

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-AFU-02-13	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date received 5-9-2002	
1. FROM (Agency or establishment) Department of the Air Force		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Communications and Information			
3. MINOR SUBDIVISION Enterprise Information Resource Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Olthea S. Croom	5. TELEPHONE NUMBER 703-588-6194	DATE 7-8-02	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>83</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>9 May 02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Air Force Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The SF 115 relates to the three rules on the first attached sheet, involving temporary electronic records. Specifically, these three rules are to be added to the following attached tables in AFMAN 37-139:</p> <p>Table 32-1 through Table 32-2 Table 32-4 Table 32-6 through Table 32-22 Table 32-24 through Table 32-26 Table 32-28 through Table 32-43</p> <p>The three rules on the first attached sheet will apply to all series in these tables, except as noted in the text adjoining the three rules.</p> <p>The attached tables themselves have been <u>crossed out</u> because this SF 115 covers, for each table, only the three rules involving temporary electronic records.</p> <p><i>cc Agency, NR, NWML</i></p>		

These three rules (involving temporary electronic records) should be added to Table 32-1 through Table 32-2, Table 32-4, Table 32-6 through Table 32-22, Table 32-24 through Table 32-26, and Table 32-28 through Table 32-43 of AFMAN 37-139.

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

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

- Rules "a," "b," and "c" will not apply to series relating to the following rules that cover unscheduled records or are cross-referenced to tables or rules that may cover unscheduled records:

Table 32-2, Rule 10
 Table 32-7, Rule 4
 Table 32-15, Rule 3
 Table 32-16, Rules 1, 6, and 8
 Table 32-18, Rules 2.01 and 4
 Table 32-21, Rule 7
 Table 32-28, Rules 2, 6, and 8
 Table 32-37, Rule 4
 Table 32-38, Rule 6

- Rules "a," "b," and "c" will not apply to series relating to the following rules that cover permanent records or are cross-

referenced to tables or rules covering permanent records:

Table 32-1, Rule 2.01
 Table 32-2, Rule 1
 Table 32-6, Rule 1
 Table 32-7, Rules 1 and 6
 Table 32-10, Rules 1, 3, 6, and 9
 Table 32-11, Rules 1 and 4
 Table 32-12, Rule 6
 Table 32-13, Rules 1 and 2
 Table 32-14, Rule 1.02
 Table 32-22, Rule 1
 Table 32-31, Rule 2
 Table 32-35, Rules 3.01 and 11
 Table 32-36, Rule 11
 Table 32-37, Rule 1
 Table 32-39, Rules 2 and 34
 Table 32-40, Rules 1, 2, 3, 7, and 8

32. Civil Engineering. These tables cover records on all aspects of Air Force Civil Engineering including real property assets (acquisition and transfer). These tables also include contracting, design, construction, repair, renovation, management and maintenance, fire protection, management, planning of contingency wartime activities (including RED HORSE, Prime BEEF, Air Base Operability and Disaster Preparedness), government-owned or controlled housing used by the Air Force, implementation of national policy goals on environmental restoration, compliancy, pollution prevention, planning and cultural and national resource protection.

TABLE 32-1**ENVIRONMENTAL PLANNING**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	pollution incident report, including UST spill and release report	telegraphic details of the incident	at HQ USAF/MAJCOMs	destroy after 1 year or when no longer needed (note 6). AUTH: N1- AFU-90-3
2		telegraphic details of the incident	at installations	destroy after 5 years (note 6). AUTH: N1- AFU-90-3
2.01	emergency notices of pollution incidents or environmental violations	records on incidents/violations which result in wide public interest, congressional inquiry or investigation, or possible change in relations with a foreign nation		retire as permanent (note 7). AUTH: N1- AFU-87-18
3	environmental assessments	project description, discussion of environmental impact of the project and related papers	at MAJCOMs/bases	destroy when no longer needed (See Note 5). AUTH: N1-AFU-90-3
4	draft or final environmental statement or overseas environmental studies	detailed project description and discussion of environmental impact of the project and related papers	at HQ USAF	

