<tr>
<td><strong>21</strong></td>
<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or</td>
<td></td>
</tr>
</tbody>
</table>
**T 65 - 12: FINANCIAL MANAGEMENT - USER CHARGES REPORT RECORDS**

**TABLE & RULE:** T 65 - 12 R 01.00  
**TITLE:** User Charges Reports and Reports of Services Rendered at HQ USAF  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- consolidated reports, feeder reports, correspondence and related data

**COLUMN C WHICH ARE:**
- at HQ USAF

**COLUMN D DISPOSITION:**
- Destroy after 5 years.

**NOTES**

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE:** T 65 - 12 R 02.00  
**TITLE:** User Charges Reports and Reports of Services Rendered at Other Than HQ USAF  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- retained copies of reports covered in Rule 1, related correspondence and other pertinent data

**COLUMN C WHICH ARE:**
- at other than HQ USAF

**COLUMN D DISPOSITION:**
- Destroy when superseded by follow-on report or 1 year after any discrepancies in reported data are reconciled by HQ DFAS-DE.

**NOTES**

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
- Pay statements of cadets

COLUMN C WHICH ARE:
- At Cadet Pay

COLUMN D DISPOSITION:
- Destroy 4 years after graduation.

NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:

at Cadet Pay

COLUMN D DISPOSITION:
Forward to DFAS-DE monthly.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 65 - 13 R 04.00
TITLE: Cadet Pay Order (2nd & 4th Copies)  
DATE MODIFIED: 22 / Jun / 2005  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED:

AUTHORITY: NC1-461-82-01

COLUMN B CONSISTING OF:
second and fourth copies; substantiating documents and listings

COLUMN C WHICH ARE:
at originating agency

COLUMN D DISPOSITION:
Destroy 1 year after graduation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 65 - 13 R 05.00
TITLE: Cadet Pay Order (3rd Copy)  
DATE MODIFIED: 22 / Jun / 2005  
FROZEN RECORD: No  
CURRENT: Yes  
DATE APPROVED:

AUTHORITY: N1-AFU-88-13

COLUMN B CONSISTING OF:
third copy

COLUMN C WHICH ARE:
at Cadet Pay

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 65 - 13 R 06.00

**TITLE:** Posting Media

**AUTHORITY:** NC1-461-82-01

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>journal vouchers and other related specialized posting media for machine operations</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>used to effect internal adjustment through MAFR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 1 FY.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

**DATE APPROVED:** Yes

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 13 R 07.00

**TITLE:** Document Control Logs

**AUTHORITY:** NC1-461-82-01

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>logs of numbered source documents</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>used to provide internal control of source documents</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
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</thead>
<tbody>
<tr>
<td>Destroy 3 months after close of FY to which they pertain.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

**DATE APPROVED:** Yes

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 13 R 08.00

**TITLE:** Tax and Interest Distribution

**AUTHORITY:** NC1-461-82-01

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-2 listings, quarterly FICA reports and Cadet Personal Investment Trust Fund interest distribution records and state tax vouchers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at Cadet Pay</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 6 years after the CY to which they pertain.</td>
</tr>
</tbody>
</table>
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 13 R 09.00

**TITLE:** Payroll Registers  
**AUTHORITY:** NC1-461-82-01  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:** payroll listings, cumulative transactions listings, CPITF interest listings

**COLUMN C WHICH ARE:** at Cadet Pay

**COLUMN D DISPOSITION:** Destroy after 1 year.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 13 R 10.00

**TITLE:** Transmittal Letters (Originals)  
**AUTHORITY:** NC1-461-82-01  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:** originals of document transmittal letters

**COLUMN C WHICH ARE:** at Cadet Pay

**COLUMN D DISPOSITION:** Forward to HQ DFAS-DE monthly.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 13 R 11.00

**TITLE:** Transmittal Letters (Receipt Copies)  
**AUTHORITY:** N1-AFU-88-13  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:** at Cadet Pay

**COLUMN D DISPOSITION:** Forward to HQ DFAS-DE monthly.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
receipt copy of document transmittal letters from HQ DFAS-DE

COLUMN C WHICH ARE:
at Cadet Pay

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 13 R 12.00
TITLE: Indebted Control Sheets
AUTHORITY: N1-AFU-88-13

COLUMN B CONSISTING OF:
manual balancing sheets to mechanized system (F80 crossfeed and balance)
COLUMN C WHICH ARE:
at Cadet Pay
COLUMN D DISPOSITION:
Destroy after 4 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 13 R 13.00
TITLE: Non-Indebted Control Sheets
AUTHORITY: N1-AFU-88-13

COLUMN B CONSISTING OF:
manual balancing sheets to mechanized system (F80 crossfeed and balance)
COLUMN C WHICH ARE:
at Cadet Pay
COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
ledger of trust revolving computerized balancing system

COLUMN C WHICH ARE:
at Cadet Pay

COLUMN D DISPOSITION:
Destroy 1 year after class graduates.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
trial balance

COLUMN C WHICH ARE:
at Cadet Pay

COLUMN D DISPOSITION:
Destroy after 10 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 65 - 14 R 01.00

**TITLE:** Mechanized Cards and Tabulations Detail and Summary Cards  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
mechanized cards and tabulations detail and summary cards

**COLUMN C WHICH ARE:**
for any number of days or periods within a particular month; for monthly or the accumulation of any number of months for consolidated purposes

**COLUMN D DISPOSITION:**
Destroy after necessary reconciliations have been made with pertinent documents.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 14 R 02.00

**TITLE:** Mechanized Cards and Tabulations Listings and Tabulations  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
mechanized cards and tabulations listings and tabulations

**COLUMN C WHICH ARE:**
for any number of days or periods within a particular month; for monthly, or the accumulation of any number of months for consolidated purposes

**COLUMN D DISPOSITION:**
Destroy on receipt of new listing or when no longer needed, whichever is later.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 14 R 03.00

**TITLE:** Basic Transactions Financial Inventory Accounting (FIA) Forms and Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**REPORTS GENERATED:**
01 / Oct / 2018 - 08:00:00

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**2299**
COLUMN B CONSISTING OF:
requisitions and shipping records, issue and turn-in slips, reconciliation and adjustment vouchers and other pertinent documents

COLUMN C WHICH ARE:
at ALCs and bases

COLUMN D DISPOSITION:
Destroy 1 year after close of the FY or calendar year to which they pertain.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 14 R 04.00
TITLE: Basic Transactions FIA Monthly and/or Quarterly Reports
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
operating statements, special reports and analyses and other pertinent reports (manual or mechanized)

COLUMN C WHICH ARE:
at ALCs and bases

COLUMN D DISPOSITION:
Destroy 1 year after close of the FY or calendar year to which they pertain.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 65 - 15: FINANCIAL MANAGEMENT - AIR LOGISTICS CENTERS (ALC) ACCOUNTING RECORDS

TABLE & RULE: T 65 - 15 R 01.00
TITLE: Basic Transactions
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
cost ledger sheets, control registers, pro rate registers, recapitulation worksheets and reconciliations

COLUMN C WHICH ARE:
at ALCs

COLUMN D DISPOSITION:
Destroy 1 year after close of FY to which they pertain.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 15 R 02.00**

**TITLE:** Basic Transactions Records More Than 1 Year's Cost  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
records covered in Rule 1 such as motor vehicle cost records

**COLUMN C WHICH ARE:**  
at ALCs

**COLUMN D DISPOSITION:**  
Destroy 1 year after FY in which transaction is entered in the ledger.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 15 R 03.00**

**TITLE:** Mechanized EAM Cards and Tabulations  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**  
daily detail cards

**COLUMN C WHICH ARE:**  
at ALCs

**COLUMN D DISPOSITION:**  
Destroy after reconciliation with periodic summaries.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 15 R 04.00**

**TITLE:** Periodic Summary Cards  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**AUTHORITY:** N1-AFU-90-03

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
periodic summary cards (except budget justification cost summary cards)

COLUMN C WHICH ARE:
at ALCs

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 15 R 05.00
TITLE: Tabulations and Correction Sheets
AUTHORITY: N1-AFU-90-03
DATE APPROVED:
CURRENT: Yes
FROZEN RECORD: No
DATE MODIFIED: 22 / Jun / 2005

COLUMN B CONSISTING OF:
tabulations and correction sheets (except daily listings in Rule 6)

COLUMN C WHICH ARE:
at ALCs

COLUMN D DISPOSITION:
Destroy 1 year after close of FY to which they pertain.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 15 R 06.00
TITLE: Daily Listings
AUTHORITY: N1-AFU-90-03
DATE APPROVED:
CURRENT: Yes
FROZEN RECORD: No
DATE MODIFIED: 22 / Jun / 2005

COLUMN B CONSISTING OF:
daily listings when consolidated in monthly listings

COLUMN C WHICH ARE:
at ALCs

COLUMN D DISPOSITION:
Destroy after 90 days.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Historical Cost Data

**TITLE:** Historical Cost Data  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- summary costs by organization (operating cost reports), summary of cost by type production (budget justification cost summary cards) and special project costs accumulated

**COLUMN C WHICH ARE:**
- at ALCs

**COLUMN D DISPOSITION:**
- Destroy after 10 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### MAP Maintenance and Rehabilitation Project Records

**TITLE:** MAP Maintenance and Rehabilitation Project Records  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- detailed records pertaining to all maintenance and rehabilitation projects on reimbursable military assistance sales

**COLUMN C WHICH ARE:**
- at ALCs

**COLUMN D DISPOSITION:**
- Destroy after 6 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
## T 65 - 16: FINANCIAL MANAGEMENT - ACCOUNTS CONTROL RECORDS

### TABLE & RULE: T 65 - 16 R 01.00

<table>
<thead>
<tr>
<th>TITLE: General Ledgers</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>22 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**AUTHORITY:** N1-AFU-90-03

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### COLUMN B CONSISTING OF:
manual and machine form ledgers, to include but not limited to the Operating Budget Ledger and Allotment Ledger

### COLUMN C WHICH ARE:

at base level accounts control SMAs

### COLUMN D DISPOSITION:
Destroy 4 years after FY to which they pertain.

### TABLE & RULE: T 65 - 16 R 02.00

<table>
<thead>
<tr>
<th>TITLE: Accounts Control General Ledgers - Expired Accounts</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>14 / Sep / 2017</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**AUTHORITY:** DAA-GRS-2013-0003-0001

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### COLUMN B CONSISTING OF:
manual and machine form ledgers, to include but not limited to Operating Budget Ledger and Allotment Ledger pertaining to expired and merged ("M") accounts

### COLUMN C WHICH ARE:

at base level accounts control SMAs

### COLUMN D DISPOSITION:
Destroy 10 years after the close of the fiscal year involved.

### TABLE & RULE: T 65 - 16 R 03.00

<table>
<thead>
<tr>
<th>TITLE: Subsidiary Ledgers</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>22 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**AUTHORITY:** N1-AFU-90-03

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at base level accounts control SMAs

COLUMN D DISPOSITION:
Destroy 3 years after FY to which they pertain.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 16 R 04.00
TITLE: Accounts Control Subsidiary Ledgers - Expired Accounts
AUTHORITY: DAA-GRS-2013-0003-0001
DATE MODIFIED: 14 / Sep / 2017
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
subsidiary ledgers for expired and merged ("M") accounts

COLUMN C WHICH ARE:
at base level accounts control SMAs

COLUMN D DISPOSITION:
Destroy after 10 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 16 R 05.00
TITLE: Supporting Records (to Ledgers in Rules 1, 2, and 3)
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 22 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at base level accounts control SMAs

COLUMN D DISPOSITION:
Destroy 3 years after FY for which related appropriations are available for obligation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 16 R 06.00**

<table>
<thead>
<tr>
<th>TITLE: Accounts Control Supporting Records - Expired Accounts</th>
<th>DATE MODIFIED: 14 / Sep / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0003-0001</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
supporting records to accounts control general and subsidiary ledgers pertaining to expired and merged ("M") accounts

**COLUMN C WHICH ARE:**
at base level accounts control SMAs

**COLUMN D DISPOSITION:**
Destroy 10 years after period covered by account.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 16 R 07.00**

<table>
<thead>
<tr>
<th>TITLE: Allocation and Allotment Records Pertaining to Continuing X or No-Year Appropriations</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
held until the obligations are liquidated (including new records created as a result of the transferred appropriations)

**COLUMN D DISPOSITION:**
Destroy 4 years after liquidation.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 16 R 08.00**

<table>
<thead>
<tr>
<th>TITLE: Financial Statements Schedules and Reports</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td></td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
financial statements schedules and reports

COLUMN C WHICH ARE:
retained copies of records required by higher headquarters

COLUMN D DISPOSITION:
Destroy after 4 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 16 R 09.00
TITLE: Accounts Control Financial Statements and Reports - Expired Accounts
AUTHORITY: DAA-GRS-2013-0003-0001

COLUMN B CONSISTING OF:
accounts control financial statements and reports
COLUMN C WHICH ARE:
retained copies of records required by higher headquarters pertaining to expired and merged ("M") accounts
COLUMN D DISPOSITION:
Destroy 10 years after period covered by account.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 65 - 17: FINANCIAL MANAGEMENT - AUTOMATIC DATA PROCESSING/PUNCH CARD ACCOUNTING MACHINE ACCOUNTS CONTROL

TABLE & RULE: T 65 - 17 R 01.00
TITLE: Basic Transactions
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
transactions
COLUMN C WHICH ARE:
basic transactions
COLUMN D DISPOSITION:
Destroy per Table 65-16.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 17 R 02.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Daily Detail Machine Cards</td>
</tr>
<tr>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- Daily detail machine cards

**COLUMN C WHICH ARE:**
- Data used in daily operations

**COLUMN D DISPOSITION:**
Destroy when necessary reconciliations are made with pertinent documents.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 17 R 03.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Periodic Summary Machine Cards</td>
</tr>
<tr>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- Periodic summary machine cards

**COLUMN C WHICH ARE:**
- Data used for any number of days or periods within a particular month or for accumulation of any number of months for consolidated purposes

**COLUMN D DISPOSITION:**
Destroy after 6 months.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 17 R 04.00</th>
</tr>
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<tbody>
<tr>
<td>TITLE: Monthly Summary Machine Cards</td>
</tr>
<tr>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- Data used in daily operations

**COLUMN C WHICH ARE:**
- Data used for any number of days or periods within a particular month or for accumulation of any number of months for consolidated purposes

**COLUMN D DISPOSITION:**
Destroy after 6 months.
# COLUMN B CONSISTING OF:
machine cards

# COLUMN C WHICH ARE:
monthly summary machines cards

# COLUMN D DISPOSITION:
Destroy after reconciliations are made or when no longer needed, whichever is later.

## NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

## TABLE & RULE: T 65 - 17 R 05.00
### TITLE: Tabulations Used in Daily Operations
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>tabulations that include but are not limited to edit lists, transaction registers, ledgers, reports, maintained in monthly increments</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>used in daily operations</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 1 month after monthly cutoff or when all questions are resolved, whichever is later</td>
<td></td>
</tr>
</tbody>
</table>

---

## TABLE & RULE: T 65 - 17 R 05.01
### TITLE: Year-end Fiscal Quarter Tabulations
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>tabulations that include but are not limited to edit lists, transaction registers, ledgers, reports</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>maintained in monthly increments</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 3 months or when all questions are resolved, whichever is later</td>
<td></td>
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</tbody>
</table>

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Report generated: 01 / Oct / 2018 - 08:00:00
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 17 R 06.00</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
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<tbody>
<tr>
<td>TITLE: Periodic Summary Tabulations</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- tabulations that include but are not limited to edit lists, transaction registers, ledgers, reports

**COLUMN C WHICH ARE:**

- maintained in monthly increments

**COLUMN D DISPOSITION:**

- Destroy 1 month after monthly cutoff or when all questions are resolved, whichever is later.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 17 R 07.00</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Monthly Summary Tabulations</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- tabulations that include but are not limited to edit lists, transaction registers, ledgers, reports

**COLUMN C WHICH ARE:**

- maintained in monthly increments

**COLUMN D DISPOSITION:**

- Destroy 1 month after monthly cutoff or when all questions are resolved, whichever is later.

**NOTES**

- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 17 R 08.00</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Consolidated Machine Cards and Tabulations</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

- annual appropriations records produced from monthly summary or other records, to include but not limited to, selective transaction history listing

**COLUMN C WHICH ARE:**

- usually for an entire FY

**COLUMN D DISPOSITION:**

- Destroy 4 years after FY for which related appropriations are available for obligation.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 65 - 17 R 09.00**

**TITLE:** Accounts Control Consolidated Machine Cards and Tabulations - Expired Accounts

**AUTHORITY:** DAA-GRS-2013-0003-0001

| COLUMN B CONSISTING OF: | 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 |
| COLUMN C WHICH ARE: | usually for an entire FY |
| COLUMN D DISPOSITION: | Destroy 10 years after period covered by account. |

---

**TABLE & RULE: T 65 - 17 R 10.00**

**TITLE:** Accounts Control Consolidated Machine Cards and Tabulations - Continuing X or No-Year Accounts

**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: | consolidated machine cards and tabulations |
| COLUMN C WHICH ARE: | for continuing X or No-Year appropriations documents |
| COLUMN D DISPOSITION: | Destroy 4 years after closing out of individual allocation or allotment account. |

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 65 - 18 R 01.00</th>
<th>DATE CREATED:</th>
<th>22 / Jun / 2005</th>
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<tbody>
<tr>
<td>TITLE:</td>
<td>(RESERVED)</td>
<td>FROZEN RECORD:</td>
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</tr>
<tr>
<td>AUTHORITY:</td>
<td>N/A</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

(RESERVED)

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 65 - 18 R 02.00</th>
<th>DATE MODIFIED:</th>
<th>22 / Jun / 2005</th>
</tr>
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<tbody>
<tr>
<td>TITLE:</td>
<td>Returned and Undelivered Checks and Bonds</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-03</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

checks and bonds

**COLUMN C WHICH ARE:**

returned and undelivered checks and bonds

**COLUMN D DISPOSITION:**

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.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE:</th>
<th>T 65 - 18 R 03.00</th>
<th>DATE MODIFIED:</th>
<th>22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Applications to Keep Cash on Hand</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>AUTHORITY:</td>
<td>N1-AFU-90-19</td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

applications to keep cash on hand

**COLUMN C WHICH ARE:**

at MAJCOMs, AFOs, deputy AFOs or agents

**COLUMN D DISPOSITION:**

Destroy 6 years after close of FY to which it pertains.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 18 R 04.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Cash Accountability Control</td>
</tr>
<tr>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
- 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

COLUMN C WHICH ARE:
- at MAJCOMs, AFOs, deputy AFOs or agents

COLUMN D DISPOSITION:
Destroy after 1 year, provided any discrepancy is cleared.

Notes:
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 18 R 05.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Overages and Losses of Public Funds,</td>
</tr>
<tr>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
- reports of cash verification reports

COLUMN C WHICH ARE:
- at MAJCOMs, AFOs, deputy AFOs or agents

COLUMN D DISPOSITION:
Destroy after 1 year, provided any discrepancy is cleared.

Notes:
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 18 R 06.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Appointment Orders</td>
</tr>
<tr>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at MAJCOMs, AFOs, deputy AFOs or agents

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

60 HQ DFAS-DE advises AFOs of outstanding discrepancies with specified retention period. In the absence of such advice, AFOs may destroy the records when eligible.

TABLE & RULE: T 65 - 18 R 07.00
TITLE: Control Logs
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
logs used to provide reference and control for records of travel payments

COLUMN C WHICH ARE:
at AFOs

COLUMN D DISPOSITION:
Destroy 60 days after close of calendar year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 18 R 08.00
TITLE: Control Forms
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
used to provide reference and control of microfilmed pay records, negotiable instruments and similar data

COLUMN C WHICH ARE:
at AFOs

COLUMN D DISPOSITION:
Destroy with microfilmed records to which they pertain.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 65 - 19: FINANCIAL MANAGEMENT - COMMERCIAL SERVICES-FINANCIAL RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 19 R 01.00</th>
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</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Fund Distribution</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 22 / Jun / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
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<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- fund distribution

**COLUMN C WHICH ARE:**
- memorandum advice, from the accounts control area, of fund distribution records

**COLUMN D DISPOSITION:**
Destroy after end of FY to which they pertain.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
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<tr>
<td><strong>TITLE:</strong> Obligation Authority</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
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<tr>
<td><strong>DATE MODIFIED:</strong> 22 / Jun / 2005</td>
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<td><strong>FROZEN RECORD:</strong> No</td>
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<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- obligation authority forms, military interdepartmental purchase request, project orders and comparable documents

**COLUMN C WHICH ARE:**
- used to provide funds for commitment and obligation purposes

**COLUMN D DISPOSITION:**
Destroy 4 years after commitment and obligation or 4 years after expiration date stated on record.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<td><strong>TITLE:</strong> Obligation Authority - Expired Accounts</td>
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<tr>
<td><strong>AUTHORITY:</strong> DAA-GRS-2013-0003-0001</td>
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<tr>
<td><strong>DATE MODIFIED:</strong> 14 / Sep / 2017</td>
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<td><strong>CURRENT:</strong> Yes</td>
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<tr>
<td><strong>DATE APPROVED:</strong></td>
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</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
obligation authority forms, military interdepartmental purchase request, project orders and comparable documents

COLUMN C WHICH ARE:
used to provide funds for commitment and obligation purposes related to expired and merged ("M") accounts

COLUMN D DISPOSITION:
Destroy 10 years after period covered by account.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<thead>
<tr>
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<tr>
<td>TITLE: Cancelled Commitments</td>
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</tr>
<tr>
<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE APPROVED:</td>
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<tr>
<td>DATE MODIFIED: 14 / Sep / 2017</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0003-0001</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
cancelled commitments

COLUMN C WHICH ARE:
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)

COLUMN D DISPOSITION:
Destroy 10 years after cancellation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 19 R 05.00</th>
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<tbody>
<tr>
<td>TITLE: Cancelled Obligations - Accrued Expenditures Unpaid (AEU)</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>DATE MODIFIED: 14 / Sep / 2017</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0003-0001</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
undelivered orders outstanding (UOO) and accrued expenditures unpaid (AEU) used to support claims by vendors

COLUMN C WHICH ARE:
record copies at AFOs

COLUMN D DISPOSITION:
Destroy 10 years after the close of the fiscal year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Table & Rule: T 65 - 19 R 06.00
**Title:** Cancelled Obligations - Undelivered Orders Outstanding (UOO)  
**Authority:** DAA-GRS-2013-0003-0001  
**Date Modified:** 14 / Sep / 2017  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

#### Column B Consisting Of:
Undelivered orders outstanding (UOO) and accrued expenditures unpaid (AEU)

#### Column C Which Are:
Used to support claims by vendors

#### Column D Disposition:
Destroy after 10 fiscal years.

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### Table & Rule: T 65 - 19 R 07.00
**Title:** Cancelled Commitments - Expired Accounts  
**Authority:** DAA-GRS-2013-0003-0001  
**Date Modified:** 14 / Sep / 2017  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

#### Column B Consisting Of:
Unobligated Commitments (UOCs)

#### Column C Which Are:
Pertaining to expired and merged ("M") accounts

#### Column D Disposition:
Destroy 10 years after period covered by account.

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### Table & Rule: T 65 - 19 R 08.00
**Title:** Cancelled Obligations - Expired Accounts  
**Authority:** DAA-GRS-2013-0003-0001  
**Date Modified:** 14 / Sep / 2017  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

#### Column B Consisting Of:
Undelivered Orders Outstanding (UOO) and accrued expenditures paid (AEU)

#### Column C Which Are:
Used to support claims by vendors related to expired and merged ("M") accounts

#### Column D Disposition:
Destroy 10 years after period covered by account.

**Notes**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Ledgers and supporting records used to reflect appropriation reimbursements, refunds and credits to deposit fund and receipt accounts.

COLUMN C WHICH ARE:
Record copies

COLUMN D DISPOSITION:
Destroy 10 years after period of account.

NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 19 R 12.00
TITLE: Collection Vouchers
AUTHORITY: DAA-GRS-2013-0003-0001

COLUMN B CONSISTING OF:
vouchers
COLUMN C WHICH ARE:
collection vouchers and supporting records
COLUMN D DISPOSITION:
Destroy 10 years after period covered by account.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 19 R 13.00
TITLE: Accrued Expenditures Paid
AUTHORITY: DAA-GRS-2013-0003-0001

COLUMN B CONSISTING OF:
accrued expenditures paid
COLUMN C WHICH ARE:
expenditure vouchers with original supporting documents
COLUMN D DISPOSITION:
Destroy 10 years after period covered by account.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 65 - 19 R 14.00

**TITLE:** Accrued Expenditures Paid Vouchers - Expired Accounts  
**AUTHORITY:** DAA-GRS-2013-0003-0001  
**DATE MODIFIED:** 14 / Sep / 2017  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**COLUMN B CONSISTING OF:**  
expenditure vouchers with original supporting documents

**COLUMN C WHICH ARE:**  
pertaining to expired and merged (“M”) accounts

**COLUMN D DISPOSITION:**  
Destroy 10 years after period covered by account.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: 
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 19 R 15.00

**TITLE:** Accrued Expenditures Paid  
**AUTHORITY:** DAA-GRS-2013-0003-0001  
**DATE MODIFIED:** 14 / Sep / 2017  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**COLUMN B CONSISTING OF:**  
original substantiating records with copies of expenditure vouchers

**COLUMN C WHICH ARE:**  
held per DFAS-DE 7010.2-R

**COLUMN D DISPOSITION:**  
Destroy 10 years after period covered by account.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: 
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 19 R 16.00

**TITLE:** Accrued Expenditures Paid Substantiating Records - Expired Accounts  
**AUTHORITY:** DAA-GRS-2013-0003-0001  
**DATE MODIFIED:** 14 / Sep / 2017  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**COLUMN B CONSISTING OF:**  
original substantiating records with copies of expenditure vouchers

**COLUMN C WHICH ARE:**  
pertaining to expired and merged (“M”) accounts

**COLUMN D DISPOSITION:**  
Destroy 10 years after period covered by account.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: 
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 19 R 17.00
TITLE: Record Transmittal
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
summary statement of activity forms and/or similar forms, received by subject matter areas (SMAs) to control transmission of source records

COLUMN C WHICH ARE:
pertaining to appropriation reimbursements

COLUMN D DISPOSITION:
Destroy 6 months after receipt is furnished SMA.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 19 R 18.00
TITLE: Copies of Reports Pertinent to Commercial Service SMA
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
copies of reports

COLUMN C WHICH ARE:
pertinent to commercial service SMA

COLUMN D DISPOSITION:
Destroy 1 year after FY to which they pertain.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 19 R 19.00
TITLE: Posting Media
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
copies of reports

COLUMN C WHICH ARE:
pertinent to commercial service SMA

COLUMN D DISPOSITION:
Destroy 6 months after receipt is furnished SMA.
COLUMN B CONSISTING OF:
records (other than source records) such as journal vouchers, posting data transfer, similar forms and specialized posting media for machine applications

COLUMN C WHICH ARE:
used to provide input data to the accounts control area

COLUMN D DISPOSITION:
Destroy after 90 days or 90 days after discrepancy which may be involved is cleared.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 19 R 20.00
TITLE: Control Logs for Recording Disbursement and Collection Vouchers
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
control logs
COLUMN C WHICH ARE:
for recording disbursement and collection vouchers
COLUMN D DISPOSITION:
Destroy 6 years after close of FY in which created.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 19 R 21.00
TITLE: Commitments or Obligations
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
all active commitment and obligating records as reflected on the open item/record list and others
COLUMN C WHICH ARE:
used to support commitments and obligations in accounting records
COLUMN D DISPOSITION:
When paid, dispose of per Rule 6 or 7, as applicable; when not paid, dispose of per Rule 2 or 3.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:
documents reflecting payments to individuals required to be reported to IRS, including Treasury Department forms

### COLUMN C WHICH ARE:
used to report payments (DFAS-DE 7010.2-R)

### COLUMN D DISPOSITION:
Destroy 5 years after end of calendar year in which paid.

#### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### T 65 - 20: FINANCIAL MANAGEMENT - PAYING AND COLLECTING

#### TABLE & RULE: T 65 - 20 R 01.00

<table>
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<tr>
<th>TITLE: Daily Cash Accountability</th>
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<tr>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
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<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
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</table>

| COLUMN B CONSISTING OF: |
| 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

| COLUMN C WHICH ARE: |
| 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

| COLUMN D DISPOSITION: |
| Destroy 6 years plus 3 months, provided there are no outstanding discrepancies for which corrective actions are prescribed by DFAS-DE.

#### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 65 - 20 R 02.00

<table>
<thead>
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<th>TITLE: Monthly Cash Accountability</th>
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<tr>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
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<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

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COLUMN B CONSISTING OF:
monthly cash accountability

COLUMN C WHICH ARE:
forms such as Statements of Accountability, Statement of Designated Depository Account, Report of Foreign Currencies, with supporting records, schedules and related data

COLUMN D DISPOSITION:
Destroy 2 years after close of FY to which they pertain, provided there are no outstanding discrepancies for which corrective actions are prescribed by HQ DFAS-DE.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 65 - 20 R 03.00
TITLE: Subsidiary Accountability
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
subsidiary accountability forms and related records

COLUMN C WHICH ARE:
used to record check issue overdrafts and underdrafts, funds in the hands of agents, overages and losses of funds

COLUMN D DISPOSITION:
Destroy 1 year after FY in which created.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 65 - 20 R 04.00
TITLE: Agent Accountability
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
statements of agent officer’s account forms; transmittal for paid vouchers and related papers

COLUMN C WHICH ARE:
used as a control on funds entrusted and returned by accounting and disbursing agents

COLUMN D DISPOSITION:
Destroy 1 year after the agent transactions are reflected in the accounts of the principal AFO.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### NOTES

**TABLE & RULE:** T 65 - 20 R 05.00  
**TITLE:** Agent Officer’s Cash Blotter  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**COLUMN B CONSISTING OF:**  
agent officer’s cash blotter

**COLUMN C WHICH ARE:**  
comparable forms

**COLUMN D DISPOSITION:**  
Destroy 4 years after close of the FY to which they pertain.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE:** T 65 - 20 R 06.00  
**TITLE:** Reimbursement Vouchers  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**COLUMN B CONSISTING OF:**  
reimbursement vouchers

**COLUMN C WHICH ARE:**  
held by or for cash purchasing agents

**COLUMN D DISPOSITION:**  
Destroy 1 year after reimbursement.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE:** T 65 - 20 R 07.00  
**TITLE:** Cashiering  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

---

Report generated: 01 / Oct / 2018 - 08:00:00  
2325
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 20 R 08.00

| TITLE: | Deposits |
| DATE MODIFIED: | 27 / Jul / 2017 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 20 R 09.00

| TITLE: | Check Control - Daily |
| DATE MODIFIED: | 27 / Jul / 2017 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Report generated: 01 / Oct / 2018 - 08:00:00
**NOTES**

no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 65 - 20 R 10.00

**TITLE:** Check Control - Monthly  
**AUTHORITY:** DAA-GRS-2013-0003-0001  
**DATE APPROVED:**  
**DATE MODIFIED:** 14 / Sep / 2017  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
check control

**COLUMN C WHICH ARE:**
month-end check issue summary and associated detail check issue data

**COLUMN D DISPOSITION:**
Destroy 10 years after period covered by account.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 65 - 20 R 11.00

**TITLE:** Replacement Checks  
**AUTHORITY:** DAA-GRS-2013-0003-0001  
**DATE APPROVED:**  
**DATE MODIFIED:** 14 / Sep / 2017  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
replacement checks

**COLUMN C WHICH ARE:**
application, unavailable check cancellations, advise of status, check copies and related documents

**COLUMN D DISPOSITION:**
Destroy 10 years after period covered by account.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 65 - 20 R 12.00

**TITLE:** U.S. Savings Bonds  
**AUTHORITY:** N1-AFU-90-03  
**DATE APPROVED:**  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes
COLUMN B CONSISTING OF:
U.S. Savings Bonds

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 1 year after FY in which created.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 65 - 20 R 13.00
TITLE: Foreign Currency Control
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
foreign currency control

COLUMN C WHICH ARE:
limited depository account form reports, foreign currency receipts control forms, disbursement control forms and exchange ledger

COLUMN D DISPOSITION:
Destroy 1 year after FY in which created.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 65 - 20 R 14.00
TITLE: Special Reports
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
joint message form

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 65 - 20 R 15.00**

**TITLE:** Automated Integrated Paying and Collecting (IPC) System Listings  
**AUTHORITY:** DAA-GRS-2013-0003-0002  
**DATE MODIFIED:** 27 / Jul / 2017  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
Automated Integrated Paying and Collecting (IPC) System Listings

**COLUMN C WHICH ARE:**  
management listings not otherwise covered in this regulation

**COLUMN D DISPOSITION:**  
Destroy after 1 year.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 65 - 20 R 16.00**

**TITLE:** Posting Media  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
records (other than source records) such as journal voucher, posting data transfer and similar forms

**COLUMN C WHICH ARE:**  
used to provide input data to account control area

**COLUMN D DISPOSITION:**  
Destroy after 90 days or 90 days after any discrepancy is cleared.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 65 - 20 R 17.00**

**TITLE:** Contingency Expenditures  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Intelligence Contingency Funds Expenditure

Destroy 2 years after close of FY, provided any exceptions are cleared.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Currency Conversion and Control

Destroy 1 year after FY in which issued or on settlement of irregularities or discrepancies, whichever is later.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Notes

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 65 - 20 R 20.00

<table>
<thead>
<tr>
<th>Title: Dollar Instrument Purchase Control Forms</th>
<th>Date Modified: 22 / Jun / 2005</th>
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</thead>
<tbody>
<tr>
<td>Authority: N1-AFU-90-03</td>
<td>Frozen Record: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>Date Approved:</td>
</tr>
</tbody>
</table>

#### COLUMN B CONSISTING OF:

Dollar instrument purchase control forms

#### COLUMN C WHICH ARE:

At Air Post Offices and US-sponsored banking facilities

#### COLUMN D DISPOSITION:

Destroy after 6 months or on completion of review by appropriate authority, whichever is later.

### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Table & Rule: T 65 - 20 R 21.00

<table>
<thead>
<tr>
<th>Title: Public Vouchers for Medical Services</th>
<th>Date Modified: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority: N1-AFU-90-03</td>
<td>Frozen Record: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>Date Approved:</td>
</tr>
</tbody>
</table>

#### COLUMN B CONSISTING OF:

Public vouchers for medical services

#### COLUMN C WHICH ARE:

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

#### COLUMN D DISPOSITION:

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.

### Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 65 - 21 R 01.00

| DATE MODIFIED: | 22 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| TITLE: Transportation Requests |
| AUTHORITY: N1-AFU-90-03 |

**COLUMN B CONSISTING OF:**
- transportation requests

**COLUMN C WHICH ARE:**
- 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

**COLUMN D DISPOSITION:**
- Destroy 3 years after close of FY in which obligations are incurred.

**NOTES**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 21 R 02.00

| DATE MODIFIED: | 22 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| TITLE: Government Bills of Lading (GB/Ls) |
| AUTHORITY: N1-AFU-90-03 |

**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
- used to support accounting records, obligations and charges on shipping records

**COLUMN D DISPOSITION:**
- Destroy 1 year after close of FY in which obligations are incurred.

**NOTES**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 21 R 03.00

| DATE MODIFIED: | 22 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| TITLE: Joint Travel Regulation (JTR) |
| AUTHORITY: N1-AFU-90-03 |

**NOTES**
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 65 - 21 R 04.00**

**TITLE:** Master Travel Record History Data - at Base Level

**AUTHORITY:** N1-AFU-91-15

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

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**COLUMN B CONSISTING OF:**
master travel record history data

**COLUMN C WHICH ARE:**
at base level

**COLUMN D DISPOSITION:**
Purge 30 days after transmitting to HQ DFAS-DE.

---

**NOTE:**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 65 - 21 R 05.00**

**TITLE:** Record of Travel Payments - Transient Personnel Record Deletion List

**AUTHORITY:** N1-AFU-87-37

**DATE MODIFIED:** 22 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

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**COLUMN B CONSISTING OF:**
record of travel payments - transient personnel record detention list

**COLUMN C WHICH ARE:**
copies of Transient Personnel Record Deletion List

**COLUMN D DISPOSITION:**
Destroy 90 days after date of listing.

---

**NOTE:**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 65 - 21 R 06.00**

**TITLE:** Record of Travel Payment (DD Form 1588) - at Reinstated Reduced/Limited AFOs  
**AUTHORITY:** GRS 20, ITEM 02A  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
Record of Travel Payment (DD Form 1588)

**COLUMN C WHICH ARE:**  
at reinstated reduced/limited AFOs

**COLUMN D DISPOSITION:**  
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.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 21 R 07.00**

**TITLE:** Record of Travel Payment (DD Form 1588) - at Base Level  
**AUTHORITY:** GRS 20, ITEM 02A  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**  
Record of Travel Payment (DD Form 1588)

**COLUMN C WHICH ARE:**  
at base level

**COLUMN D DISPOSITION:**  
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.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 21 R 08.00**

**TITLE:** Allotments, Commitments and Obligations  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

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Report generated: 01 / Oct / 2018 - 08:00:00
COLUMB B CONSISTING OF:
allotments, commitments and obligations

COLUMB C WHICH ARE:
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

COLUMB D DISPOSITION:
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.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 65 - 21 R 09.00
TITLE: Accrued Expenditures Paid
AUTHORITY: DAA-GRS-2013-0003-0002

COLUMN B CONSISTING OF:
accrued expenditures paid

COLUMB C WHICH ARE:
disbursement and collection vouchers, with supporting commitment and obligation records

COLUMB D DISPOSITION:
Destroy when 1 year old.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

TABLE & RULE: T 65 - 21 R 10.00
TITLE: Ledgers of Accounts
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
subsidiary accounts receivable ledger

COLUMB C WHICH ARE:
for appropriation refunds

COLUMB D DISPOSITION:
Destroy after 3 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 21 R 11.00</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Subsidiary Ledger of Deposit Funds</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- subsidiary ledger of deposit funds

**COLUMN C WHICH ARE:**
- maintained on forms, such as general ledger or appropriations reimbursement record

**COLUMN D DISPOSITION:**
- Destroy after 3 years.

---

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
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<th>TABLE &amp; RULE: T 65 - 21 R 12.00</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Control Logs</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- control logs

**COLUMN C WHICH ARE:**
- disbursements and collection vouchers logs

**COLUMN D DISPOSITION:**
- Destroy 1 year after close of FY or calendar year in which created.

---

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
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<tr>
<th>TABLE &amp; RULE: T 65 - 21 R 13.00</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Posting Media</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
<td></td>
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</tbody>
</table>

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Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
records (other than source records) such as journal vouchers, posting data transfer, similar forms and specialized posting media for machine applications

COLUMN C WHICH ARE:
used to provide input data to accounts control area

COLUMN D DISPOSITION:
Destroy after 90 days or 90 days after any discrepancy is cleared.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 21 R 14.00

TITLE: Automated Travel Record Accounting System (ATRAS) Management Listings

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
listings produced by ATRAS

COLUMN C WHICH ARE:
used for reconciliation and follow-up on obligations

COLUMN D DISPOSITION:
Destroy after 1 month.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 21 R 15.00

TITLE: ATRAS Fiscal Quarter-End Reconciliation Listings

AUTHORITY: N1-AFU-91-15

COLUMN B CONSISTING OF:
ATRAS fiscal quarter-end reconciliation listings

COLUMN C WHICH ARE:
Automated Travel Record Accounting System (ATRAS) products

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**

original or copies of receipts, documents, statements of transactions and accountability, vouchers, disbursement schedules and all records documenting the basic financial transaction, money received and money paid out or deposited for activities relating or occurring during the course of conducting agency business. Audit records include, but are not limited to Air Force, Standard and Optional forms which document basic financial 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.)

**COLUMN C WHICH ARE:**

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.

**COLUMN D DISPOSITION:**

Destroy 10 years after period covered by account.

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**T 65 - 22: FINANCIAL MANAGEMENT - CIVILIAN PAY**

**COLUMN B CONSISTING OF:**

Approved pay records including forms, listings or microform used to record information concerning all earnings, deductions and adjustments

**COLUMN C WHICH ARE:**

made to each employee’s pay during a calendar year

**COLUMN D DISPOSITION:**

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.

---

Report generated: 01 / Oct / 2018 - 08:00:00
At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Transfer to National Personnel Records Center (NPRC) 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. For Turkish employees and employees in countries other than United States, records may remain in country, until no longer needed and then transfer to the NPRC.

In shipping records to the records center, include copies of pay or leave records which were forwarded for use in settlement of claims. (If during the payroll year, a change is made from machine to manual posting or vice versa, interfile the forms used without regard to the difference in size. Making an adding machine tape of the yearly total of net payments. Tape total must equal the net pay total for year shown on the payroll control register. The tape is retained by the civilian pay area and disposed of with the related payroll register.) Pack records for shipment as stated in chapter 7. List the name and location of all bases, stations, etc., other than parent organization, for which civilian payroll services were performed during the period covered by the records being shipped.

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**TABLE & RULE:** T 65 - 22 R 02.00

**TITLE:** Civilian Individual Leave and Leave Transfer

**AUTHORITY:** GRS 02, ITEM 09A

**COLUMN B CONSISTING OF:**
forms, official records used in lieu of forms (including records of leave data transferred, if applicable) for recording official annual accumulation and use of employee’s leave

**COLUMN C WHICH ARE:**
filed on right side of OPF

**COLUMN D DISPOSITION:**
Destroy leave and leave transfer records after 3 payroll years, whether audited or unaudited. Transfer the OPF folder to NPRC 30 days after latest separation. NPRC will destroy 65 years after separation from Federal Service.

---

**NOTES**

At units and wings, send record to gaining unit with copy to Command OPR on transfer of individual to another space operations assignment; give record to individual and send copy to Command OPR on their transfer to an assignment not involving space operations; or give record to individual on their separation or retirement.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

HQ DFAS-DE advises AFOs of outstanding discrepancies with specified retention period. In the absence of such advice, AFOs may destroy the records when eligible.
COLUMN B CONSISTING OF:
records either in paper or machine readable form used to input time and attendance data into a payroll system except for Italian attendance and overtime records which must remain within country for 56 years

COLUMN C WHICH ARE:
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.

COLUMN D DISPOSITION:
Destroy after GAO audit or when 6 years old, whichever is sooner. See note for exception to this time period for Italian attendance and overtime records.

NOTES

13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

35 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.

For Italian employees retain in country for 56 years, then destroy to comply with the Italian Privacy Act Law 675, Art 28, 31 Dec 1996. Italian attendance and overtime records must be kept in country for verification the entire 56 years.

60 Supervisors may retain leave applications in office area until they are eligible for destruction.

60 Variable and flextime records are held at supervisor's operating area until eligible for destruction.

TABLE & RULE: T 65 - 22 R 03.01
TITLE: Individual Attendance and Overtime - Copies
AUTHORITY: N1-AFU-03-04
DATE CREATED: 02 / Sep / 2003
DATE MODIFIED: 22 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
information copies of timesheets

COLUMN C WHICH ARE:
maintained by AFRC timekeepers on ARTs and ANG timekeepers on Technicians

COLUMN D DISPOSITION:
Destroy after internal audit or when 3 years old, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 22 R 04.00
TITLE: Applications for Leave - Where Time and Attendance Initialed by Employee
AUTHORITY: GRS 02, ITEM 06A
DATE MODIFIED: 01 / Oct / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
COLUMN B CONSISTING OF:
leave applications for other than home leave or telecommuting, used by supervisor to approve/disapprove or verify leave information to be posted to time and attendance forms

COLUMN C WHICH ARE:
at supervisor's operating area

COLUMN D DISPOSITION:
Destroy at end of pay period.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 65 - 22 R 05.00

| TITLE: Civilian Individual Retirement: Civil Service Retirement System (CSRS) and Federal Employee's Retirement System (FERS) | DATE MODIFIED: 25 / Apr / 2017 |
| AUTHORITY: DAA-GRS-2014-0004-0001 |  |
| CURRENT: Yes |  |
| DATE APPROVED: 25 / Apr / 2017 |  |

COLUMN B CONSISTING OF:
forms or comparable approved records

COLUMN C WHICH ARE:
used to record amounts deducted from employee's wages for retirement

COLUMN D DISPOSITION:
Destroy upon receipt of official OPM acceptance of annual summary.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 65 - 22 R 06.00

| TITLE: Microfilmed Copies of Individual Retirement Documents | DATE MODIFIED: 22 / Jun / 2005 |
| AUTHORITY: N1-AFU-90-03 |  |
| CURRENT: Yes |  |
| DATE APPROVED: |  |

COLUMN B CONSISTING OF:
(SF Form 2806) and copies of registers of separations and transfers (SF Form 2807)

COLUMN C WHICH ARE:
used to recreate lost records, balance reports and answer inquiries

COLUMN D DISPOSITION:
Forward to HQ DFAS-DE/NAR, where they are destroyed after 3 years, or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 65 - 22 R 07.00
TITLE: Individual Retirement Records Control Files
AUTHORITY: DFAS N1-507-97-1
COLUMN B CONSISTING OF:
forms or comparable approved records used to control records
COLUMN C WHICH ARE:
maintained in connection with the retirement records, such as register of separations and transfers, adjustments and comparable actions
COLUMN D DISPOSITION:
Cut off at end of payroll year. Destroy 3 years after cutoff.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 22 R 08.00
TITLE: Wage and Separation Information Files
AUTHORITY: N1-AFU-90-03
COLUMN B CONSISTING OF:
forms or comparable records, notices of determination, notices of refusal to work offer, and other related records
COLUMN C WHICH ARE:
used in connection with unemployment compensation claims
COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 22 R 09.00
TITLE: Federal Employees Health Benefits
AUTHORITY: GRS 01, ITEM 01

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
forms or comparable records used for registrations, changes of enrollment status, reports, transmittals and related actions

COLUMN C WHICH ARE:
filed in the OPF

COLUMN D DISPOSITION:
Transfer folder to NPRC 30 days after latest separation. NPRC will destroy 65 years after separation from Federal Service.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 22 R 10.00**

<table>
<thead>
<tr>
<th>TITLE: Income Tax Withholdings</th>
<th>DATE MODIFIED:</th>
<th>26 / Dec / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: DAA-GRS-2016-0015-0005</td>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>CURRENT:</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 22 R 12.00
TITLE: Income Tax Withholdings Used to Determine Rate of Withholdings
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Treasury Department forms or comparable forms

COLUMN C WHICH ARE:
used to record and report wages and taxes withheld from employees' earnings, tax reconciliations and related actions

COLUMN D DISPOSITION:
Destroy 4 years after form is superseded or obsolete.

NOTES
13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 22 R 13.00
TITLE: Allowances and Differential Eligibility Files
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
forms or comparable records

COLUMN C WHICH ARE:
used to authorize payment of allowances and differentials

COLUMN D DISPOSITION:
Destroy inactive documentation after 3 payroll years, whether audited or unaudited.

NOTES
13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 65 - 22 R 14.00**

**TITLE:** Withholding and Deductions Authorizations

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>forms or comparable records</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>used as authority for withholding or deducting from employee's wages for such purposes as saving bonds, union dues, charity donations and allotments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when new authorization has been received and Master Pay Record (MPR) updated.</td>
</tr>
</tbody>
</table>

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

1. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

1. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 65 - 22 R 15.00**

**TITLE:** Withholding and Deductions Authorizations on Transfers

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>forms or comparable records</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>used as authority for withholding or deducting from employee's wages for such purposes as saving bonds, union dues, charity donations and allotments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward to gaining payroll office when applicable.</td>
</tr>
</tbody>
</table>

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

1. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

1. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 65 - 22 R 16.00**

**TITLE:** Withholding and Deductions Authorizations on Separations

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>forms or comparable records</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>used as authority for withholding or deducting from employee's wages for such purposes as saving bonds, union dues, charity donations and allotments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when new authorization has been received and Master Pay Record (MPR) updated.</td>
</tr>
</tbody>
</table>

**NOTES**

1. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

1. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

1. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Payroll Control Registers

Title: Payroll Control Registers

Authority: DFAS N1-507-97-1

Date approved: 22 / Jun / 2005

Current: Yes

Frozen record: No

Date modified: 22 / Jun / 2005

Postimg Media

Title: Posting Media

Authority: N1-AFU-90-03

Date approved: 22 / Jun / 2005

Current: Yes

Frozen record: No

Date modified: 22 / Jun / 2005

At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

For Selective History Listings (annual appropriations records produced by accounts control (PCN SHO 69-93), disposition is pending 17 Jul 91 through 31 Dec 94; effective 1 Jan 95, destroy after 4 years (See note 2).
### COLUMN B CONSISTING OF:
records

### COLUMN C WHICH ARE:
relating to any exceptions taken by GAO or AF Auditor General Representative audit

### COLUMN D DISPOSITION:
Destroy when exceptions are cleared.

#### NOTES

13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 65 - 22 R 22.00

**TITLE:** Control Logs

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
records

**COLUMN C WHICH ARE:**
used for recording disbursement and collection vouchers

**COLUMN D DISPOSITION:**
Destroy 1 year after close of fiscal year in which created.

#### NOTES

13 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 65 - 22 R 23.00

**TITLE:** Year-to-Date Listing

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>DATE MODIFIED</th>
<th>FROZEN RECORD</th>
<th>CURRENT</th>
<th>DATE APPROVED</th>
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</thead>
<tbody>
<tr>
<td>22 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

---

Report generated: 01 / Oct / 2018 - 08:00:00
At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the
 gaining payroll office, which will dispose of the records in accordance with the disposition schedule.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

Biweekly listings of cumulative pay, deductions and leave data

Destroyed after 90 days.

At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the
 gaining payroll office, which will dispose of the records in accordance with the disposition schedule.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

Biweekly listings of cumulative pay, deductions and leave data

Destroyed after 90 days.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

Biweekly listings of cumulative pay, deductions and leave data

Destroyed after 90 days.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

Biweekly listings of cumulative pay, deductions and leave data

Destroyed after 90 days.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

Biweekly listings of cumulative pay, deductions and leave data

Destroyed after 90 days.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or
when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping
requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for
administrative, legal, audit, or other operational purposes.

Note: The records are used for responding to inquiries, reissuing W-2 forms, researching computer output messages, etc.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 22 R 26.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Biweekly Thrift Savings Plan (TSP) Products - Interim</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-91-35</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
biweekly Thrift Savings Plan (TSP) products

**COLUMN C WHICH ARE:**
initial, recycle and final runs of active and inactive list and related error lists

**COLUMN D DISPOSITION:**
Destroy when notified by National Finance Center (NFC) that tape processed successfully.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 22 R 27.00</th>
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</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Biweekly Thrift Savings Plan (TSP) Products - Final</td>
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<td><strong>AUTHORITY:</strong> N1-AFU-91-35</td>
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<tr>
<td><strong>CURRENT:</strong> Yes</td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**
biweekly Thrift Savings Plan (TSP) products

**COLUMN C WHICH ARE:**
final run of active and inactive list and voucher/summary list

**COLUMN D DISPOSITION:**
Destroy after 1 payroll year.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 22 R 28.00</th>
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</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> TSP Registers, Listing, Reports and Summaries</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
</tbody>
</table>

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Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
used to consolidate, verify, and reconcile monthly, quarterly, or annual summaries

COLUMN D DISPOSITION:
Destroy after updating of summaries is completed and audited for accuracy.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 22 R 29.00
TITLE: TSP Records Used to Ensure Permanent Changes Proper Processing

DATE MODIFIED: 22 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
products including but not limited to master pay record print, bond master print

COLUMN C WHICH ARE:
used to ensure permanent change actions are properly processed

COLUMN D DISPOSITION:
Destroy when listings are replaced.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 22 R 30.00
TITLE: Collection and Disbursement

DATE MODIFIED: 22 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
collection and disbursement

COLUMN C WHICH ARE:
copies used to answer inquiries, process claims, make pay adjustments

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 22 R 31.00

<table>
<thead>
<tr>
<th>TITLE: Optional Record Folders</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<td></td>
<td>CURRENT: Yes</td>
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<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
forms authorizing deductions and entitlements

**COLUMN C WHICH ARE:**
covered in other Rules of this Table, used by civilian pay areas on an optional basis

**COLUMN D DISPOSITION:**
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.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 22 R 32.00

<table>
<thead>
<tr>
<th>TITLE: Gross-to-Net Register</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
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<td></td>
<td>CURRENT: Yes</td>
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<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
gross-to-net registers

**COLUMN C WHICH ARE:**
information used for research and inquiries on pay data

**COLUMN D DISPOSITION:**
Destroy after individual pay records (IPRs) are received.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
# Table & Rule: T 65 - 23 R 01.00

**Title:** Pay Record Jackets  
**Authority:** NC1-AFU-91-24  
**Column B Consisting Of:**  
Military pay records and related records  

**Column C Which Are:**  
at Denver FRC for GAO  

**Column D Disposition:**  
Destroy 6 years and 3 months after date of separation.  

**Notes:**  
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# Table & Rule: T 65 - 23 R 02.00

**Title:** Microfilmed Pay Records for Regular and Irregular Closeouts  
**Authority:** N1-AFU-90-03  

**Column B Consisting Of:**  
Microfilmed pay records for regular and irregular closeouts  

**Column C Which Are:**  
at alternate site  

**Column D Disposition:**  
Destroy after 56 years.  

**Notes:**  
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

# Table & Rule: T 65 - 23 R 03.00

**Title:** Microfilmed Pay Records for Separated Members  
**Authority:** N1-AFU-90-03  

**Notes:**  
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**COLUMN B CONSISTING OF:**
microfilmed pay records for separated members

**COLUMN C WHICH ARE:**
at alternate site

**COLUMN D DISPOSITION:**
Destroy after 6 years.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE:** T 65 - 23 R 04.00
**TITLE:** Pay History
**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes
**DATE APPROVED:**
**DATE MODIFIED:** 22 / Jun / 2005
**FROZEN RECORD:** No
**DATE MODIFIED:** 22 / Jun / 2005
**FROZEN RECORD:** No

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE:** T 65 - 23 R 05.00
**TITLE:** Pay History - Microfilm
**AUTHORITY:** N1-AFU-90-03

**CURRENT:** Yes
**DATE APPROVED:**
**DATE MODIFIED:** 22 / Jun / 2005
**FROZEN RECORD:** No
**DATE MODIFIED:** 22 / Jun / 2005
**FROZEN RECORD:** No

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 65 - 23 R 06.00

**TITLE:** Final Leave Balance (Prior to JUMPS) Listings  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- listings

**COLUMN C WHICH ARE:**
- final leave balance(prior to JUMPS) listings

**COLUMN D DISPOSITION:**
Send to Denver FRC after 4 years where they are destroyed after a total of 56 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 23 R 07.00

**TITLE:** Pay History - Final Leave Balance  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- pay history - final leave balance

**COLUMN C WHICH ARE:**
- final leave balance (prior to JUMPS) listing

**COLUMN D DISPOSITION:**
Send to Denver FRC after 4 years where it is destroyed after a total of 56 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 23 R 08.00

**TITLE:** W-2 Extract  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- W-2 extract

**COLUMN C WHICH ARE:**
- microform W-2 data produced under the AMPS 360 system

**COLUMN D DISPOSITION:**
Destroy after 4 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 23 R 09.00
TITLE: DELETED (27 Aug 2007) Duplicate Rule--Covered by Table 65-25, Rule 7
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
Title: ARPAS Supporting Documents - Input Registers and Certificates/Forms
Consisting of:
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 records

COLUMN C WHICH ARE:
at ARPAS payroll offices

COLUMN D DISPOSITION:
Destroy after 6 years and 3 months.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 23 R 10.00
TITLE: ARPAS Voucher Data
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
ARPAS voucher data

COLUMN C WHICH ARE:
detailed payroll money lists, summaries and cover sheets

COLUMN D DISPOSITION:
Destroy after 6 years and 3 months (exception: Hold vouchers pertaining to American Indians indefinitely).