TABLE 32-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			at MAJCOMs and bases	
5.01	Environmental Protection Committee Meeting Minutes	minutes of meetings		destroy after 10 years. AUTH: N1-AFU-90-53
5.02	Environmental Pollutant Control Report, Environmental Management-By-Objectives, or Trash and Waste Recycling Proceeds Report	data submission		destroy after 2 years. AUTH: N1-AFU-90-3
6	National Pollutant Discharge Elimination System (NPDES) applications/permits	wastewater discharge applications and permits	at bases/stations	retain for 3 years after the expiration date of the permit (See Note 1). AUTH: N1-AFU-92-7
7			at MAJCOMs	destroy when superseded or obsolete (See Note 6). AUTH: N1-AFU-87-18
8	pollutant analysis reports (See Note 2)	records and information resulting from monitoring activities, including those required by NPDES permits; including all records of analyses performed, and calibration and maintenance of instrumentation and recordings from continuous monitoring instrumentation	at MAJCOMs and bases	destroy after 3 years. (See Note 6). AUTH: N1-AFU-90-3
9			at USAF Occupational Environmental Health Laboratory (USAF OEHL)	destroy after 10 years. AUTH: N1-AFU-90-3
10	violations of environmental standards	reports on violations/compliance agreements and actions taken prepared and submitted electronically by bases	at HQ USAF, MAJCOMs Regional Compliance Offices and bases	destroy 3 years after the last action taken to correct the violation. (See Note 6). AUTH: N1-AFU-90-3
10.01	notices of violation and compliance agreements	official notices received from regulatory agencies and any other related correspondence	MAJCOMs, Regional Compliance Offices, bases	destroy 2 years after compliance has been achieved. (See Note 6). AUTH: N1-AFU-90-3
11	sampling point master record		at installation bio-environmental engineering activities	destroy when installation closes or AF is relieved of

TABLE 32-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				accountability. AUTH: N1-AFU-90-3
12	emission inventory	inventory report, tables, monitoring reports, Prevention of Significant Deterioration (PSD) survey results, and related correspondence and reports		destroy when updated inventory is prepared (note 6). AUTH: N1-AFU-90-3
13	accumulation - and disposition of recoverable and waste petroleum products	statistical summaries of quantities and methods of disposition	at MAJCOMs, San Antonio Air Logistics Center and installations	destroy 3 years after date of summary (note 6). AUTH: N1-AFU-90-3
14	environmental management and contingency plans	plans and supporting data for spill prevention control and countermeasures plan; oil and hazardous substance pollution contingency plan; hazardous waste plan; hazardous waste treatment, storage, and disposal facility operation plan; traffic abatement plan; and similar plans		destroy when obsolete, superseded or no longer needed. AUTH: N1-AFU-87-18
15	operations and maintenance of Solid Waste Disposal Facilities (landfill operations)	detailed facility description, correspondence, permits, and related records	bases/stations	destroy after 50 years (See Notes 3, 4 and 5). AUTH: N1-AFU-90-3
16	Installation Restoration Program	reports, studies, and related correspondence	at HQ USAF, MAJCOMs and bases	destroy 50 years after restoration (note 4). AUTH: N1-AFU-87-18
17	hazardous and toxic waste management	reports, documents, studies, hazardous waste/PCB manifesting and disposal records (including contracts), and related documents	at HQ USAF, MAJCOMs and bases	destroy 50 years from the date of the record or in January 2031, whichever is later (See Note 4). AUTH: N1-AFU-90-3
18	Halon 1211 and Halon 1301 reports	where and how much halon is used and stored		destroy after 2010. AUTH: N1-AFU-92-7
19	environmental and natural resources data training	records related to the training of personnel in hazardous waste management procedures (including contingency plan implementation) relevant to the employees position		destroy 3 years after employee last worked at the facility, or until facility closure. AUTH: N1-AFU-93-4

NOTE(S):

1. 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.
2. See table 48-5 for drinking water analyses.
3. Landfill operations (Solid Waste Disposal Facilities) must be identified on master plans, real property facility record, etc.

210

AFMAN 37-139 1 March 1996

(See table 32-14, Real Property Accountable Documentation, and table 32-17, Air Base Planning Records.)

4. Destroy 50 years from the date of the establishment of the documentation or 50 years after the enactment of 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 officials, or the installation commander require a longer retention period for the protection of the public health or welfare, submit a request to SAF/AAIQ for approval of the revised retention period and hold the records in a "pending disposition" status.

5. Not authorized for staging area and/or retirement to federal records centers.

6. Comply with rule disposition or the Local/State/Federal requirements, whichever is later.

7. Transfer to National Archives in 5 years blocks when the latest records in the block are 25 years old.

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a" and "b" do not apply to rule 2.01.

and "c"

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

TABLE 32-2

LAND, FACILITY AND ENVIRONMENTAL PLANS, PROGRAMS, PROJECTS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Air Installation Compatible Use Zone (AICUZ)	studies and amendments		retire to the National Archives when AF is relieved of accountability for the installation (See Note). AUTH: N1-AFU-92-9
1.01		(RESERVED)		(RESERVED)
2		case files of correspondence and supporting records		destroy when superseded or when AF is relieved of accountability for the installation. AUTH: N1-AFU-90-3
3		maps and overlays (vicinity/flight track/accident potential zone (APZ)/noise zone, compatible use district (CUD))		destroy when AF is relieved of accountability for the installation. AUTH: N1-AFU-90-3
4		operational and maintenance data, consisting of forms, letters and related records concerning flight tracks, types of aircraft, number of operations, altitudes, aircraft ground maintenance operations, etc.		destroy when AF is relieved of accountability for the installation. AUTH: N1-AFU-92-9
4.01		(RESERVED)		(RESERVED)
4.02		computer listing of operational and maintenance data		destroy when AF is relieved of accountability for the installation. AUTH: N1-AFU-92-9
5		AICUZ Handbook	at any organizational level	destroy when obsolete, superseded or no longer needed. AUTH: N1-AFU-90-3
6		AICUZ Implementation and Maintenance Plan with supporting data		

TABLE 32-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	Coastal Zone Management, Floodplain Management and Wetlands Protection Actions	letters, messages, consistency determinations, state plans, Environmental Impact Statements (EISs), etc.		destroy when superseded, or retire or destroy with the project, program or plan which they support. AUTH: N1-AFU-90-3
8	controversial issues	letters, messages, media releases, reports, analyses, etc.		destroy 7 years after the controversy has been cleared or when AF has been relieved of accountability for the installation. AUTH: N1-AFU-90-3
9	Memoranda of Understandings (MOUs)	letters, messages, comments on MOUs		destroy when superseded. AUTH: N1-AFU-90-3
10	Executive Order 12372, Intergovernmental Review of Federal Programs submissions	letters, messages, comments		dispose of with related project, program, plan which they support. AUTH: N1-AFU-90-3

NOTE: 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.

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

and "c")

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

TABLE 32-4				
CIVIL ENGINEER DATA AUTOMATION PROGRAM RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1 thru 11	(RESERVED)			(RESERVED)
12	data reports	daily labor, material audit, monthly labor analysis, monthly cumulative summary, and comparable reports		destroy after 1 month. AUTH: N1-AFU-90-3
13		daily labor analysis, and work status reports		destroy after receipt of weekly report. AUTH: N1-AFU-90-3
14		weekly labor analysis report		destroy after receipt of monthly labor analysis report. AUTH: N1-AFU-90-3
15		monthly cumulative work order cost and analysis (for completed work orders), current month's cost ledger, monthly cumulative cost, and monthly family housing cost ledger reports		destroy after 4 years, provided requirements of table 65-3 are accomplished. AUTH: N1-AFU-90-3
16		monthly cumulative work order cost and analysis for incomplete work orders		destroy on receipt of succeeding months report. AUTH: N1-AFU-90-3
17		base BRASS AFMC summary, base BRASS team/grade summary, command BRASS AFMC summary, command BRASS posture by AFMC, and command Prime BEEF error list		destroy after 3 months. AUTH: N1-AFU-90-3
18		facility historical report showing costs by facility and by FY		destroy when superseded. AUTH: N1-AFU-90-3