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 65 - 24 R 01.00

**TITLE:** AFROTC Pay  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
AFROTC pay

**COLUMN C WHICH ARE:**
pay orders

**COLUMN D DISPOSITION:**
Send to Denver FRC where they will be destroyed after 6 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 24 R 02.00

**TITLE:** Pay Reports  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
reports

**COLUMN C WHICH ARE:**
pay reports

**COLUMN D DISPOSITION:**
Destroy 1 year after close of year to which they pertain.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 24 R 03.00

**TITLE:** Summary of Earnings Listings  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 22 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Collection and Disbursing Vouchers

| COLUMN B CONSISTING OF: | listings |
| COLUMN C WHICH ARE: | summary of earnings listings |
| COLUMN D DISPOSITION: | Destroy 3 years after close of year to which they pertain. |

Military Pay Orders, Dependency Certificates and Substantiating Records

| COLUMN B CONSISTING OF: | vouchers |
| COLUMN C WHICH ARE: | collection and disbursing vouchers |
| COLUMN D DISPOSITION: | 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. |

Military Pay Orders

| COLUMN B CONSISTING OF: | military pay orders, dependency certificate and substantiating records |
| COLUMN C WHICH ARE: | at organizational levels |
| COLUMN D DISPOSITION: | Destroy 1 year after close of pay period. |

Notes

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 65 - 24 R 06.00

<table>
<thead>
<tr>
<th>TITLE: Payroll Vouchers and Summary of Earnings Listings</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
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</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED: 22 / Jun / 2005</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- listings

**COLUMN C WHICH ARE:**
- payroll vouchers and summary of earnings listings

**COLUMN D DISPOSITION:**
- Destroy after 3 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 24 R 07.00

<table>
<thead>
<tr>
<th>TITLE: Income Tax and FICA Withholding Records</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED: 22 / Jun / 2005</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- witholding records

**COLUMN C WHICH ARE:**
- income tax and FICA witholding records

**COLUMN D DISPOSITION:**
- Destroy after 4 years, except copies of wage and tax settlements will be destroyed no later than 30 September following the tax year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 24 R 08.00

<table>
<thead>
<tr>
<th>TITLE: AF Junior ROTC Instructor Pay</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED: 22 / Jun / 2005</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- instructor contract data cards, logistical report cards, contract dates and computations of pay for instructors and records relating to each school

**COLUMN C WHICH ARE:**
- at HQ AFROTC

**COLUMN D DISPOSITION:**
- Destroy 6 years after individual has terminated employment, or 1 year after grievance or appeal is settled.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 65 - 25: FINANCIAL MANAGEMENT - AIR RESERVE PAY AND ALLOWANCE SYSTEM (ARPAS) RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 25 R 01.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: USAFR and ANG Pay</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
- all USAF Reserve members

**COLUMN D DISPOSITION:**
- Destroy 56 years after year in which created.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 25 R 02.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: ANG Pay by HQ DFAS-DE Prior to Jan 68</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
<tr>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
</tr>
<tr>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
- for ANG members paid by HQ DFAS-DE prior to 1 Jan 68

**COLUMN D DISPOSITION:**
- Destroy 56 years after year in which created.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 65 - 25 R 03.00
TITLE: ANG Members Paid by the ANG Comptroller Prior to 1 Jan 68
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- 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

COLUMN C WHICH ARE:
- at appropriate State Adjutant General

COLUMN D DISPOSITION:
- Destroy 56 years after year in which created.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 25 R 04.00
TITLE: Noncomputerized Payments after 1 Jan 68
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- 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

COLUMN C WHICH ARE:
- at the Denver FRC

COLUMN D DISPOSITION:
- Destroy 56 years after year in which created.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 25 R 05.00
TITLE: ARPAS Pay - Master History
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- 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

COLUMN C WHICH ARE:
- at appropriate State Adjutant General

COLUMN D DISPOSITION:
- Destroy 56 years after year in which created.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
   Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
ARPAS pay

COLUMN C WHICH ARE:
originals of quarterly master file history, voucher and transaction data for computerized payments

COLUMN D DISPOSITION:
Destroy after 56 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

originals of quarterly master file history, voucher and transaction data for computerized payments
Destroy after 1 year or when no longer needed, whichever is sooner.

TABLE & RULE: T 65 - 25 R 06.00
TITLE: ARPAS Pay at Functional Areas
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
ARPAS pay at functional areas

COLUMN C WHICH ARE:
central operational copies of originals of quarterly master history file, voucher and transaction data for computerized payments

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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

retained at ARPAS payroll offices

COLUMN D DISPOSITION:
Destroy after 6 years and 3 months.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 65 - 25 R 07.00
TITLE: ARPAS Supporting Documents - Input Registers and Certificates/Forms
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
retained at ARPAS payroll offices

COLUMN D DISPOSITION:
Destroy after 6 years and 3 months.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
NOTES

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 65 - 25 R 08.00

<table>
<thead>
<tr>
<th>TITLE: Other Listings and Tabulations</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
other listings and tabulations

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after quarterly master file history has been received.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 65 - 25 R 09.00

<table>
<thead>
<tr>
<th></th>
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<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:
employer copies of TD Forms W-2 and listings, adjustment records, FICA extracts and other related records

COLUMN D DISPOSITION:
Destroy 4 years after taxes are paid.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 65 - 25 R 10.00

<table>
<thead>
<tr>
<th>TITLE: Management Information</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
management information

COLUMN C WHICH ARE:
computerized listings used for reports, historical data and for evaluation and control purposes

COLUMN D DISPOSITION:
Destroy after 3 years or when purpose has been served, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 25 R 11.00
TITLE: ARPAS Voucher Data
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
ARPAS voucher data

COLUMN C WHICH ARE:
detailed payroll money lists, summaries and cover sheets

COLUMN D DISPOSITION:
Destroy after 6 years and 3 months (Exception: Hold vouchers pertaining to American Indians indefinitely.)

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 25 R 12.00
TITLE: Collection and Disbursement Vouchers
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
copies of paid vouchers

COLUMN C WHICH ARE:
at military pay subject matter areas

COLUMN D DISPOSITION:
Destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 65 - 25 R 13.00
TITLE: Records Control Data
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
- logs used to provide control for partial payment authorizations

COLUMNS C WHICH ARE:
- at ARPAS payroll offices

COLUMNS D DISPOSITION:
- Destroy when all payments have been reconciled.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 25 R 14.00
TITLE: Reference Materials (SMA)
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
- locators, master tables and other similar products used for reference purposes

COLUMNS C WHICH ARE:
- at military pay subject matter areas

COLUMNS D DISPOSITION:
- Destroy when obsolete, superseded, or when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 25 R 15.00
TITLE: Reference Materials (ARPAS)
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
- locators, master tables and other similar products used for reference and inquiry purposes

COLUMNS C WHICH ARE:
- at ARPAS payroll offices

COLUMNS D DISPOSITION:
- Destroy when obsolete, superseded, or when no longer needed.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 25 R 16.00</th>
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</thead>
<tbody>
<tr>
<td>TITLE: Posting Media</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

COLUMNS CONSISTING OF:
records (other than source data) used for machine application or control

COLUMNS WHICH ARE:
at military pay subject matter areas

COLUMNS DISPOSITION:
Destroy when purpose has been served.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 65 - 26: FINANCIAL MANAGEMENT - PAY ALLOTMENT RECORDS

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 26 R 01.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Start, Stop or Change Files</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

COLUMNS CONSISTING OF:
start, stop or change files

COLUMNS WHICH ARE:
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 requests for pay information, change of address, modification or reduction of allotment payment authorization and authorization for special pay

COLUMNS DISPOSITION:
Destroy 6 years after year of separation from service.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 26 R 02.00</th>
<th>TITLE: Dependency Folders (DEP) at AFOs Approved</th>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
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<td></td>
<td>FROZEN RECORD: No</td>
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<td></td>
<td>CURRENT: Yes</td>
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<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- originals of records in Rule 2

**COLUMN C WHICH ARE:**
- approved and sent to HQ DFAS-DE 10 days after end of month

**COLUMN D DISPOSITION:**
- Destroy 6 years after separation from active duty unless subsequent action-in which case, destroy 6 years from last action.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 26 R 03.00</th>
<th>TITLE: Dependency Folders (DEP) at AFOs Disapproved</th>
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</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
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<td></td>
<td>FROZEN RECORD: No</td>
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<td></td>
<td>CURRENT: Yes</td>
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<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- Originals of records in Rule 2

**COLUMN C WHICH ARE:**
- disapproved and sent to HQ DFAS-DE after 90 days

**COLUMN D DISPOSITION:**
- Destroy 6 years after separation from active duty unless subsequent action-in which case, destroy 6 years from last action.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 26 R 04.00</th>
<th>TITLE: Dependency Folders (DEP) at AFOs Duplicates</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE MODIFIED: 22 / Jun / 2005</td>
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<td></td>
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<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- duplicates of records in Rule 2

**COLUMN C WHICH ARE:**
- at AFOs

**COLUMN D DISPOSITION:**
- Destroy 12 months after date of last action or when no longer needed, whichever is sooner.

**NOTES**
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 26 R 05.00**

**TITLE:** Dependency Folders (DEP) at AFOs Rebuttals or Referrals

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>duplicates of records in Rule 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>at AFOs and sent to HQ DFAS-DE upon receipt</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy 6 years after separation from active duty unless subsequent actions, in which case, destroy 6 years from last action.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 65 - 27: FINANCIAL MANAGEMENT - UNITED STATES SAVINGS BOND RECORDS**

**TABLE & RULE: T 65 - 27 R 01.00**

**TITLE:** Claims and Inquiries

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>correspondence concerning nonreceipt of US savings bonds</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>used to trace disposition of bond</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy after claimant has received bond or bond has otherwise been accounted for.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 65 - 27 R 02.00**

**TITLE:** Series E Bond Sales

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
accountability records

**COLUMN C WHICH ARE:**
used to control, verify and balance accountability and to answer inquiries

**COLUMN D DISPOSITION:**
Destroy after 5 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 27 R 03.00**

**TITLE:** Savings Bond Reports

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
savings bonds reports

**COLUMN C WHICH ARE:**
reports of bond sales and purchases

**COLUMN D DISPOSITION:**
Destroy after 1 year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
T 65 - 28: FINANCIAL MANAGEMENT - AIR FORCE MEMBER FHA CASE FILES

TABLE & RULE: T 65 - 28 R 01.00
TITLE: FHA Individual Case Folders
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 22 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
received from AF personnel through FHA relative to loans for purchase of private homes

COLUMN D DISPOSITION:
Destroy 2 years after case is closed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

T 65 - 29: FINANCIAL MANAGEMENT - MERGED ACCOUNTING AND FINANCE REPORTING (MAFR) SYSTEM RECORDS

TABLE & RULE: T 65 - 29 R 01.00
TITLE: 7112/7113 Accountant Working Files
AUTHORITY: N/A
DATE MODIFIED: 02 / Aug / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
7112/7113 Accountant Working Files

COLUMN C WHICH ARE:
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 PIIIN listing; MAFR error listing; C16, C1, C257, other related listings

COLUMN D DISPOSITION:
Destroy one money after processing.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 29 R 02.00
TITLE: 7112/7113 ADSN, DCASR, CADC Inputs
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 02 / Aug / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 2 years after the FY in which created or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 65 - 29 R 03.00
TITLE: MAFR Other Service for Air Data
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 22 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 2 years after the FY in which created or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 65 - 29 R 04.00
TITLE: Cross Disbursing Activity (USAFAC)
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 22 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy 2 years after the FY in which created or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
NOTES
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 29 R 05.00

<table>
<thead>
<tr>
<th>TITLE: Interfund Billing Transactions</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED: 22 / Jun / 2005</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 4 years after FY in which created or after reconciliation of charges is completed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 29 R 06.00

<table>
<thead>
<tr>
<th>TITLE: EDP Master Control Listing</th>
<th>DATE MODIFIED: 22 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED: 22 / Jun / 2005</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
EDP Master Control Listing

**COLUMN C WHICH ARE:**
command summary, OAC feedback, worldwide-non-worldwide, consolidated appropriation control, Treasury cash report listings and other comparable data

**COLUMN D DISPOSITION:**
Destroy 4 years after FY in which created or after reconciliation of charges is completed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**T 65 - 30: FINANCIAL MANAGEMENT - JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT BASE LEVEL**

**TABLE & RULE: T 65 - 30 R 01.00**

<table>
<thead>
<tr>
<th>TITLE: Records Sent to HQ DFAS-DE; e.g., MPOs, Pay Adjustment Authorizations</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT: Yes</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
MPOs, pay adjustment authorizations

**COLUMN C WHICH ARE:**
records sent to HQ DFAS-DE

**COLUMN D DISPOSITION:**
Destroy after 6 months.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 30 R 02.00**

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT: Yes</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
roster

**COLUMN C WHICH ARE:**
JUMPS Pay Record Accessibility (PRA) roster

**COLUMN D DISPOSITION:**
Destroy retained copy after 6 months or when a new roster is created.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 30 R 03.00**

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT: Yes</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
leave request/authorization Part III

COLUMN C WHICH ARE:
at unit of attachment or assignment

COLUMN D DISPOSITION:
Destroy after leave block verification unless there is a discrepancy in leave data.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 65 - 30 R 04.00
TITLE: Leave Request/Authorization Part III Terminal Leaves

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
requests and authorizations

COLUMN C WHICH ARE:
leave request/authorization Part III terminal leaves

COLUMN D DISPOSITION:
Destroy 10 days after the last day of leave if the member has not returned from leave.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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TABLE & RULE: T 65 - 30 R 05.00
TITLE: Leave Request/Authorization for Internal Management Purposes

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
request and authorizations

COLUMN C WHICH ARE:
leave request/authorization for internal management purposes

COLUMN D DISPOSITION:
Forward Part III to unit.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 65 - 30 R 06.00
TITLE: Copies of JUMPS Data Change Transaction
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
copies

COLUMN C WHICH ARE:
copies of JUMPS data change transaction

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 07.00
TITLE: Original of JUMPS Miscellaneous Transaction Register
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
originals

COLUMN C WHICH ARE:
originals of JUMPS miscellaneous transaction register

COLUMN D DISPOSITION:
Destroy after 90 days.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 08.00
TITLE: Acknowledged Copies of MPOs
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
acknowledged copies of MPOs

COLUMN C WHICH ARE:
at preparing activities

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 30 R 09.00**

**TITLE:** Data Collection Listings  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
all transactions processed, recycled or rejected during an update (including verified Basic Allowance for Subsistence (BAS) authorizations)

**COLUMN C WHICH ARE:**
at unit input source

**COLUMN D DISPOSITION:**
Destroy after 2 months.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 30 R 10.00**

**TITLE:** All Transactions Number Only That Processed in an Update  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
all transactions number only that processed in an update

**COLUMN C WHICH ARE:**
inputs by another AFB, HQ DFAS-DE, AFPC or MPF for a member serviced by that AFO

**COLUMN D DISPOSITION:**
Destroy after 6 months.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 30 R 11.00**

**TITLE:** All Transactions Within a Cycle That Went to the Recycle File at HQ DFAS-DE  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 65 - 30 R 14.00
**TITLE:** Pay Transactions Rejected by HQ DFAS-DE

**AUTHORITY:** N1-AFU-90-03

| CURRENT: | Yes |
| FROZEN RECORD: | No |
| DATE MODIFIED: | 23 / Jun / 2005 |

**COLUMN B CONSISTING OF:**
pay-affecting transactions submitted by the MPF which are rejected at HQ DFAS-DE

**COLUMN C WHICH ARE:**
at MPFs, PSM

**COLUMN D DISPOSITION:**
Destroy 90 days after end of month in which all rejects on the listing are cleared.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 30 R 15.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Military Pay Subject Matter Transactions Rejected to the Operating Directorate at HQ DFAS-DE</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
</tbody>
</table>

| CURRENT: | Yes |
| FROZEN RECORD: | No |
| DATE MODIFIED: | 23 / Jun / 2005 |

**COLUMN B CONSISTING OF:**
all transactions rejected to the operating directorate at HQ DFAS-DE

**COLUMN C WHICH ARE:**
at military pay subject matter areas

**COLUMN D DISPOSITION:**
Destroy after 6 months.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 30 R 16.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Leave and Earning Statements</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
</tbody>
</table>

| CURRENT: | Yes |
| FROZEN RECORD: | No |
| DATE MODIFIED: | 23 / Jun / 2005 |

**COLUMN B CONSISTING OF:**
duplicate copy of monthly statements of member’s leave and earnings

**COLUMN C WHICH ARE:**
bulk-filed

**COLUMN D DISPOSITION:**
Destroy 60 days after close of period to which they pertain.

**NOTES**
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 17.00
TITLE: LES Extracts (NBT 200) Products
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
certified copies of listings

COLUMN C WHICH ARE:
created by the various options of NBT 200

COLUMN D DISPOSITION:
Destroy 1 year after end of month created or when replaced by a newly certified listing.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 18.00
TITLE: LES Extracts 6-Month History Printout
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
printouts

COLUMN C WHICH ARE:
LES extracts 6-month history printout

COLUMN D DISPOSITION:
Filed in member’s PCS package upon PCS.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 19.00
TITLE: Original of Leave and Earnings Data
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
original of leave and earnings data created upon member's separation/reenlistment

COLUMN C WHICH ARE:
filed in member's management case file

COLUMN D DISPOSITION:
Destroy 1 year after end of month created or when replaced by a newly certified listing.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 20.00
TITLE: Daily Transactions
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
detailed record of all transactions received and actions taken by HQ DFAS-DE

COLUMN C WHICH ARE:
at military pay subject matter areas

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 21.00
TITLE: Collection and Disbursement Vouchers
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
copies of collection and disbursement vouchers

COLUMN C WHICH ARE:
at military pay subject matter areas

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
AFOs are notified of discrepancies or out-of-balance conditions by DAD or Directorate of Military Pay via the voucher balancing and MAFR reconciliation reports. Vouchers must be retained until discrepancies or out-of-balance conditions are corrected.

**TABLE & RULE: T 65 - 30 R 22.00**

**TITLE:** Control Logs  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:** 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

**COLUMN C WHICH ARE:** at military pay subject matter areas

**COLUMN D DISPOSITION:** Destroy 1 year and 1 month after close of FY in which created.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 30 R 23.00**

**TITLE:** Incoming and Outgoing AUTODIN Transmissions  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:** incoming and outgoing AUTODIN transmissions

**COLUMN C WHICH ARE:** at military pay subject matter areas

**COLUMN D DISPOSITION:** Destroy after 6 months.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 30 R 24.00**

**TITLE:** Data Collection Log Print Listings  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Logs used to control leave authorization numbers sign in/out (AF Form 1486)

 Logs used to control leave authorization numbers sign in/out (AF Form 1486)

Logs used to control leave authorization numbers sign in/out (AF Form 1486)

Logs used to control leave authorization numbers sign in/out (AF Form 1486)
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 30 R 27.00</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Unit Leave Authorization Numbers - Block Assignments</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-16</td>
<td>CURRENT: Yes</td>
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<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
certification of leave number blocks (AF Form 1134)

**COLUMN C WHICH ARE:**
at units of attachment or assignment

**COLUMN D DISPOSITION:**
Destroy 1 year after last accountable fiscal year shown on form.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
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<tr>
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<th>DATE MODIFIED: 23 / Jan / 2018</th>
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<tr>
<td>TITLE: Control Logs - Unit Copy</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0002-0016</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
MPO document control log (AF Form 1373)

**COLUMN C WHICH ARE:**
at units of attachment or assignment

**COLUMN D DISPOSITION:**
Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 30 R 29.00</th>
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</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Control Logs - MPSMA</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: DAA-GRS-2013-0002-0016</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
MPO document control log (AF Form 1373)

**COLUMN C WHICH ARE:**
at military pay subject matter area

**COLUMN D DISPOSITION:**
Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable

**NOTES**
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 30.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transmittal letters</td>
<td>23 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
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</tbody>
</table>

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
forms and form letters used to transmit military pay records

COLUMN C WHICH ARE:
at military pay subject matter areas

COLUMN D DISPOSITION:
Destroy 60 days after close of pay period to which they pertain.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 31.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonavailability of Government Quarters and Mess</td>
<td>23 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
retained organizational copies of forms and related records

COLUMN C WHICH ARE:
at issuing/approving authorities

COLUMN D DISPOSITION:
Destroy 1 year from date of issue.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 32.00

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE MODIFIED:</th>
<th>FROZEN RECORD:</th>
<th>CURRENT:</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Media</td>
<td>23 / Jun / 2005</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
forms and form letters used to transmit military pay records

COLUMN C WHICH ARE:
at issuing/approving authorities

COLUMN D DISPOSITION:
Destroy 1 year from date of issue.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
records (other than source data) such as journal vouchers, posting data transfer forms, similar forms and specialized posting media

COLUMN C WHICH ARE:
used for machine applications, used to provide input data to the accounts control area

COLUMN D DISPOSITION:
Destroy after 3 months. EXCEPTION: when discrepancies are involved, destroy 3 months after discrepancies are cleared.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 33.00
TITLE: JUMPS Transaction Cards
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
EAM cards for JUMPS input transactions

COLUMN C WHICH ARE:
at all preparing activities

COLUMN D DISPOSITION:
Destroy after 15 days.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 34.00
TITLE: PCS Package Transfer Actions Original
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
forms filed in member's PCS package

COLUMN C WHICH ARE:
PCS package transfer actions originals

COLUMN D DISPOSITION:
Destroy after gaining AFO verifies inclusion of appropriate records and posting of payments.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 65 - 30 R 35.00
**TITLE:** PCS Package Transfer Actions Copies  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- PCS package transfer actions copies

**COLUMN C WHICH ARE:**
- at losing AFOs

**COLUMN D DISPOSITION:**
- Destroy after 6 months or when no longer needed, whichever is sooner.

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 30 R 36.00
**TITLE:** AFO Payment Authorization (JUMPS) Original Forms  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- authorizing local payment by AFOs and other military Services, including messages or letters advising paying AFO that payment has been entered on MMPA

**COLUMN C WHICH ARE:**
- used to support payment

**COLUMN D DISPOSITION:**
- Send to HQ DFAS-DE by 15th of month following end of month processed.

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
- **61** HQ DFAS-DE retires to Denver FRC with original accounts per Table 65-8.

### TABLE & RULE: T 65 - 30 R 37.00
**TITLE:** AFO Payment Authorization (JUMPS) Second Copies  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
COLUMN B CONSISTING OF:
AFO Payment Authorization (JUMPS) second copies

COLUMN C WHICH ARE:
above forms forwarded to paying and collecting as subvoucher to military pay voucher

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

AFOs are notified of discrepancies or out-of-balance conditions by DAD or Directorate of Military Pay via the voucher balancing and MAFR reconciliation reports. Vouchers must be retained until discrepancies or out-of-balance conditions are corrected.

Above forms keypunched for input to daily update
Destroy after 3 months. EXCEPTION: when discrepancies are involved, destroy 3 months after discrepancies are cleared.

Other forms:
Destroy after 6 months.

Report generated: 01 / Oct / 2018 - 08:00:00
NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 40.00
TITLE: Pay Service File Leave and Earning Statement Mismatch Listing
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
- pay service file leave and earning statement mismatch listing

COLUMN C WHICH ARE:
- at military pay subject matter areas

COLUMN D DISPOSITION:
- Destroy after 3 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 41.00
TITLE: Pay Service File Utility Print Options
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
- pay service file utility print options

COLUMN C WHICH ARE:
- at military pay subject matter areas

COLUMN D DISPOSITION:
- Destroy when no longer needed, but no later than 2 months after date of creation.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 42.00
TITLE: International Balance of Payments Summary Payroll List
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:
### COLUMN B CONSISTING OF:
- International balance of payments summary payroll list

### COLUMN C WHICH ARE:
- At military pay subject matter areas

### COLUMN D DISPOSITION:
- Destroy after 6 months.

#### NOTES

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
</tbody>
</table>

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#### TABLE & RULE: T 65 - 30 R 43.00

**TITLE:** International Balance of Payments Quarterly List

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

---

#### COLUMN B CONSISTING OF:
- International balance of payments quarterly list

#### COLUMN C WHICH ARE:
- At military pay subject matter areas

#### COLUMN D DISPOSITION:
- Destroy after 6 months.

#### NOTES

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
</tbody>
</table>

---

#### TABLE & RULE: T 65 - 30 R 44.00

**TITLE:** International Balance of Payments Summary Cards

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

---

#### COLUMN B CONSISTING OF:
- Held for production of quarterly report

#### COLUMN C WHICH ARE:
- At military pay subject matter areas

#### COLUMN D DISPOSITION:
- Destroy 2 months after creation of quarterly report.

#### NOTES

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
</tr>
<tr>
<td>21</td>
<td>Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
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<td>Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
data concerning regular payrolls

COLUMN C WHICH ARE:
at military pay subject matter areas

COLUMN D DISPOSITION:
Destroy after 3 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
data concerning one-time pay authorizations from HQ DFAS-DE

COLUMN C WHICH ARE:
at military pay subject matter areas

COLUMN D DISPOSITION:
Destroy after 3 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
breaks in check numbers of checks processed

COLUMN C WHICH ARE:
at military pay subject matter areas

COLUMN D DISPOSITION:
Destroy after 3 months.

NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
error conditions created when 9B product control cards fail B-3500 edits

COLUMN C WHICH ARE:
at military pay subject matter areas

COLUMN D DISPOSITION:
Destroy upon correction of error.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 51.00
TITLE: Check Issue Listing at Paying and Collecting Subject Matter Areas
AUTHORITY: DAA-GRS-2013-0003-0002

COLUMN B CONSISTING OF:
every computer-produced military payroll check issued by the AFO

COLUMN C WHICH ARE:
at paying and collecting subject matter areas

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 52.00
TITLE: Check Issue Listing at Subject Matter Areas Other Than Paying and Collecting
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
every computer-produced military payroll check issued by the AFO

COLUMN C WHICH ARE:
at subject matter areas other than paying and collecting

COLUMN D DISPOSITION:
Destroy after 3 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 65 - 30 R 53.00

**TITLE:** Pay Service File Print  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
current pay and leave information and summary of last 32 transactions

**COLUMN C WHICH ARE:**
filed in member's PCS package upon PCS

**COLUMN D DISPOSITION:**
Destroy when purpose has been served, but not later than 6 months after creation.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 30 R 54.00

**TITLE:** Error Cards  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
cards used to correct errors or reject transactions

**COLUMN C WHICH ARE:**
at military pay subject matter areas

**COLUMN D DISPOSITION:**
Destroy upon correction of error or upon determination that transaction was erroneous and will not be resubmitted.

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 30 R 55.00

**TITLE:** JUMPS-Grams  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
computer printouts transmitted via AUTODIN containing special instructions from HQ DFAS-DE to AFOs re military pay processing

**COLUMN C WHICH ARE:**
at military pay subject matter areas

**COLUMN D DISPOSITION:**
Destroy when obsolete or rescinded.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 30 R 56.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Leave Orders (Emergency and Special)</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 23 / Jun / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
copies of leave orders authorizing emergency or special leave for overseas personnel to CONUS

**COLUMN C WHICH ARE:**
at units of attachment or assignment

**COLUMN D DISPOSITION:**
Destroy after approval of leave request/authorization form.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 30 R 57.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Reconciliation Lists</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 23 / Jun / 2005</td>
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<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
summaries of JUMPS payment/collection transactions,

**COLUMN C WHICH ARE:**
used to reconcile payment/collection postings with master military pay accounts or with cash accountability reports (MAFR)

**COLUMN D DISPOSITION:**
Destroy 1 year after year/month comes in balance.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 65 - 30 R 58.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> JUMPS Reference Materials</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 23 / Jun / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
JUMPS reference materials

COLUMN C WHICH ARE:
JUMPS company code directories, JTR indexes, JUMPS locators, listing of amounts paid centrally to financial organizations and other similar products

COLUMN D DISPOSITION:
Destroy after 6 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 59.00
TITLE: Pay Adjustment Authorization
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
copies of pay adjustment authorizations initiated by AFO or received from other AFOs or HQ DFAS-DE

COLUMN C WHICH ARE:
at initiating military pay subject matter areas

COLUMN D DISPOSITION:
Destroy suspense copy upon return of receipt copy; destroy receipt copy after 6 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 60.00
TITLE: Pay Adjustment Authorization at Receiving Military Pay Subject Matter Areas
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
copies of pay adjustment authorizations initiated by AFO or received from other AFOs or HQ DFAS-DE

COLUMN C WHICH ARE:
at receiving military pay subject matter areas

COLUMN D DISPOSITION:
Include original in substantiating records (see Rule 1); destroy retained copy with DROTs (see Rules 13 and 14).

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 65 - 30 R 61.00
TITLE: TLA Entitlements used to Compute and Support Payment
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
request for TLA and supporting records such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval

COLUMN C WHICH ARE:
original forms

COLUMN D DISPOSITION:
Send to HQ DFAS-DE per AFM 177-373, Volume I.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 62.00
TITLE: TLA Entitlements Used to Provide Data for Payment
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
request for TLA and supporting records such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval

COLUMN C WHICH ARE:
copies at military pay subject matter areas

COLUMN D DISPOSITION:
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.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

61 AFOs are notified of discrepancies or out-of-balance conditions by DAD or Directorate of Military Pay via the voucher balancing and MAFR reconciliation reports. Vouchers must be retained until discrepancies or out-of-balance conditions are corrected.

TABLE & RULE: T 65 - 30 R 63.00
TITLE: TLA Entitlements Used for Authorization and Payment
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
request for TLA and supporting records such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval

COLUMN C WHICH ARE:
copies at military pay subject matter areas

COLUMN D DISPOSITION:
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.
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.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 65 - 30 R 66.00
**TITLE:** Management Case Files - Entitlement
**AUTHORITY:** GRS 06, ITEM 05B

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>CURRENT: Yes</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>entitlement certification and recertification, including AF Form 594, AF Form 987, BAQ, FSA, VHA, OHA, and COLA</td>
<td>No</td>
<td>11 / Sep / 2007</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th>CURRENT: Yes</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at military pay subject matter areas include in PCS package upon PCS</td>
<td>No</td>
<td>11 / Sep / 2007</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th>CURRENT: Yes</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy when re-certification is accomplished or member has PCSed from station, whichever occurs first.</td>
<td>No</td>
<td>11 / Sep / 2007</td>
</tr>
</tbody>
</table>

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 30 R 67.00
**TITLE:** Management Case Files - Emergencies
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>CURRENT: Yes</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>authorization/designation for emergency pay and allowances</td>
<td>No</td>
<td>23 / Jun / 2005</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th>CURRENT: Yes</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at military pay subject matter areas include in PCS package upon PCS</td>
<td>No</td>
<td>23 / Jun / 2005</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th>CURRENT: Yes</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy upon PCS or when superseded by new authorization.</td>
<td>No</td>
<td>23 / Jun / 2005</td>
</tr>
</tbody>
</table>

### NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 30 R 68.00
**TITLE:** Management Case Files - Discretionary
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>CURRENT: Yes</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>discretionary files based on local needs</td>
<td>No</td>
<td>23 / Jun / 2005</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
<th>CURRENT: Yes</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at military pay subject matter areas include in PCS package upon PCS</td>
<td>No</td>
<td>23 / Jun / 2005</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
<th>CURRENT: Yes</th>
<th>DATE APPROVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy upon PCS, when superseded, obsolete or no longer needed, whichever is sooner.</td>
<td>No</td>
<td>23 / Jun / 2005</td>
</tr>
</tbody>
</table>

### NOTES
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 69.00

<table>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

separation/retirement paperwork

COLUMN C WHICH ARE:

at military pay subject matter areas include in PCS package upon PCS

COLUMN D DISPOSITION:

Destroy 6 months after member separates.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 70.00

<table>
<thead>
<tr>
<th>TITLE: Management Case Files - Article 15/CMO</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:

Article 15/court martial order (CMO)

COLUMN C WHICH ARE:

at military pay subject matter areas include in PCS package upon PCS

COLUMN D DISPOSITION:

Destroy after 6 months.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 30 R 71.00

<table>
<thead>
<tr>
<th>TITLE: Management Case Files - SITW Recertification</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic pay service file (PSF) print, leave and earning statement (LES) history print, indebtedness records and similar records: Destroy after cycle has been successfully transmitted to HQ DFAS-DE.

All transactions input into a data collection batch (to verify keyed data): Destroy after cycle has been successfully transmitted to HQ DFAS-DE.
| TABLE & RULE: T 65 - 30 R 74.00 | DATE MODIFIED: 23 / Jun / 2005 |
| TITLE: Data Collection Input Transmittal Listing | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

**COLUMN B CONSISTING OF:**
all transactions transmitted to HQ DFAS-DE via data collection in a cycle(s)

**COLUMN C WHICH ARE:**
at military pay subject matter areas include in PCS package upon PCS

**COLUMN D DISPOSITION:**
Destroy after receipt and printing of HQ DFAS-DE update results.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

| TABLE & RULE: T 65 - 30 R 75.00 | DATE MODIFIED: 23 / Jun / 2005 |
| TITLE: Password Control Rosters (AF Form 199) | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

**COLUMN B CONSISTING OF:**
password and operator IDs for personnel authorized access to the minicomputer

**COLUMN C WHICH ARE:**
maintained by the AFO

**COLUMN D DISPOSITION:**
Destroy 1 year after the roster is replaced by a new roster.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

| TABLE & RULE: T 65 - 30 R 76.00 | DATE MODIFIED: 23 / Jun / 2005 |
| TITLE: Input Transaction Listings | FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 | CURRENT: Yes |

**COLUMN B CONSISTING OF:**
AFO transactions assigned a document number

**COLUMN C WHICH ARE:**
at military pay subject matter area

**COLUMN D DISPOSITION:**
Destroy after 3 months.

**NOTES**

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Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 65 - 31: FINANCIAL MANAGEMENT - QUALITY ASSURANCE PROGRAM (QAP) RECORDS FOR ACCOUNTING AND FINANCE OPERATIONS**

**TABLE & RULE: T 65 - 31 R 01.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>records on developing, formulating and issuing policies, guidelines and overall direction</th>
</tr>
</thead>
</table>

**COLUMN C WHICH ARE:**

- at AFOs

**COLUMN D DISPOSITION:**

- Destroy 1 year after superseded, obsolete or inactivation of office.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 65 - 31 R 02.00**

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>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</th>
</tr>
</thead>
</table>

**COLUMN C WHICH ARE:**

- at issuing or requesting activities

**COLUMN D DISPOSITION:**

- Destroy 1 year after superseded or obsolete or when no longer needed, whichever is sooner.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 65 - 31 R 03.00

**TITLE:** Examinations, Inspections and Surveys  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
reports on examinations, inspections, systems and surveys (including findings, recommendations, rebuttals and follow-up actions) and other related records

**COLUMN C WHICH ARE:**
at offices performing the examinations, inspections and surveys

**COLUMN D DISPOSITION:**
Destroy after 3 years.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 31 R 04.00

**TITLE:** Inspections and Surveys at Examined, Inspected or Surveyed Activities  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
reports on examinations, inspections, systems and surveys (including findings, recommendations, rebuttals and follow-up actions) and other related records

**COLUMN C WHICH ARE:**
at examined, inspected or surveyed activities

**COLUMN D DISPOSITION:**
Destroy 1 year after all corrective actions have been completed or after next comparable examination, inspection or survey, whichever is later.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 65 - 31 R 05.00

**TITLE:** Inspections and Surveys at MAJCOMs, Intermediate, Monitoring or Evaluating Offices  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
COLUMNS B CONSISTING OF:
reports on examinations, inspections, systems and surveys (including findings, recommendations, rebuttals and follow-up actions) and other related records

COLUMNS C WHICH ARE:
at MAJCOMs, intermediate, monitoring or evaluating offices

COLUMNS D DISPOSITION:
Destroy 1 year after all actions are completed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 31 R 06.00
TITLE: Other Unit or Activity Inspections or Examination Reports Furnished for Self-inspection
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMNS B CONSISTING OF:
reports on examinations, inspections, systems and surveys (including findings, recommendations, rebuttals and follow-up actions) and other related records

COLUMNS C WHICH ARE:
information copies and replies when required

COLUMNS D DISPOSITION:
Destroy 3 months after own comparable inspection report is received or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 65 - 31 R 07.00
TITLE: Tabulations, Computer Printouts, Copies of Records, etc
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMNS B CONSISTING OF:
tabulations, computer printouts, copies of records etc.

COLUMNS C WHICH ARE:
at offices performing the examination inspection and surveys

COLUMNS D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
## T 65 - 31: Quality Aids - CURRENT:

**Table & Rule:**
T 65 - 31 R 08.00

**Title:** Quality Aids

**Authority:** N1-AFU-90-03

**Date Modified:** 03 / Dec / 2007

**Frozen Record:** No

**Current:** Yes

**Notes**

**Column B Consisting Of:**
quality aids

**Column C Which Are:**
quality assurance bulletins, checklists, self-inspection guides or similar records and related information not published as, or a supplement to a standard publication per AFI 33-360 (see Table 33-38)

**Column D Disposition:**
Destroy when superseded, obsolete or no longer needed.


**Table & Rule:**
T 65 - 39 R 27.00

**Title:** DELETED

**Authority:** N/A

**Frozen Record:** No

**Date Rescinded:** 01 / Jan / 1900

**Date Approved:** 01 / Jan / 1900

**Notes**

**Column B Consisting Of:**

**Column C Which Are:**

**Column D Disposition:**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
T 66 - 04: DELETED (1 MAR 96) - DELETED

TABLE & RULE: T 66 - 04 R 24.00
TITLE: DELETED
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

No FROZEN RECORD:
DATE MODIFIED: 03 / Jul / 2008
DATE APPROVED:
DATE RESCINDED: 01 / Jan / 1900

TABLE & RULE: T 66 - 04 R 25.00
TITLE: DELETED
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

No FROZEN RECORD:
DATE MODIFIED: 03 / Jul / 2008
DATE APPROVED:
DATE RESCINDED: 01 / Jan / 1900

T 71 - 01: SPECIAL INVESTIGATIONS - AFOSI CRIMINAL RECORDS

TABLE & RULE: T 71 - 01 R 01.00
TITLE: Investigations into Offenses of Mutiny or Sedition, Misbehavior Before the Enemy, Subordinate Compelling Surrender
AUTHORITY: NC1-AFU-77-55

COLUMN B CONSISTING OF:
forcing a safeguard, aiding the enemy, espionage, improperly hazarding a vessel, sabotage, 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

COLUMN C WHICH ARE:
at HQ AFOSI/XILD

COLUMN D DISPOSITION:
Retire as permanent.

NOTES

40 Transfer to the National Archives within 25 years after date of last action.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE: T 71 - 01 R 02.00**

**TITLE:** Investigations into Offenses of Espionage, Sabotage, Treason, Sedition, Violations at AFOSI Field Extensions  
**AUTHORITY:** PENDING AUTHORITY  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
violations of AFI 71-101 (Chap 4) and security violation reports, statements, affidavits, correspondence and related records pertaining to specific investigations

**COLUMN C WHICH ARE:**
at AFOSI field extensions

**COLUMN D DISPOSITION:**
Destroy 90 days after receipt of permanent file at HQ AFOSI/XILD or when no longer needed, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 71 - 01 R 03.00**

**TITLE:** Investigations into Alleged Violations of Laws, Regs and Directives (Excluding Investigations in Rules 1, 2, 7, 8 and 12)  
**AUTHORITY:** PENDING AUTHORITY  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
reports, statements, affidavits, correspondence and related records pertaining to specific investigations, paper and electronic copies

**COLUMN C WHICH ARE:**
at HQ AFOSI/XILD

**COLUMN D DISPOSITION:**
Disposition Pending...

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21 Reports of investigations conducted on AF personnel assigned to AFOSI/DSS, or who possess 71SX or 7S0XX AFSCs, or on who AFOSI has pending reprocurement action, will be filed and destroyed under the same disposition criteria as that for the AFOSI Applicant Processing Case File if the retention period for the particular investigation has expired.

---

**TABLE & RULE: T 71 - 01 R 04.00**

**TITLE:** Investigations into Alleged Violations of Laws, Regs and Directives (Excluding Investigations in Rules 1, 2, 7, 8 and 12)  
**AUTHORITY:** PENDING AUTHORITY  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**
64 Reports of investigations conducted on AF personnel assigned to AFOSI/DIS, or who possess 71SX or 7S0XX AFSCs, or on whom AFOSI has pending reprocurement action, will be filed and destroyed under the same disposition criteria as that for the AFOSI Applicant Processing Case File if the retention period for the particular investigation has expired.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Custodians will adhere to criteria in AFI 71-101, Volume 1. If not validated for retention, records will be destroyed.

**COLUMN B CONSISTING OF:**
- 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.

**COLUMN C WHICH ARE:**
- at AFOSI field extensions

**COLUMN D DISPOSITION:**
- Destroy after 3 months.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**
- records containing specific and nonspecific investigative information. Paper and electronic copies.

**COLUMN C WHICH ARE:**
- at HQ AFOSI/XILD

**COLUMN D DISPOSITION:**
- Disposition Pending...

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:
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

### COLUMN C WHICH ARE:
at HQ AFOSI field extensions

### COLUMN D DISPOSITION:
Disposition 2 years after receipt at HQ AFOSI/XILD or when no longer needed, whichever is later.

#### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 71 - 01 R 10.00</th>
<th>TITLE: Counter-Intelligence Investigations (CI) Special Inquiry Cases</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: PENDING AUTHORITY</td>
<td></td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:
reports, statements, affidavits, correspondence and informational data filed therewith concerning AFOSI activities in individual case development. Paper and electronic copies.

### COLUMN C WHICH ARE:
at HQ AFOSI/XILD

### COLUMN D DISPOSITION:
Disposition Pending...

#### NOTES

- **40** Transfer to the National Archives within 25 years after date of last action.
- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- **21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 71 - 01 R 11.00</th>
<th>TITLE: Counter-Intelligence Investigations (CI) Special Inquiry Cases</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: PENDING AUTHORITY</td>
<td></td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

### COLUMN B CONSISTING OF:
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

### COLUMN C WHICH ARE:
at AFOSI field extensions

### COLUMN D DISPOSITION:
Disposition Pending...

#### NOTES

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- **21** Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 71 - 01 R 12.00

**TITLE:** Counter-Intelligence Investigations (CI) Special Inquiry Cases  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
- at HQ AFOSI/XILD

**COLUMN D DISPOSITION:**
- Destroy after 1 year or when no longer determined pertinent by an annual review.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 71 - 01 R 13.00

**TITLE:** AFOSI Reports of Investigation  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
- reports, statements and related records, pertaining to specific investigations

**COLUMN C WHICH ARE:**
- copies at non-AFOSI offices

**COLUMN D DISPOSITION:**
- Destroy when no longer needed.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 71 - 01 R 14.00

**TITLE:** Investigations Into Alleged Violations of Laws, Regs and Directives (Excluding Those Covered in Rules 1, 2, 10, 11 and 12)  
**AUTHORITY:** PENDING AUTHORITY  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
reports, statements, affidavits, correspondence, logs, and related records pertaining to unresolved murder investigations. Paper and electronic copies

COLUMN C WHICH ARE:
at HQ AFOSI/XILD

COLUMN D DISPOSITION:
Disposition Pending...

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 01 R 15.00
TITLE: Investigations Into Alleged Violations of Laws, Regs and Directives (Excluding Those Covered in Rules 1, 2, 10, 11 and 12)
AUTHORITY: PENDING AUTHORITY
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
reports, statements, affidavits, correspondence and related records pertaining to historically significant investigative files as determined by the AFOSI. Paper and electronic copies.

COLUMN C WHICH ARE:
at HQ AFOSI/XILD offices

COLUMN D DISPOSITION:
Disposition Pending...

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 71 - 02: SPECIAL INVESTIGATIONS - COUNTERINTELLIGENCE OPERATIONS AND PUBLICATIONS

TABLE & RULE: T 71 - 02 R 01.00
TITLE: Counter-Intelligence Operational Case Files at HQ AFOSI
AUTHORITY: NC1-330-76-1, ITEM 1A(3)
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
reports, statements, affidavits, correspondence and related records regarding individual operational development. Paper and electronic copies.

COLUMN C WHICH ARE:
at HQ AFOSI

COLUMN D DISPOSITION:
Retire as permanent.

NOTES
40 Transfer to the National Archives within 25 years after date of last action.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or...
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 71 - 02 R 02.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Counter-Intelligence Operational Case Files at AFOSI Field Extensions</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 23 / Jun / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
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<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing:
Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**
reports, statements, affidavits, correspondence and related records regarding individual operational development

**COLUMN C WHICH ARE:**
at AFOSI field extensions

**COLUMN D DISPOSITION:**
Send to HQ AFOSI/DOQE 30 days after last transaction.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 71 - 02 R 03.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Counter-Intelligence Briefings at HQ AFOSI</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 23 / Jun / 2005</td>
</tr>
<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
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<tr>
<td><strong>CURRENT:</strong> Yes</td>
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<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
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</table>

**NOTES**

Electronic copies created using electronic mail and word processing:
Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**
requests for and records of counter-intelligence briefings

**COLUMN C WHICH ARE:**
at HQ AFOSI

**COLUMN D DISPOSITION:**
Destroy after 15 years.

---

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 71 - 02 R 04.00</th>
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</thead>
<tbody>
<tr>
<td><strong>TITLE:</strong> Counter-Intelligence Briefings at AFOSI Field Extension</td>
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<tr>
<td><strong>DATE MODIFIED:</strong> 23 / Jun / 2005</td>
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<td><strong>FROZEN RECORD:</strong> No</td>
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<tr>
<td><strong>CURRENT:</strong> Yes</td>
</tr>
<tr>
<td><strong>DATE APPROVED:</strong></td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
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</table>

**NOTES**

Electronic copies created using electronic mail and word processing:
Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 71 - 02 R 05.00</th>
<th>TITLE: Counter-Intelligence Denied Area Briefings/Debriefings at HQ AFOSI</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
<td>CURRENT: Yes</td>
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<tr>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
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</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tbody>
<tr>
<td>AUTHORITY: N/A</td>
<td>DATE RESCINDED: 26 / Aug / 2003</td>
<td></td>
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<tr>
<td></td>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<td>AUTHORITY: N/A</td>
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<td></td>
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<tr>
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<td>DATE APPROVED:</td>
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</tbody>
</table>
COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 71 - 02 R 06.00
TITLE: Counter-Intelligence Denied Area Briefings/Debriefings at AFOSI Field Extensions

AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 02 R 06.01
TITLE: DELETED

AUTHORITY: N/A

FROZEN RECORD: No
DATE RESCINDED: 26 / Aug / 2003
DATE APPROVED:

TABLE & RULE: T 71 - 02 R 07.00
TITLE: AFOSI Publications on Non-DOD Affiliated US Citizens/Organizations at AFOSI Field Extensions

AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

NOTES
Counterintelligence special reports, local estimates and OSI information briefs

COLUMN C WHICH ARE:

at FOSI field extensions

COLUMN D DISPOSITION:

Destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention.
At the time the records are not validated for retention, transfer them to the National Archives for a determination of their historical worth. If refused by the Archivist, the records will be destroyed.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Custodians will adhere to criteria in AFI 71-101, Volume 1. If not validated for retention, records will be destroyed.

| TABLE & RULE: T 71 - 02 R 07.01 | DATE CREATED: 05 / Dec / 2004 |
| TITLE: Personnel Security Clearance Case Files | DATE MODIFIED: 30 / Mar / 2005 |
| AUTHORITY: GRS 19, ITEM 22B | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |

**COLUMN B CONSISTING OF:**
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.

**COLUMN C WHICH ARE:**
Investigative reports and related documents furnished to agencies by investigative organizations for use in making security/suitability determinations.

**COLUMN D DISPOSITION:**
Destroy in accordance with the investigating agency instructions.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Custodians will adhere to criteria in AFI 71-101, Volume 1. If not validated for retention, records will be destroyed.

| TABLE & RULE: T 71 - 02 R 08.00 | DATE CREATED: 26 / Aug / 2003 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |

**COLUMN B CONSISTING OF:**
counter-intelligence speical reports, local estimates and OSI information briefs

**COLUMN C WHICH ARE:**
at AFOSI field extensions

**COLUMN D DISPOSITION:**
Destroy no later than 1 year after acquisition unless validated on an annual basis for continued retention.

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Custodians will adhere to criteria in AFI 71-101, Volume 1. If not validated for retention, records will be destroyed.
### Table & Rule: T 71 - 02 R 09.00

**Title:** Publications Prepared by AFOSI Pertaining to Foreign Citizens/Organizations at HQ AFOSI  
**Authority:** N1-AFU-90-03  
**Current:** Yes  
**Frozen Record:** No  
**Date Modified:** 23 / Jun / 2005  
**Date Approved:**

<table>
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<tr>
<th>Column B Consisting Of:</th>
<th>Record copies of recurring and nonrecurring publications</th>
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<tbody>
<tr>
<td>Column C Which Are:</td>
<td>at HQ AFOSI</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy after 10 years.</td>
</tr>
</tbody>
</table>

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

59 Custodians will adhere to criteria in AFI 71-101, Volume 1. If not validated for retention, records will be destroyed.

---

### Table & Rule: T 71 - 02 R 09.01

**Title:** Deleted  
**Authority:** N/A  
**Frozen Record:** Yes  
**Date Rescinded:** 26 / Aug / 2003  
**Date Approved:**

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<tr>
<th>Column B Consisting Of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
</tr>
<tr>
<td>Column D Disposition:</td>
</tr>
</tbody>
</table>

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### Table & Rule: T 71 - 02 R 10.00

**Title:** Publications Prepared by AFOSI Pertaining to Foreign Citizens/Organizations at AFOSI Field Extensions and Other Activities  
**Authority:** N1-AFU-90-03  
**Current:** Yes  
**Frozen Record:** No  
**Date Modified:** 23 / Jun / 2005  
**Date Approved:**

<table>
<thead>
<tr>
<th>Column B Consisting Of:</th>
<th>Record copies of recurring and nonrecurring publications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column C Which Are:</td>
<td>at AFOSI field extensions and other activities</td>
</tr>
<tr>
<td>Column D Disposition:</td>
<td>Destroy when no longer needed, obsolete or on inactivation of the activity, whichever is sooner.</td>
</tr>
</tbody>
</table>

**Notes**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
NOTES

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

59  Custodians will adhere to criteria in AFI 71-101, Volume 1. If not validated for retention, records will be destroyed.

**TABLE & RULE: T 71 - 02 R 10.01**

**TITLE: DELETED**

**AUTHORITY: N/A**

| COLUMN B CONSISTING OF: |
| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |

**TABLE & RULE: T 71 - 02 R 11.00**

**TITLE:** Publications Received From Other Sources Collected About Identified US Persons at AFOSI Activities

**AUTHORITY:** N1-AFU-90-03

| COLUMN B CONSISTING OF: |
| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |

NOTES

21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

59  Custodians will adhere to criteria in AFI 71-101, Volume 1. If not validated for retention, records will be destroyed.