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

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

TABLE 32-6

CIVIL ENGINEERING RESOURCES AND WORK FORCE MANAGEMENT

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	BCE brochures	pertinent data concerning an air base, its organization, and function which serves as reference in management, planning, programming, and as a guide for visitors when appropriate		see table 37-7. AUTH: N1-AFU-90-3
2	maintenance, inspection and progress reports	reports of maintenance and repair activity on buildings, pavements, grounds, and utility systems, with related papers	at HQ USAF/MAJCOMs/FOAs and subordinate commands	destroy after 2 years. AUTH: N1-AFU-90-3
3			at bases/stations	destroy on completion of subsequent inspection or test. AUTH: N1-AFU-90-3
4		reports of deficiencies noted		destroy when deficiencies are corrected. AUTH: N1-AFU-90-3
5		(RESERVED)		
6	facility folders	forms, such as condition survey series (as appropriate), work orders, work requests, project lists, job orders (completed), with disposal plans, and exceptions to criteria and/or waivers which are kept in an active status by summarizing data to consolidate files		destroy when recorded data is transcribed for file in summary form, or on inactivation of installation and transfer to the support base civil engineer responsible (EXCEPTION: if a facility is abandoned, demolished, sold, or salvaged, destroy when accountability is dropped from real property account). AUTH: N1-AFU-90-3
7	work control	construction permits, work orders, work requests, material cost transfers, materials and equipment lists at bases/stations		destroy 2 years after work completion. AUTH: N1-AFU-90-3
8		service call log, job orders, job order logs, work schedules, multiple shop job schedules, job order schedules		destroy after 1 year. AUTH: N1-AFU-90-3
9		schedule reports		destroy after 60 days or when no longer needed, whichever is later (See Note). AUTH: N1-AFU-90-3
10		work center bench stock availability reports, materials support evaluations		destroy after 6 months. AUTH: N1-AFU-90-3
11		recurring work lists, collection work order number lists, work authorization lists		destroy when superseded. AUTH: N1-AFU-90-3

NOTE: Not authorized for retirement to a federal records center.

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

and "c"

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

TABLE 32-7

PROGRAMMING CIVIL ENGINEER RESOURCES

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	major and minor construction programs, including P-341, NAF, and O&M by contract	annual (FY) MILCON records and essential supporting evidence (line listings)	at HQ USAF/CE	retire as permanent a master copy of each program document with line listing. (note 2) AUTH: N1-AFU-85-21
2		extra or reference copy records of MILCON, P-341, NAF, and O&M programs		destroy when no longer needed (EXCEPTION: retain one copy of each document for 5 years after program year involved, or until no longer needed, then destroy). AUTH: N1-AFU-90-3
3		construction project justifications, site plans, maps, definitive drawings, photographs, machine tabulations, listings, EAM cards tapes, narrative reports, studies, correspondence relating to rule 1		destroy 4 years after year program was enacted into law, or when no longer needed, whichever is later. (note 1) AUTH: N1-AFU-90-3
4	line item projects (that are approved)	program submissions, correspondence, reports, and other related papers	at MAJCOMs and below	hold for monitoring and control purposes: for disposition see table 32-18. AUTH: N1-AFU-90-3
5	line item projects (not accepted for current construction program)			hold for resubmission purposes; if not approved after 5 years, destroy. AUTH: N1-AFU-90-3
6	budget authorization	USAF construction program document (the construction funding authorization)	at HQ USAF/CE	retire the final issuance as permanent (See Note 2). AUTH: N1-AFU-85-21
7		superseded changes and/or revisions of funding authorizations		destroy 6 years after superseded. AUTH: N1-AFU-90-3
8			at MAJCOMs and below	destroy 2 years after superseded. AUTH: N1-AFU-90-3
9		statistical summaries, tabulations, worksheets, correspondence, and other data relating to apportionment request, fund allocations, reallocations, withdrawals, and the transfer of funds		destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 32-7

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
10	project case files	estimates, project approval and funding information, work orders, engineer drawings, diagrams, specifications, materials approval, and other related data	are approved projects	destroy eight years after completion and final payment of settlement of the project. (EXCEPTION: Should an official inquiry thereon be made at any time during or after final settlement of any claim, retain files for 2 additional years). AUTH: N1-AFU-90-3
11			are disapproved projects	destroy on determination that their accomplishment is no longer required. AUTH: N1-AFU-90-3
12		manufacturer's catalogs troubleshooting instructions, maintenance instructions, parts lists, and related papers which do not duplicate other records on file		destroy when no longer needed. AUTH: N1-AFU-90-3
13	project informational and control files	project data, correspondence reports, and other related papers	pertain to projects approved at lower echelons	destroy when no longer needed. AUTH: N1-AFU-90-3
14	program reports	monthly reports of repair, minor construction, modification, and operation and maintenance projects proposed or in progress		destroy when no longer needed. (EXCEPTION: Destroy the 30 September report after 5 years, or when no longer needed, whichever is later.) AUTH: N1-AFU-90-3

NOTE(S):

1. Explosive site planning generated by AFMAN 91-201 will be disposed of in accordance with table 91-4, rule 5.
2. Transfer to National Archives in 10-year blocks when latest documents are 30 years old.

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

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

TABLE 32-8

FACILITIES BOARD

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	minutes of meetings	approved Facilities Board (FB) minutes serving as final approval for funding O&M projects	at MAJCOMs/major subordinate commands/bases/stations	destroy after 5 years. AUTH: N1-AFU-90-3
2			(RESERVED)	(RESERVED)
3			in members file	destroy when no longer needed, or after 1 year, whichever is sooner (EXCEPTION: when interfiled with related projects, the disposition governing the project applies). AUTH: N1-AFU-90-3
4			at activities other than rules 1 and 3	destroy after 1 year (EXCEPTION: when interfiled with related projects, the disposition governing the project applies). AUTH: N1-AFU-90-3

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

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

TABLE 32-9
NATO INFRASTRUCTURE PROGRAM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Project case files (U.S. records in support of the NATO Infrastructure Program)	facilities projects, site plans, maps, drawings, studies, correspondence and a copy of the infrastructure disbursing vouchers for Prefinanced Projects (See Note)	at HQ USAFE/RSICA, NATO Infrastructure Division	destroy after Joint Formal Acceptance Inspection (JFAI) and audit by the NATO Board of Auditors. AUTH: NI AFU-90-3

NOTE: 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.

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

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

TABLE 32-10

REAL PROPERTY MANAGEMENT

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	real property case files	correspondence, reports, studies, maps, charts, drawings, copies of legal instruments, delegations of authority, excess real property declarations, real estate planning reports (REPRs), and related data; copies of in grant legal instruments; floor plans; special orders; correspondence; reports and other related data concerning AF directly-leased real property; computer generated space assignment/termination space in GSA space; and related case material		retire as permanent upon inactivation of the installation (See Notes 1, 2 and 3). AUTH: NCI-AFU-77-38
2		separate collection of REPRs	at MAJCOMS	destroy 1 year after land is acquired, completed construction is accepted by the using agency, or line item is dropped from MCP, whichever is applicable. AUTH: NI-AFU-90-3
3	survey and special studies	special studies conducted on an "as requested" basis, such as real property studies and studies of leased real property in CONUS and overseas	at AFREA/MI	file in real property case file (rule 1). AUTH: NI-AFU-90-3
4			at MAJCOMs and major subordinate commands	destroy when superseded by later study or survey or after 2 years, whichever is later AUTH: NI-AFU-90-3
5			at bases/stations	destroy when superseded. AUTH: NI-AFU-90-3
6	federal legislative jurisdictional matters	correspondence, reports, studies, decisions, legal opinions, and related data		file in real property case file (rule 1). AUTH: NI-AFU-90-3
7		work papers and background supporting data		destroy when no longer needed or after 1 year, whichever is sooner. AUTH: NI-AFU-90-3

TABLE 32-10

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	annual summary of real property transfer actions	annual summaries of all real property acquisitions and disposals that involve an estimated value between \$25,000 - \$200,000 each (RCS: SAF-MII(A)8701(PL).		destroy after 3 years. AUTH: N1-AFU-90-3
9	nonindustrial facility mobilization	brochures, card indices, formal reports of facility allocation (DD Form 26-2), and related data pertinent to the acquisition and allocation of facilities available in event of an all-out mobilization	approved for acquisition	incorporate with rule 1. AUTH: N1-AFU-90-3
10			not approved for acquisition	destroy on determination that facility no longer meets AF requirements. AUTH: N1-AFU-90-3
11	waivers and clearances	correspondence, maps, drawings, and related data concerning requests for waivers of flight and navigation obstruction and lateral air field clearances		destroy 1 year after renewal request, or when obstruction is removed or eliminated, and/or when AF is relieved of accountability for the installation, whichever is sooner. AUTH: N1-AFU-90-3
12 thru 14	(RESERVED)			(RESERVED)
15	changes in utilization of real property facilities	requests approved by DOD, HQ USAF, MAJCOMs and bases	at bases which maintain the real property accountable records	see table 32-14. AUTH: N1-AFU-90-3
16			at AFREA/MI, MAJCOMs and bases that keep information copies only	destroy when no longer needed. AUTH: N1-AFU-90-3
17			requests disapproved by DOD, AFREA/MI, MAJCOMs and bases	

NOTE(S):

1. On requisitioning 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.
2. Transfer to the National Archives 30 years after the unconditional sale or release by the government of all conditions, restrictions, mortgages or other liens.
3. Maintain records as current records until inactivation of installation, at which time they will be retired as permanent.