**TABLE & RULE: T 71 - 02 R 11.01**

**TITLE: DELETED**

**AUTHORITY: N/A**

<p>| COLUMN B CONSISTING OF: |
| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |</p>
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<th>DATE MODIFIED: 23 / Jun / 2005</th>
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<tr>
<td>TITLE: Publications Received From Other Sources Pertaining to Foreign Citizens/Organizations at AFOSI Activities</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-04</td>
<td>CURRENT: Yes</td>
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<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>record copies of recurring and nonrecurring publications</td>
<td></td>
</tr>
<tr>
<td>at AFOSI activities</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>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.</td>
</tr>
<tr>
<td>NOTES</td>
<td></td>
</tr>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
<td></td>
</tr>
<tr>
<td>21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
<td></td>
</tr>
<tr>
<td>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
<td></td>
</tr>
<tr>
<td>59 Custodians will adhere to criteria in AFI 71-101, Volume 1. If not validated for retention, records will be destroyed.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 71 - 02 R 13.00</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Security Vulnerability Test Cases at HQ AFOSI</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td></td>
</tr>
<tr>
<td>operational test reports with supporting documents</td>
<td></td>
</tr>
<tr>
<td>at HQ AFOSI</td>
<td></td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy after 15 years.</td>
</tr>
<tr>
<td>NOTES</td>
<td></td>
</tr>
<tr>
<td>21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.</td>
<td></td>
</tr>
<tr>
<td>21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
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<tr>
<td>21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
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### T 71 - 03: SPECIAL INVESTIGATIONS - INVESTIGATIVE COLLECTIONS AND SURVEYS

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<tbody>
<tr>
<td><strong>TITLE:</strong> Counter-Intelligence Collections Documents Collected About Identified US Persons at HQ AFOSI/DOQA</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> NC1-AFU-77-56</td>
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<tr>
<td><strong>DATE MODIFIED:</strong> 23 / Jun / 2005</td>
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<td><strong>FROZEN RECORD:</strong> No</td>
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<td><strong>CURRENT:</strong> Yes</td>
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**COLUMN B CONSISTING OF:**
DOD intelligence information reports originated by AFOSI

**COLUMN C WHICH ARE:**
at HQ AFOSI/DOQA

**COLUMN D DISPOSITION:**
Destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention.

**NOTES**
13 At the time the records are not validated for retention, transfer them to the National Archives. DOD-originated files contain significant analytical comments, value judgments, or recommendations pertaining to information received or acquired from agencies.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 71 - 03 R 02.00</th>
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<tbody>
<tr>
<td><strong>TITLE:</strong> Counter-Intelligence Collections Documents Collected About Identified US Persons at AFOSI Field Extensions</td>
</tr>
<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
</tr>
<tr>
<td><strong>DATE MODIFIED:</strong> 23 / Jun / 2005</td>
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<td><strong>FROZEN RECORD:</strong> No</td>
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<td><strong>CURRENT:</strong> Yes</td>
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</table>

**COLUMN B CONSISTING OF:**
DOD intelligence information reports originated by AFOSI

**COLUMN C WHICH ARE:**
at AFOSI field extensions

**COLUMN D DISPOSITION:**
Destroy no later than 1 year after acquisition unless validated on an annual basis for continued retention.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

59 If not validated for retention, records will be destroyed.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 71 - 03 R 03.00</th>
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<tbody>
<tr>
<td><strong>TITLE:</strong> Counter-Intelligence Collection Documents Pertaining to Foreign Citizens/Organizations</td>
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<tr>
<td><strong>AUTHORITY:</strong> N1-AFU-90-03</td>
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<tr>
<td><strong>DATE MODIFIED:</strong> 23 / Jun / 2005</td>
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<tr>
<td><strong>FROZEN RECORD:</strong> No</td>
</tr>
<tr>
<td><strong>CURRENT:</strong> Yes</td>
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Report generated: 01 / Oct / 2018 - 08:00:00
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.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

At HQ AFOSI/DOQA

Destroy when microfilm is determined adequate substitute.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 71 - 03 R 06.00

**TITLE:** Counter-Intelligence Collection Documents Pertaining to Foreign Citizens/Organizations at HQ AFOSI/DOQA  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>Column C Which Are:</th>
<th>COLUMN D Disposition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intelligence information reports originated by AFOSI regarding espionage and sabotage agencies (05)</td>
<td>at HQ AFOSI/DOQA</td>
<td>Destroy when microfilm is determined adequate substitute.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 71 - 03 R 07.00

**TITLE:** Counter-Intelligence Collection Documents Pertaining to Foreign Citizens/Organizations Microfilm Copies  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
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<tbody>
<tr>
<td>Intelligence information reports originated by AFOSI</td>
<td>regarding espionage and sabotage agencies (05) microfilm copies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D Disposition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 25 years.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 71 - 03 R 08.00

**TITLE:** Counter-Intelligence Collection Documents Pertaining to Foreign Citizens/Organizations Not Microfilmed  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intelligence information reports originated by AFOSI regarding espionage and sabotage agencies (05)</td>
<td>at HQ AFOSI/DOQA and have not been microfilmed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D Disposition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 25 years.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:
- Intelligence information reports originated by AFOSI regarding any type of collection target

### COLUMN C WHICH ARE:
- All except record copies

### COLUMN D DISPOSITION:
- Destroy after 3 years or when no longer needed, whichever is sooner.

### NOTES

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### COLUMN B CONSISTING OF:
- Reports, papers, clippings, photos, or any other material originated by agencies other than AFOSI

### COLUMN C WHICH ARE:
- At HQ AFOSI/DOQA

### COLUMN D DISPOSITION:
- Destroy after 25 years, when no longer needed, obsolete, or on inactivation of activity, whichever is sooner.

### NOTES

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### COLUMN B CONSISTING OF:
- Reports, papers, clippings, photos, or other material originated by agencies other than AFOSI

### COLUMN C WHICH ARE:
- At AFOSI field extensions

### COLUMN D DISPOSITION:
- Destroy after 1 year.

### NOTES
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
- information collection pertinent to closed installations, facilities or operational sites

COLUMN C WHICH ARE:
- information created by AFOSI on USAF installations, facilities or operational sites

COLUMN D DISPOSITION:
- Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 03 R 15.00
TITLE: Information Collection at AFOIS Activities
AUTHORITY: N1-AFU-90-03

COLUMNB CONSISTING OF:
- 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

COLUMN C WHICH ARE:
- at AFOSI activities

COLUMN D DISPOSITION:
Destroy immediately after an evaluation determines a threat does not exist or not later than 3 months following acquisition.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 03 R 16.00
TITLE: Criminal/Fraud Collections at HQ AFOSI and AFOSI Field Extensions
AUTHORITY: N1-AFU-90-03

COLUMNB CONSISTING OF:
- reports responsive to HQ AFOSI collection requirements

COLUMN C WHICH ARE:
- at HQ AFOSI and AFOSI field extensions

COLUMN D DISPOSITION:
Destroy after 3 years or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 71 - 03 R 17.00**

**TITLE:** Development Files at HQ AFOSI/XILD  
**AUTHORITY:** PENDING AUTHORITY  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**COLUMN B CONSISTING OF:**
- information on counter-intelligence criminal and fraud activities requiring follow-up action that may lead to an investigation

**COLUMN C WHICH ARE:**
- at HQ AFOSI/XILD

**COLUMN D DISPOSITION:**
- Disposition Pending...

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 71 - 03 R 18.00**

**TITLE:** Development Files at AFOSI Field Extensions  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**COLUMN B CONSISTING OF:**
- information on counter-intelligence criminal and fraud activities requiring follow-up action that may lead to an investigation

**COLUMN C WHICH ARE:**
- at AFOSI field extensions

**COLUMN D DISPOSITION:**
- Destroy after 2 years.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 71 - 03 R 19.00**

**TITLE:** Fraud Surveys at HQ AFOSI  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  

**REPORT GENERATED:** 01 / Oct / 2018 - 08:00:00
COLUMNS CONSISTING OF:
reports, statements, affidavits, correspondence and informational data concerning AF appropriated and nonappropriated activities and informational data used to verify entitlement. Paper and electronic copies.

COLUMNS WHICH ARE:
at HQ AFOSI

COLUMNS DISPOSITION:
Destroy after 5 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 03 R 20.00
TITLE: Fraud Survey at AFOSI Field Extensions
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMNS CONSISTING OF:
reports, statements, affidavits, correspondence and informational data concerning AF appropriated and nonappropriated activities and informational data used to verify entitlement

COLUMNS WHICH ARE:
at AFOSI field extensions

COLUMNS DISPOSITION:
Disposition Pending...

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 03 R 21.00
TITLE: Hostile Establishment File at HQ AFOSI/DOQA and Other Field Units
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMNS CONSISTING OF:
database containing messages, maps, sketches, photographs and other pertinent information

COLUMNS WHICH ARE:
at HQ AFOSI/DOQA and other field units

COLUMNS DISPOSITION:
Destroy when superseded, obsolete or no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

COLUMN B CONSISTING OF:
Computerized Hostile Intelligence Profile System (CHIPS) and Terrorist Incidents Profiling System (TIPS) computer printouts

COLUMN C WHICH ARE:
at HQ AFOSI/DOQA

COLUMN D DISPOSITION:
Destroy when superseded, obsolete or no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
Computerized Hostile Intelligence Profile System (CHIPS) aperture cards, photographs and reports and TIPS reports

COLUMN C WHICH ARE:
at HQ AFOSI/DOQA

COLUMN D DISPOSITION:
Destroy when superseded, obsolete or no longer needed.

NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 03 R 24.01
TITLE: DELETED
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 71 - 03 R 25.00
TITLE: Collection Requirements (CRs) at HQ AFOSI
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
letter format operational directives

COLUMN C WHICH ARE:
at HQ AFOSI

COLUMN D DISPOSITION:
Destroy 3 years after cancellation or completion.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### Collection Requirements (CRs) at AFOSI Field Extensions

**Title:** Collection Requirements (CRs) at AFOSI Field Extensions  
**Authority:** N1-AFU-90-03  
**Date Modified:** 23 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- letter format operational directives

**Column C Which Are:**
- at AFOSI field extensions

**Column D Disposition:**
- Destroy when superseded or rescinded.

**Notes:**
- 21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- 21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Terrorist Activities at HQ AFOSI/DOQA

**Title:** Terrorist Activities at HQ AFOSI/DOQA  
**Authority:** N1-AFU-90-03  
**Date Modified:** 23 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- AFOSI, other US intelligence, State Department and foreign broadcast reports and news media articles on specific terrorist incidents, groups and activities

**Column C Which Are:**
- at HQ AFOSI/DOQA

**Column D Disposition:**
- Destroy when superseded, obsolete or no longer needed.

**Notes:**
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### Multidiscipline Intelligence at HQ AFOSI

**Title:** Multidiscipline Intelligence at HQ AFOSI  
**Authority:** N1-AFU-90-03  
**Date Modified:** 23 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes  
**Date Approved:**

**Column B Consisting Of:**
- US intelligence reports, messages and advisories, AF messages, FAA reports and news media articles used for multidiscipline intelligence activities and capabilities/systems

**Column C Which Are:**
- at HQ AFOSI

**Column D Disposition:**
- Destroy when superseded, obsolete or no longer needed.

**Notes:**
- 21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### T 71 - 03 R 29.00
**Title:** Multidiscipline Counter-Intelligence (MDCI) at HQAFOSI  
**Authority:** N1-AFU-90-03  
**Date Modified:** 23 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes

**Column B Consisting Of:**  
AFOSI and other US intelligence reports, messages, studies and analyses and MDCI program management information

**Column C Which Are:**  
at HQ AFOSI

**Column D Disposition:**  
Destroy when superseded, obsolete or no longer needed.

**Notes:**  
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 71 - 04: SPECIAL INVESTIGATIONS - SECURITY INVESTIGATIONS AND OPERATIONS

#### TABLE & RULE: T 71 - 04 R 01.00
**Title:** Internal Security Investigations for DoD-Affiliated Personnel  
**Authority:** N1-AFU-90-03  
**Date Modified:** 23 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes

**Column B Consisting Of:**  
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

**Column C Which Are:**  
at HQ AFOSI where affiliation was not completed

**Column D Disposition:**  
Destroy 1 year after notification that affiliation was not completed.

**Notes:**  
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 71 - 04 R 02.00
**Title:** Internal Security Investigations for DoD-Affiliated Personnel  
**Authority:** NC1-AFU-77-71  
**Date Modified:** 23 / Jun / 2005  
**Frozen Record:** No  
**Current:** Yes

**Column B Consisting Of:**  
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

**Column C Which Are:**  
at HQ AFOSI wherein the affiliation was completed

**Column D Disposition:**  
Destroy after 15 years.

**Notes:**
**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

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<tr>
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<tbody>
<tr>
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21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:

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<td>Destroys when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
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59 Those files determined to be of possible historical value, those of widespread public or Congressional interest, may be transferred to the National Archives after 15 years.

**TABLE & RULE: T 71 - 04 R 03.00**

<table>
<thead>
<tr>
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<td>Destroy after 3 months or when no longer needed, whichever is sooner.</td>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

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<tr>
<td>Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
</tbody>
</table>

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:

<table>
<thead>
<tr>
<th>DATE MODIFIED:</th>
<th>23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROZEN RECORD:</td>
<td>No</td>
</tr>
<tr>
<td>CURRENT:</td>
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</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroys when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
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**TABLE & RULE: T 71 - 04 R 04.00**

<table>
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<tr>
<th>TITLE: Special Requests</th>
<th>DATE MODIFIED:</th>
<th>23 / Jun / 2005</th>
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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD:</td>
<td>No</td>
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<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
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<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
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<tbody>
<tr>
<td>at AFOSI/XILD and AFOSI field extensions</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy after 3 months or when no longer needed, whichever is sooner.</td>
</tr>
</tbody>
</table>

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:

<table>
<thead>
<tr>
<th>DATE MODIFIED:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>FROZEN RECORD:</td>
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<tr>
<td>CURRENT:</td>
<td>Yes</td>
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</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy on expiration of the retention period previously approved for the corresponding hard copy records.</td>
</tr>
</tbody>
</table>

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements:

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<th>DATE MODIFIED:</th>
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<tbody>
<tr>
<td>FROZEN RECORD:</td>
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<td>CURRENT:</td>
<td>Yes</td>
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<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
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<tbody>
<tr>
<td>Destroys when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.</td>
</tr>
<tr>
<td>TABLE &amp; RULE: T 71 - 04 R 04.01</td>
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<tr>
<td>---------------------------------</td>
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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

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<tr>
<th>TABLE &amp; RULE: T 71 - 04 R 05.00</th>
<th>TITLE: Child Care Pre-Employment Screening (Unfavorable)</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>DATE APPROVED:</td>
<td></td>
<td></td>
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</tbody>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<th>TABLE &amp; RULE: T 71 - 04 R 05.01</th>
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<td>DATE RESCINDED: 27 / Aug / 2003</td>
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<td>DATE APPROVED:</td>
<td>Date Approved:</td>
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<tr>
<th>COLUMN C WHICH ARE:</th>
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<tr>
<th>COLUMN D DISPOSITION:</th>
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<td>DATE RESCINDED: 27 / Aug / 2003</td>
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<td>DATE APPROVED: Date Approved:</td>
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<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
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</thead>
</table>

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 71 - 04 R 06.00</th>
<th>TITLE: Reciprocal Investigations (Personnel Security)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE MODIFIED: 23 / Jun / 2005</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>FROZEN RECORD: No</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>DATE APPROVED:</td>
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21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<tr>
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<td>DATE APPROVED:</td>
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<td>AUTHORITY: N/A</td>
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<td>DATE APPROVED:</td>
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<tr>
<td>AUTHORITY: N/A</td>
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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 71 - 04 R 07.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Reciprocal Investigations (Personnel Security) Which Contain Names of Sources Not Released to DSS</td>
</tr>
<tr>
<td>DATE CREATED: 27 / Aug / 2003</td>
</tr>
<tr>
<td>DATE MODIFIED: 23 / Jun / 2005</td>
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<td>DATE APPROVED:</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
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21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
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TABLE & RULE: T 71 - 04 R 07.09
TITLE: DELETED

AUTHORITY: N/A

FROZEN RECORD: No
DATE RESCINDED: 27 / Aug / 2003
DATE APPROVED:

COLUMNS B CONSISTING OF:
COLUMNS C WHICH ARE:
COLUMNS D DISPOSITION:

TABLE & RULE: T 71 - 04 R 08.00
TITLE: Unfavorable Premarital Investigations (When Marriage Takes Place)

AUTHORITY: N1-AFU-90-03

FROZEN RECORD: No
DATE RESCINDED: 27 / Aug / 2003
DATE APPROVED: 23 / Jun / 2005

COLUMNS B CONSISTING OF:
COLUMNS C WHICH ARE:
COLUMNS D DISPOSITION:

TABLE & RULE: T 71 - 04 R 08.09
TITLE: DELETED

AUTHORITY: N/A

FROZEN RECORD: No
DATE RESCINDED: 27 / Aug / 2003
DATE APPROVED: 23 / Jun / 2005

COLUMNS B CONSISTING OF:
COLUMNS C WHICH ARE:
COLUMNS D DISPOSITION:

requests, reports of investigations of prospective alien spouse of military personnel per AFI 36-2609, Marriage in Overseas Commands

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
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21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

---

**TABLE & RULE: T 71 - 04 R 09.00**

**TITLE:** Unfavorable Premarital Investigations (When Marriage Takes Place)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

COLUMN B CONSISTING OF:

requests, reports of investigations of prospective alien spouse of military personnel per AFI 36-2609, Marriage in Overseas Commands

COLUMN C WHICH ARE:

at AFOSI field extensions overseas

COLUMN D DISPOSITION:

Destroy after 1 year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 71 - 04 R 10.00**

**TITLE:** Unfavorable Premarital Investigations (When Marriage Has Not Taken Place)

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

COLUMN B CONSISTING OF:

requests, reports of investigations of prospective alien spouse of military personnel per AFI 211-18

COLUMN C WHICH ARE:

at AFOSI field extensions overseas

COLUMN D DISPOSITION:

Destroy after 1 year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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**TABLE & RULE: T 71 - 04 R 10.01**

**TITLE:** DELETED

**AUTHORITY:** N/A

**FROZEN RECORD:** No

**DATE RESCINDED:** 27 / Aug / 2003

**DATE APPROVED:**
### TABLE & RULE: T 71 - 04 R 11.00
**TITLE:** Favorable Premarital Investigations  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**  
At AFOSI field extensions overseas

**COLUMN C WHICH ARE:**  
Requests, reports of investigations of prospective alien spouse of military personnel per AFI 36-2609

**COLUMN D DISPOSITION:**  
Destroy after 1 year.

### NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 71 - 04 R 12.00
**TITLE:** Protective Services Investigations at HQ AFOSI/XILD  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**  

**COLUMN B CONSISTING OF:**  
Reports, statements, affidavits, correspondence and related records regarding individual case

**COLUMN C WHICH ARE:**  
At HQ AFOSI/XILD

**COLUMN D DISPOSITION:**  
Destroy after 15 years.

### NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 71 - 04 R 12.01
**TITLE:** DELETED  
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**DATE RESCINDED:** 27 / Aug / 2003  
**DATE APPROVED:**  

Report generated: 01 / Oct / 2018 - 08:00:00  
2438
COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

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<th>TABLE &amp; RULE: T 71 - 04 R 13.00</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
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<tbody>
<tr>
<td>TITLE: Protective Services Referral Information at AFOSI Field Extensions</td>
<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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COLUMN B CONSISTING OF:

reports, statements, affidavits, correspondence and related records regarding individual case

COLUMN C WHICH ARE:

at AFOSI field extensions

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<td>AUTHORITY: N1-AFU-90-03</td>
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COLUMN B CONSISTING OF:

identification data/summaries concerning individual or group reportable to USSS under AFI 71-101V2.

COLUMN C WHICH ARE:

at HQ AFOSI/XILD

COLUMN D DISPOSITION:
Destroy after 15 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<th>TABLE &amp; RULE: T 71 - 04 R 15.00</th>
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<tr>
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<td>FROZEN RECORD: No</td>
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<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
identification data/summaries concerning individual or group reportable to USSS under AFI 71-101, Vol 2

COLUMN C WHICH ARE:
at AFOSI field extensions

COLUMN D DISPOSITION:
Destroy after completion/termination.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 04 R 16.00
TITLE: Protective Services Operations at AFOSI Field Extensions
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
reports of completed protective services operations reflecting the expenditure of AFOSI resources to provide protective coverage to a specific individual
COLUMN C WHICH ARE:
at HQ AFOSI/XILD
COLUMN D DISPOSITION:
Destroy after 5 year, or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 04 R 17.00
TITLE: Protective Services Operations at AFOSI Field Extensions
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
reports of completed protective services operations reflecting the expenditure of AFOSI resources to provide protective coverage to a specific individual
COLUMN C WHICH ARE:
at HQ AFOSI extensions
COLUMN D DISPOSITION:
Destroy after 3 months or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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NOTES

COLUMN B CONSISTING OF:
reports, statements, correspondence and informational data filed therewith pertaining to or furnished by foreign nationals. Paper and electronic copies.

COLUMN C WHICH ARE:
at HQ AFOSI/XILD

COLUMN D DISPOSITION:
Destroy 25 years after date of last action.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 04 R 20.00
TITLE: Special Inquiry-AFOSI Personnel at HQ AFOSI/XID
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:
at AFOSI field extensions

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Columns B consisting of:
reports, statements, affidavits, correspondence and related records pertaining to specific inquiries. Paper and electronic copies.

Columns C which are:
at HQ AFOSI/XILD

Columns D disposition:
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.

Notes
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 71 - 04 R 21.00
Title: Special Inquiry-AFOSI Personnel at AFOSI Field Extensions
Authority: N1-AFU-90-03

Notes
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 71 - 05: SPECIAL INVESTIGATIONS - TECHNICAL SUPPORT OPERATIONS

Table & Rule: T 71 - 05 R 01.00
Title: Technical Security Briefings at HQ AFOSI/Technical Services Program Manager
Authority: N1-AFU-90-03

Notes
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 71 - 05 R 02.00

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**COLUMN B CONSISTING OF:**
- requests, authorizations, briefing outlines, lists of equipment displayed and lists of recipient(s)

**COLUMN C WHICH ARE:**
- at AFOSI composit detachments with technical services

**COLUMN D DISPOSITION:**
- Destroy after 2 years.

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 71 - 05 R 03.00

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**COLUMN B CONSISTING OF:**
- requests, approvals, preliminary surveys, area plans and schematics, clearances, requests for funds, reports, etc.

**COLUMN C WHICH ARE:**
- pertaining to a particular survey

**COLUMN D DISPOSITION:**
- Destroy after 15 years.

#### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 71 - 05 R 04.00

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- Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
requests, approvals, preliminary surveys, area plans and schematics, clearances, requests for funds, reports, etc., pertaining to a particular survey

COLUMN C WHICH ARE:
at AFOSI composite detachments with technical services

COLUMN D DISPOSITION:
Destroy after 2 years, or when no longer needed, whichever is later.

NOTES
84 Retain copies of recurring surveys until resurvey is completed.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 05 R 05.00
TITLE: Technical Surveillance Countermeasures (TCSM) Report Files at AFOSI Servicing Regions
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
requests, approvals, preliminary surveys, area plans and schematics, clearances, requests for funds, reports, etc., pertaining to a particular survey

COLUMN C WHICH ARE:
at AFOSI servicing regions

COLUMN D DISPOSITION:
Destroy after 3 months, or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 05 R 06.00
TITLE: Technical Surveillance Countermeasures (TCSM) Report Files at the Requester or Other Organizations
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes

COLUMN B CONSISTING OF:
requests, approvals, preliminary surveys, area plans and schematics, clearances, requests for funds, reports, etc., pertaining to a particular survey

COLUMN C WHICH ARE:
at the requester or other organization

COLUMN D DISPOSITION:
Destroy when resurvey is completed, or when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 71 - 05 R 07.00**

**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**TITLE:** Technical Surveillance Operations at HQ AFOSI/XILD  
**AUTHORITY:** PENDING AUTHORITY

**COLUMN B CONSISTING OF:**  
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.

**COLUMN C WHICH ARE:**  
at HQ AFOSI/XILD

**COLUMN D DISPOSITION:**  
Disposition Pending...

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 71 - 05 R 08.00**

**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**TITLE:** Technical Surveillance Operations at AFOSI Composite Detachments  
**AUTHORITY:** PENDING AUTHORITY

**COLUMN B CONSISTING OF:**  
technical surveillance records and products of such surveillance that are of operational and evidentiary value produced in support of substantive investigations

**COLUMN C WHICH ARE:**  
at AFOSI composite detachments

**COLUMN D DISPOSITION:**  
Disposition Pending...

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 71 - 05 R 09.00**

**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**TITLE:** Technical Surveillance Repository Reports at HQ AFOSI Technical Services Program Manager  
**AUTHORITY:** N1-AFU-90-03

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 71 - 05 R 12.00

**TITLE:** Polygraph Examinations Waiver Records  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
polygraph examinations waiver records

**COLUMN C WHICH ARE:**
waiver records noted in Rules 13 and 16

**COLUMN D DISPOSITION:**
Disposition Pending...

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 71 - 05 R 12.01

**TITLE:** Deleted  
**DATE RESCINDED:** 27 / Aug / 2003  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

### TABLE & RULE: T 71 - 05 R 12.02

**TITLE:** Deleted  
**DATE RESCINDED:** 27 / Aug / 2003  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
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TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 27 / Aug / 2003
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COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 71 - 05 R 12.09
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 27 / Aug / 2003
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 71 - 05 R 13.00
TITLE: Polygraph Examinations - Counterintelligence Security Polygraph Examiner Reports
AUTHORITY: N1-AFU-87-36
FROZEN RECORD: No
DATE RESCINDED: 27 / Aug / 2003
DATE APPROVED:

COLUMN B CONSISTING OF:

counterintelligence security polygraph (CSP) examiner reports that prove nondeceptive, results, polygraph charts, statements of consent, medical waivers and related records

COLUMN C WHICH ARE:

at HQ AFOSI and AFOSI field extensions

COLUMN D DISPOSITION:

Destroy after 3 months.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 05 R 14.00
TITLE: Polygraph Examinations - Draft AFOSI Form 76 at AFOSI Field Extensions
AUTHORITY: N1-AFU-87-36
FROZEN RECORD: No
DATE RESCINDED: 27 / Aug / 2003
DATE APPROVED:

DATE MODIFIED: 23 / Jun / 2005
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Report generated: 01 / Oct / 2018 - 08:00:00
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| TABLE & RULE: T 71 - 05 R 14.01 |
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| AUTHORITY: N/A | FROZEN RECORD: No |
| DATE RESCINDED: 27 / Aug / 2003 |
| DATE APPROVED: |

| COLUMN B CONSISTING OF: |
| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |

| TABLE & RULE: T 71 - 05 R 14.03 |
| TITLE: DELETED |
| AUTHORITY: N/A | FROZEN RECORD: No |
| DATE RESCINDED: 27 / Aug / 2003 |
| DATE APPROVED: |

| COLUMN B CONSISTING OF: |
| COLUMN C WHICH ARE: |
| COLUMN D DISPOSITION: |

| TABLE & RULE: T 71 - 05 R 15.00 |
| TITLE: Polygraph Examinations - Copies of Examiner Reports and Results at AFOSI Field Extensions |
| AUTHORITY: N1-AFU-87-36 | DATE CREATED: 27 / Aug / 2003 |
| DATE MODIFIED: 23 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |
### Notes

**21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**21** Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**21** Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### Table & Rule: T 71 - 05 R 15.01
**Title:** Deleted
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#### Table & Rule: T 71 - 05 R 15.02
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#### Table & Rule: T 71 - 05 R 15.03
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COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

| TABLE & RULE: T 71 - 05 R 16.00 | DATE CREATED: 27 / Aug / 2003 |
| TITLE: Polygraph Examinations Medical Waiver for CSP Examinations at HQ AFOSI and AFOSI Field Extensions | DATE MODIFIED: 23 / Jun / 2005 |
| AUTHORITY: N1-AFU-87-36 | FROZEN RECORD: No |
| | CURRENT: Yes |
| | DATE APPROVED: |

COLUMN B CONSISTING OF:
medical waiver for CSP examinations that prove non deceptive

COLUMN C WHICH ARE:
at HQ AFOSI and AFOSI field extensions

COLUMN D DISPOSITION:
Destroy after 3 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 71 - 05 R 17.00 | DATE MODIFIED: 23 / Jun / 2005 |
| TITLE: Forensic Services at HQ AFOSI/XILD | FROZEN RECORD: No |
| AUTHORITY: PENDING AUTHORITY | CURRENT: Yes |
| | DATE APPROVED: |

COLUMN B CONSISTING OF:
reports of services and related records, provided by an AFOSI regional forensic science consultant or other AFOSI personnel

COLUMN C WHICH ARE:
at HQ AFOSI/XILD

COLUMN D DISPOSITION:
Disposition Pending...