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a" and "b" do not apply to rules 1, 3, 6, and 9.

and "c"

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

TABLE 32-11

REAL PROPERTY INVENTORY

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	AF inventory of real property	published inventory documents	at AFREA/MI	retire as permanent a master copy of each document published (See Note 1). AUTH: NC1-AFU-83-36
2		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		
2.01		magnetic tape of the Air Force inventory of real property	at AFREA/MI	erase after 5 years. AUTH: N1-AFU-90-3
3		feeder reports, background and/or source data	at MAJCOMs and major subordinate commands	destroy when superseded, obsolete or after 1 year, whichever is sooner. AUTH: N1- AFU-90-3
4		retained USAF characteristics report	at bases/stations	retire as permanent when AF is relieved of accountability for installation (See Note 2). AUTH: NC1-AFU- 83-36
4.01		retained USAF characteristic reports to include off-base installations and SAF-MII(A)9305, Annual Real Property Utilization Review	at MAJCOMs	destroy when superseded, obsolete, or after 1 year, whichever is sooner. AUTH: N1- AFU-90-3
5		retained inventory reports other than reports in rule 4, and related supporting data	at bases/stations	destroy when superseded, obsolete or after 1 year, whichever is sooner. (NOTE: see table 32-14 if base is inactivated or transferred) AUTH: N1-AFU-90-3

NOTE(S):

1. Those records created before 1983 will be transfer to the National Archives when 50 years old. Those records created after 1982 will be transfer to the National Archives in 5-year blocks when the most recent records in the block are 25 years old.

2. Transfer to National Archives 30 years after base inactivation.

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

and c

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

220

AFMAN 37-139 1 March 1996

TABLE 32-12

LEASED REAL PROPERTY CASE FILES

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)			(RESERVED)
2	leased real property (excluding leased real property set up as a separate installation) case files	copies of outgrant legal instruments, such as leases, easements, licenses, permits, right-of-way, or other agreements wherein the AF conveys an interest or right to use AF real property, copies of environmental baseline surveys (EBS)	at AFREA/MI	destroy 2 years after the General Services Administration or the Corps of Engineers advises that the property to which the records pertain has been disposed of; or, if claims are pending, destroy 1 year after settlement of the claim (See Note). AUTH: NC1-AFU-83-82
3		SAF-MII(A)9304, Real Property Outgrant Report and SAF- MII(A)9306, Annual Installation Boundary Encroachment Report	at MAJCOMs, major subordinate commands, and overseas bases	
4			CONUS bases/stations	
5			leased property site	
5.01			at recruiting squadrons and HQ AETC	
6	leased real property set up as a separate installation			

NOTE: 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.

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

and "c"

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

TABLE 32-13

EXCESS REAL PROPERTY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	AF real property excess declaration	informal excess declarations, notices of availability, requests for disposal of real property, and related correspondence		see table 32-10 for disposition. AUTH: N1-AFU-90-3
2	other agency notices of availability		related to property AF has a need for	on acquisition of the property, incorporate with records in table 32-10. AUTH: N1-AFU-90-3

AFMAN 37-139 1 March 1996

221

TABLE 32-13

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3			related to property AF has no need for	destroy 6 months after determining that AF has no requirement for the property involved. AUTH: N1-AFU-90-3

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

and c

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

TABLE 32-14
REAL PROPERTY ACCOUNTABLE RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Overseas Base Civil Engineer (BCE) Real Property	property cards, ledgers, vouchers and voucher registers and supporting records, including printout of USAF Real Property Inventory Detail List, RCS: SAF-MII(A)7115, also machine listings of the annual real property transaction summary by voucher number and of the real property voucher transaction summary by facility number	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 US	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 (See Note). AUTH: N1-AFU-87-17
1.01		maps and record drawings		the accountable installation or MAJCOM will transfer to the appropriate recipient or to the major recipient of the properties involved. AUTH: N1-AFU-90-3