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

<p>| TABLE &amp; RULE: T 71 - 05 R 18.00 | DATE CREATED: 23 / Jun / 2005 |
| TITLE: (RESERVED) | FROZEN RECORD: No |
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE:** T 71 - 05 R 19.00  
**TITLE:** Forensic Services at HQ AFOSI  
**AUTHORITY:** PENDING AUTHORITY  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE:** T 71 - 05 R 20.00  
**TITLE:** Forensic Science Policy Guide at HQ AFOSI and AFOSI Field Extensions  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

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Report generated: 01 / Oct / 2018 - 08:00:00  
2452
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

See tables 37-13 and 65-21.

Transfer to the National Archives in 5-year increments when 25 years old.

Official and professional information on forensic science and investigative techniques

Retire as permanent.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Retain as current records until the publication is rescinded, superseded, or obsolete. (Superseded means that the publication has been replaced by one bearing either the same or a different number and subject. Reprints, including those incorporating changes since issuance of the basic, are not considered superseding publications.) Then remove from the active file, place in an inactive file which will be cutoff 31 December each year, and retire or dispose of as indicated. Background material is retained by HQ USAF OPRs until the related publication is rescinded, superseded, or obsolete, and then retired with the record set to WNRC 2 years after annual cutoff. Field OPRs retain background material for standard publications dated before 1 Jan 68, and retire it when the related publication is rescinded, superseded, or obsolete. Field OPRs send background material for standard publications dated 1 Jan 68 to the publications management office for retention and retirement, except for digest, bulletins, and operating instructions (other than HOIs).
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

49 HQ USAF OPRs file and retain a duplicate copy of AF Form 673, Request for Issuances of Publication, with related record set and background material. SAF/AAD retires the original AF Form 673. Below HQ USAF level, the original AF Form 673 is filed and retained with the record set of publications.

49 Air Force Department publications prepared by a MAJCOM/FOA are retired as HQ USAF record sets. Responsibility for maintaining the record sets, including all essential background material, is as agreed upon between the HQ USAF OPR and the preparing command. When retiring the record set, the HQ USAF OPR is shown in Item 5 (FROM block) of the SF 135, and “341” is shown as the Record Group in Item 6a. An accession number is obtained from the HQ USAF OPR Staff Records Manager and entered in Item 6c of the SF 135, per AFI 37-138 (to become AFMAN 33-322V3), paragraph 6.9 and figure 6.3. Show the preparing activity (MAJCOM/FOA and office) in Item 6f of the SF 135.

49 Air Force activities designated as Executive Agent for DOD publications will be responsible for creation, maintenance, and retirement of the publication and all records pertaining to it.

49 If the record set of a publication is in microform, then the microfilm of the record set must meet all archival standards and specifications. Otherwise, a durable paper copy must be created to satisfy the permanent retention requirements. Viewer/printer copies are not authorized for this purpose. Approval to use archival microform must be granted by AF/SCTIR.

TABLE & RULE: T 71 - 05 R 23.00

TITLE: Forensic Digest at AFOSI Field Extensions

AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
official and professional information on forensic science and investigative techniques

COLUMN C WHICH ARE:
at AFOSI field extensions

COLUMN D DISPOSITION:
Destroy when superseded, obsolete, or no longer needed; whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 05 R 23.01

TITLE: DELETED

AUTHORITY: N/A

FROZEN RECORD: No
DATE RESCINDED: 04 / Sep / 2003
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
COLUMN B CONSISTING OF:
applicant requests for training for forensic science scholarship and specialized criminal investigative course programs and related documents (prior 1993)

COLUMN C WHICH ARE:
at HQ AFOSI and AFOSI field extensions

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:
policy guidance and correspondence pertaining to operations of the NCIC/NLETS/CCHF

COLUMN C WHICH ARE:
at HQ AFOSI

COLUMN D DISPOSITION:
Destroy when superseded, rescinded, or no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
TABLE & RULE: T 71 - 05 R 26.00
TITLE: National Crime Information Center (NCIC) at HQ AFOSI
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
backup information on NCIC terminal entries into the NCIC computer

COLUMN C WHICH ARE:
at HQ AFOSI

COLUMN D DISPOSITION:
Destroy 3 months after related entry is removed from the computer.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 05 R 26.01
TITLE: DELETED
AUTHORITY: N/A
FROZEN RECORD: No
DATE RESCINDED: 04 / Sep / 2003
DATE APPROVED:

COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:

TABLE & RULE: T 71 - 05 R 27.00
TITLE: National Crime Information Center (NCIC) on Deserters
AUTHORITY: N1-AFU-90-03
DATE CREATED: 04 / Sep / 2003
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
National Crime Information Center (NCIC) on deserters

COLUMN C WHICH ARE:
HQ AFOSI terminal entries into the NCIC computer

COLUMN D DISPOSITION:
Destroy/Remove entry from computer upon return of member to military control.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**TABLE & RULE:** T 71 - 05 R 28.00  
**TITeL:** National Crime Information Center (NCIC) on Weapons  
**AUTHORITY:** N1-AFU-90-03

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<td>HQ AFOSI terminal entries into the NCIC computer</td>
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<td>COLUMN D DISPOSITION:</td>
<td>Destroy/Remove entry from computer after 15 years or when weapons are recovered, whichever is sooner.</td>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE:** T 71 - 05 R 29.00  
**TITeL:** National Crime Information Center (NCIC) on Stolen Automobiles, Motorcycles and License Plates  
**AUTHORITY:** N1-AFU-90-03

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<td>COLUMN D DISPOSITION:</td>
<td>Destroy/Remove entry from computer after 4 years, or when items are recovered, whichever is sooner.</td>
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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE:** T 71 - 05 R 30.00  
**TITeL:** (RESERVED)  
**AUTHORITY:** N/A

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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
T 71 - 05 R 31.00

| COLUMN B CONSISTING OF: | FBI validations listings |
| COLUMN C WHICH ARE: | at HQ AFOSI |
| COLUMN D DISPOSITION: | Destroy when superseded. |

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

FBI validations listings

T 71 - 06: SPECIAL INVESTIGATIONS - SOURCE RECORDS

T 71 - 06 R 01.00

| COLUMN B CONSISTING OF: | associated personnel |
| COLUMN C WHICH ARE: | at HQ AFOSI |
| COLUMN D DISPOSITION: | Destroy after 15 years. |

NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 71 - 06 R 02.00

| COLUMN B CONSISTING OF: | associated personnel |
| COLUMN C WHICH ARE: | at AFOSI field extensions |
| COLUMN D DISPOSITION: | Destroy after 2 years. |

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
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**NOTES**

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**
material pertaining to name checks of foreign nationals or other personnel in overseas areas of operational interest to US agencies/AF activities

**COLUMN C WHICH ARE:**
at HQ AFOSI

**COLUMN D DISPOSITION:**
Destroy after 15 years.

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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**
material pertaining to name checks of foreign nationals or other personnel in overseas areas of operational interest to US agencies/AF activities

**COLUMN C WHICH ARE:**
at AFOSI field extensions

**COLUMN D DISPOSITION:**
Destroy after 1 year or when no longer needed, whichever is sooner.

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**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
investigations and other data pertaining to Coded Sources (CS)

at HQ AFOSI/XILD

Retire as permanent.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 71 - 06 R 08.00
**TITLE:** SCO Burn List at HQ AFOSI/DOG  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMNS**
- **COLUMN B CONSISTING OF:**
  - Identification of individuals concerned (prior 1984)
- **COLUMN C WHICH ARE:**
  - At HQ AFOSI/DOG
- **COLUMN D DISPOSITION:**
  - Destroy 15 years after date of original record.

**NOTES**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 71 - 06 R 09.00
**TITLE:** Monthly Statistical Data at AFOSI Field Extensions  
**AUTHORITY:** PENDING AUTHORITY  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMNS**
- **COLUMN B CONSISTING OF:**
  - Statistical data
- **COLUMN C WHICH ARE:**
  - At AFOSI field extensions
- **COLUMN D DISPOSITION:**
  - Disposition Pending...

**NOTES**
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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### TABLE & RULE: T 71 - 06 R 10.00
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**DATE RESCINDED:** 04 / Sep / 2003

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| TABLE & RULE: T 71 - 07 R 01.00 | TITLE: Evidence Tracking System at AFOSI Detachments | DATE MODIFIED: 23 / Jun / 2005 | FROZEN RECORD: No | CURRENT: Yes | DATE APPROVED: |
| AUTHORITY: N1-AFU-90-03 | | |
| COLUMN B CONSISTING OF: | annual back-up 3.5" floppy diskettes reflecting acquisition and final disposition of evidence obtained during an investigation |
| COLUMN C WHICH ARE: | at AFOSI detachments |
| COLUMN D DISPOSITION: | Destroy 2 years after the close-out of each diskette. |

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 71 - 07 R 02.00 | TITLE: AFOSI Indexing Information in the Defense Clearance and Investigations Index | DATE MODIFIED: 23 / Jun / 2005 | FROZEN RECORD: No | CURRENT: Yes | DATE APPROVED: |
| AUTHORITY: PENDING AUTHORITY | | |
| COLUMN B CONSISTING OF: | names, dates and places of birth, social security numbers, and AFOSI investigative file numbers |
| COLUMN C WHICH ARE: | in the Defense Clearance and Investigations Index |
| COLUMN D DISPOSITION: | Disposition Pending... |

NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 71 - 07 R 03.00
TITLE: Liaison and Jurisdictional Agreements at HQ AFOSI/XILD
AUTHORITY: NC1-AFU-76-23

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at HQ AFOSI/XILD

COLUMN D DISPOSITION:
Retire as permanent.

NOTES
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 07 R 04.00
TITLE: Liaison and Jurisdictional Agreements at AFOSI Field Extensions
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at AFOSI field extensions

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 07 R 05.00
TITLE: School and College Ability Tests (SCATS)
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
test booklets and scoring stencils

COLUMN C WHICH ARE:
used by AFOSI as a prescreening device in selecting applicants for AFOSI investigative duty

COLUMN D DISPOSITION:
Destroy when superseded or obsolete.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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Table & Rule: T 71 - 07 R 06.00

**Title:** Authority to Issue Badges and Credentials

**Authority:** N1-AFU-90-03

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**Column B Consisting Of:**

Rosters of special investigators courses/classes, letter of authorization for reservists, and related correspondence

**Column C Which Are:**

Used as identification for personnel who qualify for and who are eligible to be issued badges and credentials

**Column D Disposition:**

Destroy after 1 year or when no longer needed, whichever is sooner.

---

Table & Rule: T 71 - 07 R 07.00

**Title:** Badges, Credentials, Receipts and Inspection/Inventory Records at HQ AFOSI/IGQ

**Authority:** Pending Authority

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**Column B Consisting Of:**

Badges, credentials, receipts, computer listing and inspection/inventory records

**Column C Which Are:**

At HQ AFOSI/IGQ

**Column D Disposition:**

Disposition Pending...

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Table & Rule: T 71 - 07 R 08.00

**Title:** AFOSI Investigative Resumes for USAF Commanders at HQ AFOSI/SCP

**Authority:** N1-AFU-90-03

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Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at HQ AFOSI/SCP

COLUMN D DISPOSITION:
Destroy after 5 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 07 R 09.00
TITLE: AFOSI Investigative Resumes for USAF Commanders at Other Offices
AUTHORITY: N1-AFU-90-03

NOTES

CURRENT:
FROZEN RECORD:
DATE MODIFIED:
DATE APPROVED:

COLUMN B CONSISTING OF:
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)

COLUMN C WHICH ARE:
at other offices

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 07 R 10.00
TITLE: Threatened Airman Program (TAP) at HQ AFOSI/DOG
AUTHORITY: N1-AFU-87-21

NOTES

CURRENT:
FROZEN RECORD:
DATE MODIFIED:
DATE APPROVED:

COLUMN B CONSISTING OF:
identification and supporting data related to the relocation of threatened airmen (case type 753)

COLUMN C WHICH ARE:
at HQ AFOSI/DOG

COLUMN D DISPOSITION:
Destroy after 10 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 71 - 07 R 11.00
TITLE: Threatened Airman Program (TAP) at AFOSI Field Extensions
AUTHORITY: N1-AFU-87-21
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
identification and supporting data related to the relocation of threatened airmen (case type 753)

COLUMN C WHICH ARE:
at AFOSI field extensions

COLUMN D DISPOSITION:
Destroy after 1 year, or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 07 R 12.00
TITLE: AFOSI Applicant Investigative Processing Disapproved Applications at HQ AFOSI/SILD
AUTHORITY: N1-AFU-87-23
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
applications, personnel suitability records and information relating to employment and retainability of the individual

COLUMN C WHICH ARE:
at HQ AFOSI/XILD for applications disapproved

COLUMN D DISPOSITION:
Destroy 10 years after disapproval.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 07 R 13.00
TITLE: AFOSI Applicant Investigative Processing Approved Applications at HQ AFOSI/XILD
AUTHORITY: N1-AFU-87-23
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

REPORT GROUNDED: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
applications, personnel suitability records and information relating to employment and retainability of the individual

COLUMN C WHICH ARE:
at HQ AFOSI/XILD for applications approved

COLUMN D DISPOSITION:
Destroy 10 years after individual's termination, decertification, discharge, or reassignment.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 07 R 14.00
TITLE: AFOSI Applicant Investigative Processing at AFOSI Field Extensions
AUTHORITY: PENDING AUTHORITY

COLUMN B CONSISTING OF:
applications, personnel suitability records and information relating to employment and retainability of the individual

COLUMN C WHICH ARE:
at AFOSI field extensions

COLUMN D DISPOSITION:
Disposition Pending...

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 07 R 15.00
TITLE: Wire Tapping and Eavesdropping Records Accumulated by Investigative Personnel
AUTHORITY: NC1-AFU-76-23

COLUMN B CONSISTING OF:
reports and records required by AFI 71-103 on the inventory and use of wire tapping and eavesdropping devices

COLUMN C WHICH ARE:
at HQ AFOSI

COLUMN D DISPOSITION:
Destroy under same destruction criteria assigned to the substantive case supported.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Transfer records for permanent cases to the National Archives with related case under DOD guidelines specified in NC1-330-76-1, 6 May 1976.

Retain for a minimum of 10 years.

Transfer records for permanent cases to the National Archives with related case under DOD guidelines specified in NC1-330-76-1, 6 May 1976.

Retain for a minimum of 10 years.

Transfer records for permanent cases to the National Archives with related case under DOD guidelines specified in NC1-330-76-1, 6 May 1976.

Retain for a minimum of 10 years.

Transfer records for permanent cases to the National Archives with related case under DOD guidelines specified in NC1-330-76-1, 6 May 1976.

Retain for a minimum of 10 years.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 71 - 07 R 18.00**

| TITLE: | Fraud/Criminal Briefing Program at HQ AFOSI and AFOSI Field Extensions |
| DATE MODIFIED: | 23 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

**AUTHORITY:** PENDING AUTHORITY

**COLUMN B CONSISTING OF:**
Rule 17 records (paper)

**COLUMN C WHICH ARE:**
at HQ AFOSI and AFOSI field extensions

**COLUMN D DISPOSITION:**
Disposition Pending...

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**TABLE & RULE: T 71 - 07 R 19.00**

| TITLE: | Specialized Crime Reports and Studies - Record Copies at HQ AFOSI |
| DATE MODIFIED: | 23 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
record copies at HQ AFOSI

**COLUMN D DISPOSITION:**
Destroy after 6 years.

---

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 07 R 21.00
TITLE: Specialized Crime Reports and Studies at Units
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at AFOSI field extensions

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 71 - 07 R 22.00
TITLE: Contraband Drugs and Paraphernalia as Training Aids at AFOSI Field Extensions
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
accountability of drug training aids (AFOSI Form 32) and drug training aid inventory record (AFOSI Form 33)

COLUMN C WHICH ARE:
at AFOSI field extensions

COLUMN D DISPOSITION:
Destroy 1 year after last entry.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 71 - 07 R 23.00

**TITLE:** Criminal Alert Notices (CANs) at HQ AFOSI/XILD  
**AUTHORITY:** N1-AFU-87-21  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
CANs prior to 1993

**COLUMN C WHICH ARE:**  
at HQ AFOSI/XILD

**COLUMN D DISPOSITION:**  
Destroy after 15 years.

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 71 - 07 R 24.00

**TITLE:** Criminal Alert Notices (CANs) at HQ AFOSI/DOQA and AFOSI Field Extensions  
**AUTHORITY:** PENDING AUTHORITY  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
Criminal Alert Notices (CANs)

**COLUMN C WHICH ARE:**  
at HQ AFOSI/DOQA and AFOSI field extensions

**COLUMN D DISPOSITION:**  
Disposition Pending...

### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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## T 84 - 01: HISTORY - HISTORICAL PROGRAM RECORDS

**TABLE & RULE: T 84 - 01 R 01.00**

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**AUTHORITY:** ACCRETIONS TO EXISTING NARA HOLDINGS.

**COLUMN B CONSISTING OF:**
records prepared or collected by historical officers and historians under the Air Force historical program

**COLUMN C WHICH ARE:**
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)

**COLUMN D DISPOSITION:**
Retire as permanent on inactivation if they have not or will not be microfilmed. If microfilmed, see notes 117 and 122.

**NOTES**

11 If microfilmed, destroy paper records after 1 year or when no longer needed, whichever is later, provided microfilm has been inspected and found acceptable.

12 Retire original camera master silver negative, and first positive silver print therefrom, to the National Archives, Washington, DC 20408, 6 months after microfilm has been accepted.

**TABLE & RULE: T 84 - 01 R 02.00**

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**AUTHORITY:** ACCRETIONS TO EXISTING NARA HOLDINGS.

**COLUMN B CONSISTING OF:**
records prepared or collected by historical officers and historians under the Air Force historical program

**COLUMN C WHICH ARE:**
original medical histories maintained by HQ USAF/SG.

**COLUMN D DISPOSITION:**
Retire as permanent on inactivation if they have not or will not be microfilmed. If microfilmed, see notes 117 and 122.

**NOTES**

11 If microfilmed, destroy paper records after 1 year or when no longer needed, whichever is later, provided microfilm has been inspected and found acceptable.

12 Retire original camera master silver negative, and first positive silver print therefrom, to the National Archives, Washington, DC 20408, 6 months after microfilm has been accepted.

13 At the discretion of the MAJCOM/FOA records management officers, paper copies may be transferred to the gaining units.

**TABLE & RULE: T 84 - 01 R 02.01**

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**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
TABLE & RULE: T 84 - 01 R 03.00
TITLE: Copies or Microfilm Maintained by the Originating Unit
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 23 / Jun / 2005

COLUMN B CONSISTING OF:
records

COLUMN C WHICH ARE:
prepared or collected by historical officers and historians under the Air Force historical program

COLUMN D DISPOSITION:
Destroy on inactivation of the unit.

NOTES
11 If microfilmed, destroy paper records after 1 year or when no longer needed, whichever is later, provided microfilm has been inspected and found acceptable.
13 At the discretion of the MAJCOM/FOA records management officers, paper copies may be transferred to the gaining units.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
65 Upon inactivation of the unit, all histories, monographs, studies, and reports maintained on microfilm will be sent to HQ Air Force Historical Research Agency/ISA, Maxwell AFB AL 36112.

TABLE & RULE: T 84 - 01 R 04.00
TITLE: Periodic Histories, Monographs, Studies and Reports Retained by Originating HQ USAF Staff Office
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 23 / Jun / 2005

COLUMN B CONSISTING OF:
records prepared or collected by historical officers and historians under the Air Force historical program

COLUMN C WHICH ARE:
down to and including directorate (or comparable) level

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 84 - 01 R 05.00
TITLE: Periodic Histories, Monographs, Studies and Reports Retained for Research and Reference
AUTHORITY: N1-AFU-90-03
FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 23 / Jun / 2005

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2488
COLUMN B CONSISTING OF:
records prepared or collected by historical officers and historians under the Air Force historical program

COLUMN C WHICH ARE:
copies received by intermediate headquarters from lower echelons

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 84 - 01 R 06.00
TITLE: Source Documents
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 06 / Jun / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
subsidiary (or feeder) reports 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

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy when no longer needed, or after 2 years, whichever is sooner

TABLE & RULE: T 84 - 01 R 07.00
TITLE: Historical Research and Reference
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy paper or microfilm when superseded, obsolete, or on inactivation of the unit, whichever is sooner.

NOTES
11 If microfilmed, destroy paper records after 1 year or when no longer needed, whichever is later, provided microfilm has been inspected and found acceptable.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

62 Upon inactivation of groups, wings, and higher level organizations, and units that operated bases or Air Force stations, screening and final disposition of all historical research and reference records, including microfilm, will coordinate with the Air
NOTES

Force Historical Research Agency/ISA.

TABLE & RULE: T 84 - 01 R 08.00

TITLE: Organizational Emblems - Initiator

AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 20 / Mar / 2014
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
official emblem elements, approvals, records resulting from changes in emblem, copyright releases and other related documents

COLUMN C WHICH ARE:
at initiating activities

COLUMN D DISPOSITION:
Inactivating units should place all organizational emblem files and materials (including artwork, correspondence, flags, guidons, streamers, patches, plaques, decals, coins, and other heraldic items) in a unit heritage box and forward to National Museum of the United States Air Force (NMUSAF), Bldg 489, 1100 Spaatz Street, Wright-Patterson AFB, OH 45433-7102.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 84 - 01 R 08.01

TITLE: DELETED

AUTHORITY: N/A

FROZEN RECORD: No
DATE RESCINDED: 02 / Feb / 2004
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 84 - 01 R 09.00

TITLE: Organizational Emblems - Intermediate Headquarters

AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
official emblem elements, approvals, records resulting from changes in emblem, copyright releases and other related documents

COLUMN C WHICH ARE:
at intermediate headquarters

COLUMN D DISPOSITION:
Forward to AFHRA/RS when no longer needed.

NOTES
### NOTES

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 84 - 01 R 10.00 |
|-----------------------------------|------------------|------------------|
| CURRENT: Yes                      | FROZEN RECORD:   | No               |
| DATE APPROVED:                    | AUTHORITY:       | NC1-AFU-80-08    |

#### COLUMN B CONSISTING OF:

Official emblem elements, approvals, records resulting from changes in emblem, copyright releases and other related documents

#### COLUMN C WHICH ARE:

At HQ AFHRA/RS

#### COLUMN D DISPOSITION:

Transfer to National Archives (for permanent retention) when no longer needed by AFHRA for on-site reference.

### NOTES

11. If microfilmed, destroy paper records after 1 year or when no longer needed, whichever is later, provided microfilm has been inspected and found acceptable.

21. Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21. Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

| TABLE & RULE: T 84 - 01 R 11.00 |
|-----------------------------------|------------------|------------------|
| TITLE:                            | FROZEN RECORD:   | No               |
| CURRENT:                         | DATE RESCINDED:  | 19 / Feb / 2004  |
| DATE APPROVED:                   | AUTHORITY:       | N/A              |

#### COLUMN B CONSISTING OF:

#### COLUMN C WHICH ARE:

#### COLUMN D DISPOSITION:

| TABLE & RULE: T 84 - 01 R 12.00 |
|-----------------------------------|------------------|------------------|
| TITLE:                            | FROZEN RECORD:   | No               |
| CURRENT:                         | DATE RESCINDED:  | 19 / Feb / 2004  |
| DATE APPROVED:                   | AUTHORITY:       | N/A              |
COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 84 - 01 R 13.00</th>
<th>FROZEN RECORD: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: DELETED</td>
<td>DATE RESCINDED: 19 / Feb / 2004</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
COLUMN C WHICH ARE:
COLUMN D DISPOSITION:

<table>
<thead>
<tr>
<th>T 84 - 02: HISTORY - MUSEUM PROGRAM RECORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE &amp; RULE: T 84 - 02 R 01.00</td>
</tr>
<tr>
<td>TITLE: General authority at Office, Secretary of the Air Force (SAF/PA) and United States Air Force Museum (USAFM)</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-87-32</td>
</tr>
</tbody>
</table>

| DATE MODIFIED: 23 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

COLUMN B CONSISTING OF:
basic delegations of authority
COLUMN C WHICH ARE:
to establish museums, develop policies, procedures, and methods to maintain and promote its assigned mission; and conduct all phases of the AF museum program
COLUMN D DISPOSITION:
Retire as permanent.

NOTES
9 Transfer to the National Archives in 5 year blocks when the most recent records pertain to museums that have been closed for 5 years.

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 84 - 02 R 01.01</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: General Authority at MAJCOM and Subordinate Commands</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-87-32</td>
</tr>
</tbody>
</table>

| DATE MODIFIED: 23 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

COLUMN B CONSISTING OF:
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
COLUMN C WHICH ARE:
at MAJCOM and subordinate authority
COLUMN D DISPOSITION:
Destroy 20 years after the museum is inactivated and historical property has been reassigned and all claims are settled.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**NOTES**

**COLUMN B CONSISTING OF:**

basic delegations of authority

**COLUMN C WHICH ARE:**

to establish museums, develop policies, procedures, and methods to maintain and promote its assigned mission; and conduct all phases of the AF museum program

**COLUMN D DISPOSITION:**

On inactivation transfer the records through the parent command to the USAFM where they will be retained and disposed of per Rule 1.1.

**TABLE & RULE: T 84 - 02 R 01.02**

<table>
<thead>
<tr>
<th>TITLE: General Authority at the Museums</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-87-32</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 84 - 02 R 02.00**

<table>
<thead>
<tr>
<th>TITLE: Liaison Data</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**NOTES**

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 84 - 02 R 03.00**

<table>
<thead>
<tr>
<th>TITLE: Museum Operation Data</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-87-32</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMNS B CONSISTING OF:
museum operation data

COLUMNS C WHICH ARE:
correspondence and related data in support of management, operation and administration of museums and their predecessors

COLUMNS D DISPOSITION:
Destroy 20 years after museum is closed and all claims are settled.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 84 - 02 R 03.01
TITLE: Monographs, Studies, Photographs
AUTHORITY: N1-AFU-87-32

DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMNS B CONSISTING OF:
record set of monographs, historical studies, photographs and other related historical data

COLUMNS C WHICH ARE:
at the USAFM and other museums

COLUMNS D DISPOSITION:
Retire as permanent.

NOTES
9 Transfer to the National Archives in 5 year blocks when the most recent records pertain to museums that have been closed for 5 years.

TABLE & RULE: T 84 - 02 R 04.00
TITLE: Historical Property
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMNS B CONSISTING OF:
historical property

COLUMNS C WHICH ARE:
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

COLUMNS D DISPOSITION:
Destroy 20 years after property leaves AF inventory and all legal settlements have been finalized.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 84 - 02 R 05.00

**TITLE:** Historical Property Source Data  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- historical property source data

**COLUMN C WHICH ARE:**
- 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

**COLUMN D DISPOSITION:**
- Transfer activated record to the historical property records (Rule 4) files.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 84 - 02 R 06.00

**TITLE:** Historical Property Source Data Records Other Than Rule 5  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- historical property source data records

**COLUMN C WHICH ARE:**
- other than Rule 5

**COLUMN D DISPOSITION:**
- Destroy when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 84 - 02 R 07.00

**TITLE:** Report of USAF Historic Property at USAFM  
**AUTHORITY:** N1-AFU-87-32  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
- record of all historic items of all types in museums

**COLUMN C WHICH ARE:**
- at USAFM

**COLUMN D DISPOSITION:**
- Destroy after 20 years.
NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 84 - 02 R 07.01
TITLE: Report of USAF Historic Property at Other Than USAFM
AUTHORITY: N1-AFU-87-32

COLUMN B CONSISTING OF:
record of all historic items of all types in museums

COLUMN C WHICH ARE:
at other than USAFM

COLUMN D DISPOSITION:
Destroy when 5 years old.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 85 - 01: DELETED (1 MAR 96) - DELETED

TABLE & RULE: T 85 - 01 R 01.01
TITLE: DELETED
AUTHORITY: N/A

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:
**T 90 - 01: SPECIAL MANAGEMENT - INSPECTOR GENERAL ADMINISTRATIVE REPORTS**

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 90 - 01 R 01.00</th>
<th>DATE MODIFIED: 01 / Oct / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Administrative Reviews, Inquiries and Investigations</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-44</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
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.

**COLUMN C WHICH ARE:**
the result of personal conference periods or complaints presented under AFI 90-301, Inspector General Complaints, or worked within by Inspectors General.

**COLUMN D DISPOSITION:**
Destroy 2 years after calendar year case is closed (i.e. case is closed 21 June 2007, destroy after 31 December 2009).

**NOTES**
17 These reports do not include OSI investigations.
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 90 - 01 R 02.00</th>
<th>DATE MODIFIED: 01 / Oct / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Reports Involving Colonels, Senior Officials, and Civilian Equivalents</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-44</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
Active duty, Reserve or Air National Guard military officers in grades colonel and civilian equivalents; brigadier general and above, current or former members of the Senior Executive Service and current and former Air Force civilian Presidential appointees.

**COLUMN C WHICH ARE:**
maintained at SAF/IGQ.

**COLUMN D DISPOSITION:**
Destroy 10 years after calendar year the case is closed or 2 years after the individual retires, whichever is later.

**NOTES**
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 90 - 01 R 03.00</th>
<th>DATE MODIFIED: 01 / Oct / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Reports Involving Colonels, Senior Officials, and Civilian Equivalents</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-44</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

---

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
Active Duty, Reserve or Air National Guard military officers in grades colonel and civilian equivalents; brigadier general and above; current or former members of the Senior Executive Service and current or former Air Force civilian Presidential appointees

COLUMN C WHICH ARE:
maintained at MAJCOMs/FOAs and below

COLUMN D DISPOSITION:
Destroy 2 years after end of calendar year the case is closed. (i.e. Case closed 21 June 2007, destroy records after 31 December 2009)

NOTES

These reports do not include OSI investigations.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 90 - 01 R 04.00
TITLE: IG Administrative Reviews, Inquiries and Investigations
AUTHORITY: N1-AFU-90-44
DATE CREATED: 01 / Oct / 2007
DATE MODIFIED: 01 / Oct / 2007
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
substantiated findings involving all military subjects or suspects, Active duty, Reserve or Air National Guard military, in grades below colonel

COLUMN C WHICH ARE:
maintained at the Secretary of the Air Force, Inspector General office

COLUMN D DISPOSITION:
Destroy 10 years after the calendar year the case is closed (i.e. Case is closed 21 June 2007, destroy 31 December 2017) or 2 years after individual retires, whichever is later.

NOTES

These reports do not include OSI investigations.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 90 - 02 R 01.00

<table>
<thead>
<tr>
<th>TITLE: Inspection Reports Planning Documents and Plans Not Otherwise Covered in this Table</th>
<th>DATE MODIFIED: 06 / Jun / 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- inspection or planning reports and documents

**COLUMN C WHICH ARE:**
- at MAJCOMs and subordinate commands

**COLUMN D DISPOSITION:**
- Destroy 1 year after next like inspection or after 3 years, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 90 - 02 R 02.00

<table>
<thead>
<tr>
<th>TITLE: Inspection Reports, Environmental Safety and Occupational Health (ESOH) Records</th>
<th>DATE MODIFIED: 04 / Feb / 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: EO 13148 &amp; ISO 14001</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- inspection reports and ESOH records that relate to issues established under the Environmental Safety and Occupational Health Councils (ESOHC) to ensure a systematic inter-disciplinary approach to achieve ESOH goals throughout the Air Force

**COLUMN C WHICH ARE:**
- background data, information copies of reports on compliance / noncompliance relevant to providing a safe and healthy workplace environment and or operations, minimize risk to mission accomplishment or Core Mission Areas’ and the integration of Air Force environment safety and occupational health programs covered under AFPD 90-8, AFPD 90-9, AFPD 91-2, AFPD 91-3, AFPD 32-70, AFPD 40-2, and AFPD 48-1, preserve resources, protect the environment, etc.

**COLUMN D DISPOSITION:**
- Destroy 10 years after completion of subject inspection. Destroy ESOH records 10 years after program closure.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 90 - 02 R 03.00

<table>
<thead>
<tr>
<th>TITLE: Inspected Activities Inspection Reports</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>CURRENT: Yes</td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
Electronic copies created using electronic mail and word processing:  Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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### TABLE & RULE: T 90 - 02 R 05.00

**TITLE:** Special Interest Items Inspection Files  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005

**COLUMN B CONSISTING OF:**  
special interest items

**COLUMN C WHICH ARE:**  
inspection files

**COLUMN D DISPOSITION:**  
Destroy after 1 year, or when no longer needed, whichever is later.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 90 - 02 R 06.00

**TITLE:** Reports with Active-Review Findings  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005

**COLUMN B CONSISTING OF:**  
reports

**COLUMN C WHICH ARE:**  
with active-review findings

**COLUMN D DISPOSITION:**  
Destroy 2 years after approval of inspection report.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 90 - 02 R 07.00

**TITLE:** Background Material Collected During an Inspection  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005

**COLUMN B CONSISTING OF:**  
background material

**COLUMN C WHICH ARE:**  
collected during an inspection

**COLUMN D DISPOSITION:**  
Destroy when no longer needed.

**NOTES**
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 90 - 02 R 08.00

| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
originals at SAF/IG (Note: paper copies are normally microfilmed within 3 years)

COLUMN D DISPOSITION:
Destroy 10 years after completion of subject inspection.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 90 - 02 R 09.00

| TITLE: Inspection Team Programming | DATE MODIFIED: 23 / Jun / 2005 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |

COLUMN B CONSISTING OF:
inspection itineraries, team personnel rosters and change sheets, records on personnel augmentation, suggested items for inspection, special subjects for inspection and information pertinent to special inspection efforts

COLUMN C WHICH ARE:
at inspection offices

COLUMN D DISPOSITION:
Destroy 1 year after completion of inspection to which records pertain or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 90 - 02 R 10.00

| TITLE: Inspection Checklists | DATE MODIFIED: 03 / Dec / 2007 |
| AUTHORITY: N1-AFU-90-03 | FROZEN RECORD: No |
| CURRENT: Yes | DATE APPROVED: |

Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
inspection checklists, inspection guides, individual methods of approach or similar records and papers

COLUMN C WHICH ARE:
related thereto, not published as, or supplement to, a standard publication per AFI 33-360 (see Table 33-38); and, which are not used to record a completed inspection

COLUMN D DISPOSITION:
Destroy when superseded, obsolete, or no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 90 - 02 R 10.01
TITLE: DELETED (14 Aug 04) Converted to Table 37-15, Rule 31, Administrative Records
AUTHORITY: N/A
DATE MODIFIED: 14 / Aug / 2006
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

TABLE & RULE: T 90 - 02 R 11.00
TITLE: Inspection Clearance Certificates
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 90 - 02 R 12.00
**TITLE:** Operational Readiness Plans  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
- plans prepared for guidance of the conduct of operational readiness inspections

**COLUMN C WHICH ARE:**
- at MAJCOMs and below

**COLUMN D DISPOSITION:**
- Destroy when superseded.

**NOTES**

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### TABLE & RULE: T 90 - 02 R 13.00
**TITLE:** DELETED (14 Aug 04) Converted to Table 90-03, Rules 3-4, Fraud, Waste and Abuse (FWA) Records  
**AUTHORITY:** N/A  
**DATE MODIFIED:** 14 / Aug / 2006  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

### T 90 - 03: SPECIAL MANAGEMENT - FRAUD, WASTE AND ABUSE (FWA) RECORDS

### TABLE & RULE: T 90 - 03 R 01.00
**TITLE:** Case Files at HQ USAF, MAJCOMs and Below (Except AFOSI)  
**AUTHORITY:** N1-AFU-88-32  
**DATE MODIFIED:** 01 / Oct / 2007  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**
- 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 reports

**COLUMN C WHICH ARE:**
- at HQ USAF, MAJCOMs, and below (except AFOSI)

**COLUMN D DISPOSITION:**
- Destroy 2 years after calendar year case is closed (i.e. case is closed 21 June 2007, destroy after 31 December 2009).

**NOTES**

- **12** Cutoff daily and destroy 2 years after case is closed.

- **21** Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Table & Rule: T 90 - 03 R 02.00
Title: (Reserved)
Authority: N/A
Column B Consisting Of:
Column C Which Are:
Column D Disposition:
(Reserved)

Table & Rule: T 90 - 03 R 02.01
Title: Case Files
Authority: N1-AFU-88-32
Column B Consisting Of:
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
Column C Which Are:
at highest command level where the inquiry was completed or where the case file is maintained
Column D Disposition:
Retire as permanent.

Table & Rule: T 90 - 03 R 03.00
Title: Case Files Summary Data
Authority: N1-AFU-88-32
Column B Consisting Of:
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
Column C Which Are:
Column D Disposition:
Destroy when no longer needed.

Notes
6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

Table & Rule: T 90 - 03 R 03.00
Title: Case Files Summary Data
Authority: N1-AFU-88-32
Column B Consisting Of:
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
Column C Which Are:
Column D Disposition:
Destroy when no longer needed.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 90 - 03 R 04.00
TITLE: Case Files Summary Data (in the computer)  
DATE MODIFIED: 23 / Jun / 2005  
FROZEN RECORD: No  
CURRENT: Yes  
AUTHORITY: N1-AFU-88-32

COLUMN B CONSISTING OF:  
computer printout summaries of open and closed FWA cases, commander directed inquiries (CDIs) and related records

COLUMN C WHICH ARE:  
not otherwise covered in this table

COLUMN D DISPOSITION:  
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 90 - 03 R 05.00
TITLE: FWA Reports  
DATE MODIFIED: 23 / Jun / 2005  
FROZEN RECORD: No  
CURRENT: Yes  
AUTHORITY: N1-AFU-88-32

COLUMN B CONSISTING OF:  
FWA reports

COLUMN C WHICH ARE:  
HQ USAF input to the DOD Semiannual Report to the Congress and related records

COLUMN D DISPOSITION:  
Destroy after 2 years.

NOTES
21 Electronic copies created using electronic mail and word processing:  
Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 90 - 03 R 06.00
TITLE: (RESERVED)  
DATE CREATED: 23 / Jun / 2005  
FROZEN RECORD: No  
AUTHORITY: N/A  
DATE RESCINDED: 19 / Feb / 2004  
DATE APPROVED:

Report generated: 01 / Oct / 2018 - 08:00:00
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<th>TABLE &amp; RULE: T 90 - 03 R 07.00</th>
<th>DATE CREATED: 23 / Jun / 2005</th>
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</thead>
<tbody>
<tr>
<td>TITLE: (RESERVED)</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N/A</td>
<td>DATE RESCINDED: 19 / Feb / 2004</td>
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<td>DATE APPROVED:</td>
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<tr>
<th>TABLE &amp; RULE: T 90 - 03 R 07.01</th>
<th>DATE APPROVED:</th>
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<td>AUTHORITY: N/A</td>
<td>FROZEN RECORD: No</td>
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<th>TABLE &amp; RULE: T 90 - 03 R 08.00</th>
<th>DATE APPROVED:</th>
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<tr>
<td>TITLE: Log Registers</td>
<td>N1-AFU-90-03</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td></td>
<td>CURRENT: Yes</td>
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</table>

COLUMN B CONSISTING OF:
logs

COLUMN C WHICH ARE:
recording names, dates and other applicable data of disclosures

COLUMN D DISPOSITION:
Destroy after 2 years, or when no longer needed, whichever is later.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 90 - 04: SPECIAL MANAGEMENT - CONGRESSIONAL RECORDS

<table>
<thead>
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<th>TABLE &amp; RULE: T 90 - 04 R 01.00</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Congressional Inquiries</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: NC1-AFU-80-08</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>at OSAF and HQ USAF</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Retire as permanent.</td>
</tr>
</tbody>
</table>

#### NOTES

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

<table>
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<th>TABLE &amp; RULE: T 90 - 04 R 02.00</th>
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<tbody>
<tr>
<td>TITLE: Congressional Inquiries Below HQ USAF</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
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<tr>
<td>COLUMN B CONSISTING OF:</td>
<td>DATE APPROVED:</td>
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<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>COLUMN C WHICH ARE:</td>
<td>below HQ USAF</td>
</tr>
<tr>
<td>COLUMN D DISPOSITION:</td>
<td>Destroy after 5 years.</td>
</tr>
</tbody>
</table>

#### NOTES

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<th>TABLE &amp; RULE: T 90 - 04 R 03.00</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Congressional Routine and Noncontroversial Communications</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at HQ USAF

COLUMN D DISPOSITION:
Destroy after 2 years.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 90 - 04 R 04.00

TITLE: Congressional Communication at OSAF and All Activities Below HQ USAF
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at OSAF and all activities below HQ USAF

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 90 - 04 R 05.00

TITLE: Congressional Travel
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at OSAF and all activities below HQ USAF

COLUMN D DISPOSITION:
Destroy after 6 months or when no longer needed, whichever is sooner.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
## NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

61 When congressional travel records are used as background for case files, their disposition will be the same as the files they support.

### TABLE & RULE: T 90 - 04 R 06.00

| TITLE: Current Member of the U.S. Congress and Key Congressional Staff Members Biographical Information |
| DATE CREATED: 02 / Sep / 2003 |
| DATE MODIFIED: 23 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

at SAF/LL

**COLUMN D DISPOSITION:**

Destroy on departure of individual from Congress.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### T 90 - 30: SPECIAL MANAGEMENT - DELETED

| TABLE & RULE: T 90 - 30 R 04.00 |
| TITLE: DELETED |
| FROZEN RECORD: No |
| DATE RESCINDED: 01 / Jan / 1900 |
| DATE APPROVED: |

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
### T 91 - 00: SAFETY - DELETED

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<td>DATE APPROVED:</td>
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</table>

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**

### T 91 - 01: SAFETY - NUCLEAR WEAPON SYSTEM SAFETY GROUP (NWSSG) RECORDS AND SAFETY RULES

<table>
<thead>
<tr>
<th>TABLE &amp; RULE: T 91 - 01 R 01.00</th>
<th>TITLE: Operational Plan Data Documents (OPDDs) at HQ AFSA/SEN</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
<td>CURRENT: Yes</td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**

descriptions of intended operations with NWSs used as source data for safety studies and reviews of USAF/non-U.S. NATO NWSs

**COLUMN C WHICH ARE:**

at HQ AFSA/SEN

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

<table>
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<tr>
<th>TABLE &amp; RULE: T 91 - 01 R 02.00</th>
<th>TITLE: Operational Plan Data Documents (OPDDs) at Other Offices</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
<td>CURRENT: Yes</td>
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**COLUMN B CONSISTING OF:**

descriptions of intended operations with NWSs used as source data for safety studies and reviews of USAF/non-U.S. NATO NWSs

**COLUMN C WHICH ARE:**

at HQ USAF, MAJCOMs/DRUs/FOAs and other offices of record

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete, or no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 91 - 01 R 03.00**

| CURRENT: Yes |
| FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 |

**COLUMN B CONSISTING OF:**
analyses of adequacy of NWSS features

**COLUMN C WHICH ARE:**
at HQ AFSA/SEN

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

---

**TABLE & RULE: T 91 - 01 R 04.00**

| TITLE: Technical Nuclear Safety Analyses (TNSAs) at Other Offices | DATE MODIFIED: 23 / Jun / 2005 |
| CURRENT: Yes |
| FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 |

**COLUMN B CONSISTING OF:**
analyses of adequacy of NWSS features

**COLUMN C WHICH ARE:**
at HQ USAF, MAJCOMs/DRUs/FOAs and other offices of record

**COLUMN D DISPOSITION:**
Destroy when superseded, obsolete, or no longer needed.

---

**TABLE & RULE: T 91 - 01 R 05.00**

| CURRENT: Yes |
| FROZEN RECORD: No |
| AUTHORITY: N1-AFU-90-03 |

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 91 - 01 R 06.00
TITLE: NWSSG Safety Study Reports Intermediate Versions
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
safety studies and reviews of USAF/non-U.S. NATO NWSs

COLUMN C WHICH ARE:
at HQ AFSA/SEN

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 91 - 01 R 07.00
TITLE: NWSSG Reports of NWSS Studies and Reviews
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
reports for obtaining HQ USAF coordination on conclusions and recommendations of NWSSG

COLUMN C WHICH ARE:
at HQ AFSA/SEN

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 91 - 01 R 08.00
TITLE: NWSSG Safety Study Reports Intermediate Versions
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
HQ USAF approved final version

COLUMN C WHICH ARE:
at HQ AFSA/SEN

COLUMN D DISPOSITION:
Destroy when no longer needed.

NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 91 - 01 R 08.00

**TITLE:** NWSSG Safety Study Reports Copies at Other Offices  
**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tr>
<td>copies of rules 5 thru 7 reports</td>
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<table>
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<th>COLUMN C WHICH ARE:</th>
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<tr>
<td>at HQ USAF and other offices of record</td>
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<table>
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<tr>
<th>COLUMN D DISPOSITION:</th>
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<tbody>
<tr>
<td>Destroy when superseded, obsolete, or no longer needed.</td>
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### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

### TABLE & RULE: T 91 - 01 R 09.00

**TITLE:** Safety Rules Packages at HQ AFSA/SEN  
**AUTHORITY:** N1-AFU-90-03

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<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tr>
<td>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</td>
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<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
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<tr>
<td>at HQ AFSA/SEN</td>
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<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Destroy reproducible masters when superseded, obsolete, or no longer needed.</td>
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### NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 91 - 01 R 10.00

**TITLE:** Safety Rules Packages at Other Offices  
**AUTHORITY:** N1-AFU-90-03

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<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
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<tr>
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</tbody>
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<tr>
<th>COLUMN C WHICH ARE:</th>
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<tr>
<td>at HQ USAF and other offices of record</td>
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<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
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</tr>
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<tbody>
<tr>
<td>Destroy when NWSS rules are published.</td>
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### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

Electronic copies created using electronic mail and word processing:
Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
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Electronic copies created using electronic mail and word processing:
Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
### T 91 - 02: SAFETY - NUCLEAR REACTOR RECORDS

#### TABLE & RULE: T 91 - 02 R 01.00

**TITLE:** Health Physics and Process Control Data Logs  
**AUTHORITY:** N1-AFU-88-35

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>FROZEN RECORD</th>
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<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>23 / Jun / 2005</td>
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</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- 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

**COLUMN C WHICH ARE:**
- at installation level

**COLUMN D DISPOSITION:**
- Destroy 100 years after inactivation of facility.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

#### TABLE & RULE: T 91 - 02 R 02.00

**TITLE:** Environmental Sample Data  
**AUTHORITY:** N1-AFU-88-35

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<th>CURRENT</th>
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<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>23 / Jun / 2005</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
- Data for the analysis of soil, vegetation and water samples

**COLUMN C WHICH ARE:**
- Are subject to radioactive contamination

**COLUMN D DISPOSITION:**
- Destroy 100 years after inactivation of facility.

**NOTES**

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
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#### TABLE & RULE: T 91 - 02 R 03.00

**TITLE:** Nuclear Reactor Logs  
**AUTHORITY:** N1-AFU-88-35

<table>
<thead>
<tr>
<th>CURRENT</th>
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<th>DATE MODIFIED</th>
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<tbody>
<tr>
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<td>No</td>
<td>23 / Jun / 2005</td>
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</table>
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTE: Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronically generated reports which provide data required to analyze the possible buildup of radiation levels:

NOTE: Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 91 - 02 R 06.00
**TITLE:** radiation film badge  
**AUTHORITY:** N1-AFU-88-35  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
radiation film badge

**COLUMN C WHICH ARE:**
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

**COLUMN D DISPOSITION:**
Destroy 100 years after inactivation of facility.

### NOTES
21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21  Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21  Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 91 - 02 R 07.00
**TITLE:** Dosimeter Log  
**AUTHORITY:** N1-AFU-88-35  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
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

**COLUMN C WHICH ARE:**
at reactor facility

**COLUMN D DISPOSITION:**
Destroy 100 years after inactivation of facility.

### NOTES
21  Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
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---

### TABLE & RULE: T 91 - 02 R 08.00
**TITLE:** process control charts  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

---
COLUMN B CONSISTING OF:
graphic presentations

COLUMN C WHICH ARE:
used in analyzing trends in plant chemistry parameters and provide a basis for determining the need for changes in chemical treatment of various plant systems

COLUMN D DISPOSITION:
Destroy after 1 year or when no longer needed, whichever is sooner.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
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TABLE & RULE: T 91 - 02 R 09.00

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

COLUMN B CONSISTING OF:
dosimeter film exposure listing

COLUMN C WHICH ARE:
used to prepare the record of occupational exposure to ionizing radiation which is forwarded for inclusion in individual's medical records

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
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TABLE & RULE: T 91 - 02 R 10.00

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<tbody>
<tr>
<td>AUTHORITY: N1-AFU-88-35</td>
</tr>
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</table>

COLUMN B CONSISTING OF:
operator training

COLUMN C WHICH ARE:
training and certification records of assigned reactor operator

COLUMN D DISPOSITION:
Destroy 100 years after inactivation of facility.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
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<tr>
<td>TITLE: Radioactive Waste Disposal</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td>AUTHORITY: N1-AFU-88-35</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
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</tbody>
</table>

**COLUMN B CONSISTING OF:**
radioactive waste disposal

**COLUMN C WHICH ARE:**
shipping manifests, inventories, analytical data and related records of waste generated at the facility.

**COLUMN D DISPOSITION:**
Destroy 100 years after inactivation of facility.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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<tr>
<td>TITLE: Safety Analysis</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-88-35</td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td>DATE APPROVED:</td>
<td></td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**
safety analysis

**COLUMN C WHICH ARE:**
safety meeting minutes pertaining to safety related analysis and studies of the nuclear reactor facility and operation, reports and related records

**COLUMN D DISPOSITION:**
Destroy 100 years after inactivation of facility.

### NOTES

17 The Air Force oversight agency reviews these nuclear reactor records prior to scheduled destruction to determine if longer retention is necessary.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

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<th>DATE MODIFIED: 23 / Jun / 2005</th>
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<tr>
<td>TITLE: Reactor Design</td>
<td>FROZEN RECORD: No</td>
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<tr>
<td>AUTHORITY: N1-AFU-88-35</td>
<td>CURRENT: Yes</td>
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<td>DATE APPROVED:</td>
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</tbody>
</table>
The Air Force oversight agency reviews these nuclear reactor records prior to scheduled destruction to determine if longer retention is necessary.

Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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COLUMN B CONSISTING OF:
reactor design

COLUMN C WHICH ARE:
reports, analysis and related records on design, evaluation, procurement, construction, and safety analysis of reactor systems

COLUMN D DISPOSITION:
Destroy 100 years after inactivation of facility.

NOTES

17 The Air Force oversight agency reviews these nuclear reactor records prior to scheduled destruction to determine if longer retention is necessary.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

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T 91 - 03: SAFETY - ACCIDENT/INCIDENT REPORT

TABLE & RULE: T 91 - 03 R 01.00
TITLE: Nuclear Weapon Accident/Incident Deficiency Analyses and Summaries with Accident/Incident Deficiency Report
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
analyses and statistical data summaries

COLUMN C WHICH ARE:
prepared for use in accident prevention and quarterly summaries of nuclear accident/incident deficiency reports

COLUMN D DISPOSITION:
Destroy with related reports.

NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 91 - 03 R 02.00
TITLE: Nuclear Weapon Accident/Incident Deficiency Analyses and Summaries with Nuclear Weapon System Case File
AUTHORITY: N1-AFU-90-03
DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
analyses and statistical data summaries

COLUMN C WHICH ARE:
prepared for use in accident prevention, and quarterly summaries of nuclear accident/incident deficiency reports

COLUMN D DISPOSITION:
Destroy with case file (Table 91-1).

NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 91 - 03 R 03.00

**TITLE:** Nuclear Weapon Accident/Incident Deficiency Report  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
initial preliminary, supplemental or formal reports of accident/incident deficiencies under AFI 91-204, Safety Investigations and Reports

**COLUMN C WHICH ARE:**
original paper records at HQ AFSA/SEN

**COLUMN D DISPOSITION:**
Destroy after microfilm or automated data is determined adequate substitute.

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 91 - 03 R 04.00

**TITLE:** Nuclear Weapon Accident/Incident Report Microfilm Copies  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
initial preliminary, supplemental, or formal reports of accident/incident deficiencies under AFI 91-204, Safety Investigations and Reports

**COLUMN C WHICH ARE:**
microfilm copies

**COLUMN D DISPOSITION:**
Destroy after 30 years.

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 91 - 03 R 05.00

**TITLE:** Nuclear Weapon Accident/Incident Report Copies Retained by Originator  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**
initial preliminary, supplemental or formal reports of accident/incident deficiencies under AFI 91-204, Safety Investigations and Reports

**COLUMN C WHICH ARE:**
copies retained by originator

**COLUMN D DISPOSITION:**
Destroy after 2 years, or on inactivation of the activity, whichever is sooner.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### COLUMN B CONSISTING OF:
initial preliminary, supplemental, or formal reports of accident/incident deficiencies under AFI 91-204, Safety Investigations and Reports

### COLUMN C WHICH ARE:
copies

### COLUMN D DISPOSITION:
Destroy after 2 years, or when no longer needed, whichever is sooner.

---

### COLUMN B CONSISTING OF:
reactor/radioisotope systems accident/ incident reports original paper records

### COLUMN C WHICH ARE:
at HQ AFSA/SEN

### COLUMN D DISPOSITION:
Destroy after microfilm or automated data is determined adequate substitute.

#### NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### COLUMN B CONSISTING OF:
reactor/radioisotope systems accident/ incident reports

### COLUMN C WHICH ARE:
microfilm copies of automated data

### COLUMN D DISPOSITION:
Destroy after 30 years.

#### NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### COLUMN B CONSISTING OF:
reactor/radioisotope systems accident/ incident reports original paper records

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:
Destroy after 2 years, or when no longer needed, whichever is sooner.

#### NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### COLUMN B CONSISTING OF:
reactor/radioisotope systems accident/ incident reports

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:
Destroy after microfilm or automated data is determined adequate substitute.

#### NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### COLUMN B CONSISTING OF:
reactor/radioisotope systems accident/ incident reports

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:
Destroy after 30 years.

#### NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### COLUMN B CONSISTING OF:
reactor/radioisotope systems accident/ incident reports original paper records

### COLUMN C WHICH ARE:

### COLUMN D DISPOSITION:
Destroy after 2 years, or when no longer needed, whichever is sooner.

#### NOTES
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**
reactor/radioisotope systems accident/ incident reports copies

**COLUMN C WHICH ARE:**
retained by originator

**COLUMN D DISPOSITION:**
Destroy after 2 years, or on inactivation of the activity, whichever is sooner.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 91 - 03 R 08.01**

<table>
<thead>
<tr>
<th>TITLE: Reactor/Radioisotope Systems Accident/ Incident Reports Copies at HQ USAF, MAJCOMs/DRUs/FOAs and Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**T 91 - 04: SAFETY - SAFETY PROGRAM ADMINISTRATION**

**TABLE & RULE: T 91 - 04 R 01.00**

<table>
<thead>
<tr>
<th>TITLE: Safety Program Coordination</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
</tr>
</tbody>
</table>

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**COLUMN B CONSISTING OF:**
letters requesting/certifying that teams have received safety indoctrination briefings at installations to which they are deployed

**COLUMN C WHICH ARE:**
at unit of assignment

**COLUMN D DISPOSITION:**
Destroy 1 year after job is completed.

### NOTES

- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records:
  - Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 91 - 04 R 02.00**

<table>
<thead>
<tr>
<th>TITLE: Safety Studies at HQ USAF/SE or HQ AFSA</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

at HQ USAF/SE or HQ AFSA

**COLUMN D DISPOSITION:**

Destroy when superseded, obsolete or no longer needed.

**NOTES**

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE & RULE: T 91 - 04 R 03.00**

<table>
<thead>
<tr>
<th>TITLE: Safety Studies at MAJCOMs/DRUs/FOAs and Below</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>

**COLUMN B CONSISTING OF:**

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

**COLUMN C WHICH ARE:**

at MAJCOMs/DRUs/FOAs and Below

**COLUMN D DISPOSITION:**

Destroy when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

**TABLE & RULE: T 91 - 04 R 04.00**

<table>
<thead>
<tr>
<th>TITLE: Safety Visit Reports, Evaluations, Assessments, or Inspections at HQ USAF/SE and HQ AFA</th>
<th>DATE MODIFIED: 23 / Jun / 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: N1-AFU-90-03</td>
<td>FROZEN RECORD: No</td>
</tr>
<tr>
<td></td>
<td>CURRENT: Yes</td>
</tr>
<tr>
<td></td>
<td>DATE APPROVED:</td>
</tr>
</tbody>
</table>
COLUMN B CONSISTING OF:
final reports and supporting correspondence relating to findings and recommendations during safety visits

COLUMN C WHICH ARE:
at HQ USAF/SE and HQ AFSA

COLUMN D DISPOSITION:
Destroy after 6 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 91 - 04 R 04.01
TITLE: Safety Visit Reports, Evaluations, Assessments, or Inspections at Wing/Installation Safety Office
AUTHORITY: N1-AFU-90-03

DATE APPROVED: 
FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 23 / Jun / 2005

COLUMN B CONSISTING OF:
final reports and supporting correspondence relating to findings and recommendations during safety visits

COLUMN C WHICH ARE:
at wings/installation safety office

COLUMN D DISPOSITION:
Destroy after 1 year.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 91 - 04 R 05.00
AUTHORITY: N1-AFU-90-03

DATE APPROVED: 
FROZEN RECORD: No
CURRENT: Yes
DATE MODIFIED: 23 / Jun / 2005

COLUMN B CONSISTING OF:

COLUMN C WHICH ARE:
operating site plans, exceptions and explosives licenses with all related drawings, specifications, cover letters, and approval documents

COLUMN D DISPOSITION:
Destroy when superseded, obsolete, or cancelled.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 91 - 04 R 06.00
TITLE: Operational Review Reports at HQ USAF and HQ AFSA
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at HQ USAF and HQ AFSA

COLUMN D DISPOSITION:
Destroy 2 years after the weapon system is declared obsolete, nonoperational or dropped from the AF inventory.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 91 - 04 R 07.00
TITLE: Operational Review Reports at MAJCOMs/DRUs/FOAs
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at MAJCOMs/DRUs/FOAs

COLUMN D DISPOSITION:
Destroy when obsolete or no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 91 - 04 R 08.00
TITLE: Hazard Reports
AUTHORITY: N1-AFU-90-03

DATE MODIFIED: 23 / Jun / 2005
FROZEN RECORD: No
CURRENT: Yes
DATE APPROVED:

COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:

COLUMN D DISPOSITION:

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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.

Safety Council Meetings

Minutes of meetings

Related to flight, ground, explosive, missile, space and nuclear safety operations and their improvement

Destroy after 1 year.
**TABLE & RULE: T 91 - 04 R 11.00**

**TITLE:** Safety Education Material

**AUTHORITY:** N1-AFU-90-03

---

**COLUMN B CONSISTING OF:**
safety education material

**COLUMN C WHICH ARE:**
originals of any materials included in final publications, such as safety magazines, kits, etc.,

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 91 - 04 R 12.00**

**TITLE:** Ground Safety Management

**AUTHORITY:** N1-AFU-90-03

---

**COLUMN B CONSISTING OF:**
reports

**COLUMN C WHICH ARE:**
concerning mishap prevention activities with identifying problems, surveillance of accomplishments and evaluating prevention activities

**COLUMN D DISPOSITION:**
Destroy after 2 years.

---

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

**TABLE & RULE: T 91 - 04 R 13.00**

**TITLE:** (RESERVED)

**AUTHORITY:** N/A

---

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**
(RESERVED)
### TABLE & RULE: T 91 - 04 R 14.00

**TITLE:** (RESERVED)  
**AUTHORITY:** N/A  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

**COLUMN C WHICH ARE:**

**COLUMN D DISPOSITION:**  
(RESERVED)

---

### TABLE & RULE: T 91 - 04 R 15.00

**TITLE:** Danger Tags, Warning Tags, or Caution Tags  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

tags

**COLUMN C WHICH ARE:**
danger tags, warning tags, or caution tags

**COLUMN D DISPOSITION:**  
Destroy when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

---

### TABLE & RULE: T 91 - 04 R 16.00

**TITLE:** Hazard Abatement Plans  
**AUTHORITY:** N1-AFU-90-03  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes  
**DATE APPROVED:**

**COLUMN B CONSISTING OF:**

Hazard Abatement Plans

**COLUMN C WHICH ARE:**

USAF Hazard Abatement Log

**COLUMN D DISPOSITION:**  
Destroy 5 years after closing action taken.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:  
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
### TABLE & RULE: T 91 - 04 R 17.00

**TITLE:** Variances to AFOSH Requirements  

**AUTHORITY:** N1-AFU-90-03

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>variances to AFOSH requirements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>requests for variances, related records, records of variances and alternate safety/health measures</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy 1 year after variance terminated.</td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 91 - 04 R 18.00

**TITLE:** Traffic Safety Education (TSE) and Supervisor Safety Training (SST)  

**AUTHORITY:** N1-AFU-91-06

<table>
<thead>
<tr>
<th>COLUMN B CONSISTING OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN C WHICH ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>at installation MPFs and CPFs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLUMN D DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroy (delete) upon individual's discharge, separation, or forward entry data to next PCS installation MPF or CPF.</td>
</tr>
</tbody>
</table>

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 91 - 04 R 19.00

**TITLE:** Computer TSE and SST Data on Disc  

**AUTHORITY:** N1-AFU-91-06

### Report generated: 01 / Oct / 2018 - 08:00:00
COLUMN B CONSISTING OF:
Automated Personel 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

COLUMN C WHICH ARE:
at installation safety office

COLUMN D DISPOSITION:
delete/update data on disc and send periodically back to MPF or CPF for computer update.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 91 - 04 R 20.00
TITLE: APDS and PDS-C Computer Listings of Updated TSE and SST Training Codes
AUTHORITY: N1-AFU-91-06

| DATE MODIFIED: | 23 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

COLUMN B CONSISTING OF:
APDS and PDS-C Computer Listings

COLUMN C WHICH ARE:
of Updated TSE and SST Training Codes

COLUMN D DISPOSITION:
Destroy when superseded.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 91 - 04 R 21.00
TITLE: Certificate of Competency (AF Form 483) for MOPED and Motor Scooter Training
AUTHORITY: N1-AFU-91-06

| DATE MODIFIED: | 23 / Jun / 2005 |
| FROZEN RECORD: | No |
| CURRENT: | Yes |
| DATE APPROVED: | |

COLUMN B CONSISTING OF:
Certificate of Competency (AF Form 483)

COLUMN C WHICH ARE:
for MOPED and Motor Scooter Training

COLUMN D DISPOSITION:
Destroy upon individual's discharge, separation, or PCS.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or
**NOTES**

no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 91 - 04 R 22.00

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**AUTHORITY:** N1-AFU-91-06

**TITLE:** AF Form 1286, Safety Education Call Roster

**DATE APPROVED:**

**COLUMN C WHICH ARE:**

Safety Education Call Rosters

**COLUMN D DISPOSITION:**

Destroy after 1 year.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

### TABLE & RULE: T 91 - 04 R 23.00

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**AUTHORITY:** N1-AFU-91-06

**TITLE:** Motorcycle Safety Training Data

**DATE APPROVED:**

**COLUMN C WHICH ARE:**

at HQ AFSA, MAJCOMs/DRUs/FOAs, and installation safety offices

**COLUMN D DISPOSITION:**

Destroy after 1 year.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

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**AUTHORITY:** N1-AFU-98-02

**TITLE:** All Job Safety Training

**DATE APPROVED:**

**COLUMN C WHICH ARE:**

motorcycle safety training data

**COLUMN D DISPOSITION:**

Destroy after 1 year.

### NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 91 - 04 R 25.00**

**TITLE:** Job Safety Training/Discharged/Separated or Retired  
**AUTHORITY:** N1-AFU-98-02  
**DATE APPROVED:**  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**T 91 - 05: SAFETY - MISHAP REPORTING RECORDS**

**TABLE & RULE: T 91 - 05 R 01.00**

**TITLE:** Aircraft, Space, Missile, Explosives and Nuclear Mishap Reports  
**AUTHORITY:** UNSCHEDULED  
**DATE APPROVED:**  
**DATE MODIFIED:** 23 / Jun / 2005  
**FROZEN RECORD:** No  
**CURRENT:** Yes

**COLUMN B CONSISTING OF:**  
AF Form 55 for individuals

**COLUMN C WHICH ARE:**  
discharged, separated, or retired

**COLUMN D DISPOSITION:**  
Destroy after one year.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
COLUMNS B CONSISTING OF:
USAF mishap report series, with pertinent attachments, records and related papers used in reporting and investigating mishaps under AFI 91-204

COLUMNS C WHICH ARE:
at HQ AFSA

COLUMNS D DISPOSITION:
Destroy after 30 years, or when no longer needed, whichever is later.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 91 - 05 R 03.00**

<table>
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COLUMNS B CONSISTING OF:
USAF mishap report series, with pertinent attachments, records and related papers used in reporting and investigating mishaps under AFI 91-204

COLUMNS C WHICH ARE:
at MAJCOMs and below

COLUMNS D DISPOSITION:
Destroy after 2 years, or on inactivation of the activity, whichever is sooner.

NOTES
18 Records pertaining to Senior Crown and Senior Year aircraft will be destroyed 2 years after weapon systems are declared obsolete, or dropped from AF inventory.

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE: T 91 - 05 R 04.00**

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NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 91 - 05 R 05.00

**TITLE:** Ground Mishap Reports at MAJCOMs/DRUs/FOAs and Below

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

NOTES

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**TABLE & RULE:** T 91 - 05 R 06.00

**TITLE:** Flight, Ground, Space, Missile and Explosives Mishap Paraphrased Information Messages

**AUTHORITY:** N1-AFU-90-03

**DATE MODIFIED:** 23 / Jun / 2005

**FROZEN RECORD:** No

**CURRENT:** Yes

**DATE APPROVED:**

NOTES

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
**COLUMN B CONSISTING OF:**
punched cards and magnetic tapes

**COLUMN C WHICH ARE:**
coded information relative to mishap causes, phase of operation, type of accident, crew injuries, damage, time and place of occurrence, weather conditions etc.,

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**
records

**COLUMN C WHICH ARE:**
used as an aid in researching for occurrences involving specific vehicles and/or individuals

**COLUMN D DISPOSITION:**
Destroy when no longer needed.

**NOTES**

21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

**COLUMN B CONSISTING OF:**
records used to research specific occurrences involving aircraft and missile mishaps/incidents

**COLUMN C WHICH ARE:**
at HQ AFSA

**COLUMN D DISPOSITION:**
Destroy after 2 years.

**NOTES**

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 91 - 05 R 10.00
TITLE: Mishap/Incident Reference Sheets Microfilm Copies
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
records used to research specific occurrences involving aircraft and missile mishaps/incidents

COLUMNS C WHICH ARE:
microfilm copies

COLUMNS D DISPOSITION:
Destroy after 30 years.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 91 - 05 R 11.00
TITLE: Pilot Repeater Files
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
EAM cards which serve as a record file of rated individuals involved in one or more mishaps/incidents

COLUMNS C WHICH ARE:
at HQ AFSA

COLUMNS D DISPOSITION:
Destroy when no longer needed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 91 - 05 R 12.00
TITLE: Occupational Injuries and Illnesses
AUTHORITY: N1-AFU-90-03

COLUMNS B CONSISTING OF:
Illnesses and Injuries (AF Form 739)

COLUMNS C WHICH ARE:
at organizational levels

COLUMNS D DISPOSITION:
Destroy after 5 years.

NOTES

Report generated: 01 / Oct / 2018 - 08:00:00
Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

Electronic systems that replace temporary hard copy records:
Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

## T 91 - 06: SAFETY - MISHAP SUMMARIES

### TABLE & RULE: T 91 - 06 R 01.00

**TITLE:** Mishap Summaries  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
- mishap summaries

**COLUMN C WHICH ARE:**
- equipment and personnel analyses on mishaps which have occurred during a specific period, including survival and ejection summaries

**COLUMN D DISPOSITION:**
Destroy when superseded, obsolete or no longer needed.

### TABLE & RULE: T 91 - 06 R 02.00

**TITLE:** Ground Mishap Summaries  
**AUTHORITY:** N1-AFU-90-03

**COLUMN B CONSISTING OF:**
- ground mishap summaries

**COLUMN C WHICH ARE:**
- ground mishap summaries, forms and correspondence, which constitutes a preliminary monthly summary of ground mishaps

**COLUMN D DISPOSITION:**
Destroy after 2 years.
20 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

T 91 - 07: SAFETY - ALLEGED FLYING VIOLATIONS

20 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

NOTES

6 Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
TABLE & RULE: T 91 - 07 R 02.00
TITLE: Flying Violations Reports of Not Outstanding Significance
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- flying violations reports

COLUMN C WHICH ARE:
- reports of not outstanding significance

COLUMN D DISPOSITION:
- Destroy 2 years after case is reviewed, analyzed and/or closed.

NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 91 - 07 R 03.00
TITLE: Flying Violations Reports of Flying Evaluations Board Proceedings
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- flying violations reports

COLUMN C WHICH ARE:
- reports of flying evaluations board proceedings

COLUMN D DISPOSITION:
- Destroy 2 years after case is reviewed, analyzed and/or closed.

NOTES
- Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.
- Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.
- Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

TABLE & RULE: T 91 - 07 R 04.00
TITLE: Flying Violations Reports of Court-Martial Proceedings
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- flying violations reports

COLUMN C WHICH ARE:
- reports of court-martial proceedings

COLUMN D DISPOSITION:
- Destroy 2 years after case is reviewed, analyzed and/or closed.
TABLE & RULE: T 91 - 07 R 05.00
TITLE: Flying Violations Reports of Claims Against the Government
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- flying violations reports

COLUMN C WHICH ARE:
- reports of claims against the government

COLUMN D DISPOSITION:
- Destroy 2 years after case is reviewed, analyzed and/or closed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE & RULE: T 91 - 07 R 06.00
TITLE: Flying Violations Reports Made Part of Aircraft Accident Reports
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- flying violations reports

COLUMN C WHICH ARE:
- reports made part of aircraft accident reports

COLUMN D DISPOSITION:
- Destroy 2 years after case is reviewed, analyzed and/or closed.

TABLE & RULE: T 91 - 07 R 07.00
TITLE: Flying Violations Information Copies of Reports
AUTHORITY: N1-AFU-90-03

COLUMN B CONSISTING OF:
- flying violations information

COLUMN C WHICH ARE:
- copies of reports

COLUMN D DISPOSITION:
- Destroy 1 year after investigation is completed.

NOTES
21 Electronic copies created using electronic mail and word processing: Destroy paper after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

21 Electronic systems that replace temporary hard copy records:
- Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

21 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.
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### T 99 - 01: TEST AND EVALUATION (CONVERTED FROM OT&E - 61 SERIES) - OPERATIONAL TEST AND EVALUATION (OT&E) RECORDS

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**COLUMN B CONSISTING OF:**
- test plans, final reports, annexes, data supplements and related studies and analyses

**COLUMN C WHICH ARE:**
- created by test/project managers and directors

**COLUMN D DISPOSITION:**
- On publication, send copies to AF OT&E Data Bank and Defense Technical Information Center (DTIC)

#### NOTES

57 Address of AF OT&E Data Bank is HQ AFOTEC/RSD, Kirtland AFB NM 87117-7001. Address of Defense Technical Information Center is DTIC/FDAC, Cameron Station, Alexandria VA 22304-0145.

57 Forward special intelligence documentation to the Special Intelligence Central Repository, HQ AFIC/IMQF, San Antonio TX 78243-5000.

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**COLUMN B CONSISTING OF:**
- test plans, final reports, annexes, data supplements, and related studies and analyses

**COLUMN C WHICH ARE:**
- at the AF OT&E Data Bank

**COLUMN D DISPOSITION:**
- Retain copies until disestablished, then handle as directed by HQ USAF

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**COLUMN B CONSISTING OF:**

- test plans, final reports, annexes, data supplements and related studies and analyses

**COLUMN C WHICH ARE:**

- at other activities

**COLUMN D DISPOSITION:**

- Destroy when no longer needed

---

**TABLE & RULE: T 99 - 01 R 01.03**

| TITLE: AFOTEC Conducted OT&E Program Case Files Maintained by Test/Project Manager and Directors |
| DATE MODIFIED: 23 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

**AUTHORITY: N1-AFU-90-37**

**COLUMN B CONSISTING OF:**

- includes requirements, authorizations, planning and implementing documents, summary test data, lessons learned and similar records

**COLUMN C WHICH ARE:**

- maintained by test/project managers and directors

**COLUMN D DISPOSITION:**

- Forward to AF OT&E Data Bank upon program termination.

---

**NOTES**

57 If Environmental Impact Statement (EIS) is developed, then dispose of EIS per Tables 32-1, 32-2, 32-17, or 32-31.

---

**TABLE & RULE: T 99 - 01 R 01.04**

| TITLE: AFOTEC conducted OT&E Program Case Files at the AF OT&E Test Data Bank |
| DATE MODIFIED: 23 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

**AUTHORITY: N1-AFU-87-19**

**COLUMN B CONSISTING OF:**

- includes requirements, authorizations, planning and implementing documents, summary test data, lessons learned and similar records

**COLUMN C WHICH ARE:**

- at the AF OT&E Data Bank

**COLUMN D DISPOSITION:**

- Permanent copy on microfilm; transfer microfilm to NARA when 20 years old

---

**TABLE & RULE: T 99 - 01 R 01.05**

| TITLE: AFOTEC Conducted OT&E Program Case Files at Other Activities |
| DATE MODIFIED: 23 / Jun / 2005 |
| FROZEN RECORD: No |
| CURRENT: Yes |
| DATE APPROVED: |

**AUTHORITY: N1-AFU-87-19**

**COLUMN B CONSISTING OF:**

- includes requirements, authorizations, planning and implementing documents, summary test data, lessons learned and similar records

**COLUMN C WHICH ARE:**

- at other activities

**COLUMN D DISPOSITION:**

- Destroy when no longer needed.
### COLUMN B CONSISTING OF:
- test plans, final reports, annexes, data supplements, and related studies and analyses

### COLUMN C WHICH ARE:
- created by test/project managers and directors

### COLUMN D DISPOSITION:
- On publication, send copies to AF OT&E Data Bank, Command History Office, and DTIC.

### NOTES

57  Address of AF OT&E Data Bank is HQ AFOTEC/RSD, Kirtland AFB NM 87117-7001. Address of Defense Technical Information Center is DTIC/FDAC, Cameron Station, Alexandria VA 22304-0145.

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### TABLE & RULE: T 99 - 01 R 02.01
**TITLE:** MAJCOM-Conducted OT&E Programs at the AF OT&E Data Bank  
**AUTHORITY:** N1-AFU-87-19  
**DATE APPROVED:**

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<td>test plans, final reports, annexes, data supplements and related studies and analyses</td>
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### TABLE & RULE: T 99 - 01 R 02.02
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### TABLE & RULE: T 99 - 01 R 02.03
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<td>test plans, final reports, annexes, data supplements and related studies and analyses</td>
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</table>
If Environmental Impact Statement (EIS) is developed, then dispose of EIS per Tables 32-1, 32-2, 32-17, or 32-31.

CUT OFF when program/project completed; destroy when 30 years old.

If a follow-on OT&E will take place, the test/project manager may keep relevant records in current files area. At HQ AFOTEC, the AF OT&E Data Bank can provide or arrange for temporary storage of raw test data until no longer needed.
COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
at contract support activity providing liaison among comptroller procurement activity and OT&E program manager

COLUMN D DISPOSITION:
Destroy upon final payment under the contract.

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COLUMN B CONSISTING OF:
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

COLUMN C WHICH ARE:
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

COLUMN D DISPOSITION:
Destroy when superseded, obsolete or no longer needed, whichever is sooner

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COLUMN B CONSISTING OF:
OT&E audiovisual records

COLUMN C WHICH ARE:
video tapes, 35mm slides and film strips of program test results

COLUMN D DISPOSITION:
On completion or termination of test/project, forward to USAF OT&E Data Bank.

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COLUMN B CONSISTING OF:
video tapes, 35mm slides and film strips of program test results

COLUMN C WHICH ARE:
at USAF OT&E data bank

COLUMN D DISPOSITION:
When no longer needed for reference forward audiovisual material with historical significance to the DOD Motion Media Depository.
# NOTES

Address of DOD Motion Media Depository is 1352nd AVS, Attn: DOD Central Motion Media Records Center.

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T 99 - 06: TEST AND EVALUATION (CONVERTED FROM OT&E - 61 SERIES) - DELETED

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**NOTES**

Transactions of more than $100,000 and more than $200,000 for Contingency-Humanitarian or Peacekeeping Operations and construction contacts exceeding $2,000.

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### NOTES

60 HQ DFAS-DE advises AFOs of outstanding discrepancies with specified retention period. In the absence of such advice, AFOs may destroy the records when eligible.

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**NOTES**

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**TABLE & RULE: T 177 - 21 R 11.00**

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**NOTES**

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**NOTES**

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**COLUMNS AND RULES:**

**NOTES**

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**COLUMNS AND RULES:**

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**COLUMNS AND RULES:**

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**COLUMNS AND RULES:**

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NOTES

61 HQ DFAS-DE retires to Denver FRC with original accounts per Table 65-8.

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**NOTES**

61  HQ DFAS-DE retires to Denver FRC with original accounts per Table 65-8.

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61  HQ DFAS-DE retires to Denver FRC with original accounts per Table 65-8.
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**NOTES**

61 AFOs are notified of discrepancies or out-of-balance conditions by DAD or Directorate of Military Pay via the voucher balancing and MAFR reconciliation reports. Vouchers must be retained until discrepancies or out-of-balance conditions are corrected.

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| NOTES |
| 61 | HQ DFAS-DE retires to Denver FRC with original accounts per Table 65-8. |

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FROZEN RECORD: No
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