TABLE 32-14

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
1.02		international balance of payments (IBP) and supporting records		incorporate in real property case file; see table 32-10, rule 1, for disposition. AUTH: N1-AFU-90-3
2	US and territories administered by US (BCE) Real Property	property cards with supporting records including printout of report RCS: SAF-MII(A)7115 relating to specific buildings or to equipment that is disposed of by demolition, salvage or lease termination		the accountable installation or MAJCOM will destroy 50 years after base inactivation if no claim is filed, or 50 years after settlement of claim, whichever is applicable (See Note). AUTH: N1-AFU-89-32
3		(RESERVED)		(RESERVED)
4		property cards, ledgers, vouchers and voucher registers with supporting records, maps, record drawings, including printout of report RCS: SAF-MII(A)7115 relating to an installation that is to be transferred between commands or to another federal agency		the accountable installation or MAJCOM will transfer to the receiving MAJCOM or agency. AUTH: N1-AFU-90-3
5		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	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 the MAJCOM of jurisdiction until disposal of all the real property is completed	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 (See Note). AUTH: N1-AFU-87-17
5.01		maps and records drawing		the accountable installation or MAJCOM will transfer to appropriate recipient or the major recipient of the property. AUTH: N1-AFU-90-3

~~AFMAN 37-139 - 1 March 1996~~

~~**NOTE:** Destroy 50 years from the date of the establishment of the documentation or 50 years after the enactment of Public Law 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 require a longer retention period for the protection of the public health or welfare, submit a request to SAF/AAIQ for approval of the revised retention period.~~

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a" and "b" do not apply to rule 1.02.

and "c"

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

TABLE 32-15

ENGINEER QUALIFICATION RECORDS AND PROJECT CONTROL FILES

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	qualification files	brochures, pamphlets, assembled plans, drawings, work samples, correspondence, and other data reflecting on work required		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
2		form reports, such as AF experience questionnaire, performance report, and related records		destroy on dissolution of the firm, or when AF is relieved of accountability for the installation, whichever is sooner (EXCEPTION: hold performance reports when firms or firm members reassociate or reorganize). AUTH: N1-AFU-90-3
3	engineer project control files	plans, drawings, design data, specifications, construction justification, budget data, cost estimates, and related correspondence and forms, such as military construction line item data, and USAF construction program	used for monitoring and/or reporting on the development of new engineering and construction design principles, standards, and criteria, preparation and/or validation of installation concepts and requirements for weapons systems and special projects	disposition pending. AUTH: Unscheduled
4		informational background data, work papers, etc.		destroy when no longer needed, or 1 year after project authorization and funding approval and/or project cancellation or termination, whichever is later. AUTH: N1-AFU-90-3
5	Report of Architect-Engineer (A-E) contract awards	forms which list the A-E contracts awarded and the amounts paid and are used to determine which firms should be awarded A-E contracts		destroy after 3 years. AUTH: N1-AFU-90-3

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

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

TABLE 32-16				
CIVIL ENGINEER DESIGN DATA				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	design plans and policy	reports, studies, plans, drawings, and other related data used to develop and/or monitor A-E design policies, criteria, and standards for planning and development of construction, repairs, alterations, utilities, and other facilities and services	at HQ USAF	disposition pending. AUTH: Unscheduled
2			at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3	design and construction deficiency reports	reports, related correspondence, and other pertinent data	at HQ USAF/MAJCOMs/major subordinate commands	destroy when deficiency is corrected and existing criteria, definitive drawings, and outline specifications are revised. AUTH: N1-AFU-90-3
4			at bases/stations	destroy when all legal, accounting, and contract requirements are met, or 2 years after correction of deficiency, whichever is later. (Also see table 21-4.) AUTH: N1-AFU-90-3
5	maps, plans, drawings, and photographs	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)		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
6			at bases/stations until AF is relieved of accountability for the installation	disposition pending. AUTH: Unscheduled

31

TABLE 32-16

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7				when recapture rights are not retained by AF, transfer the related maps, copies of plans, drawings, and photographs to the individual or agency accepting accountability for the property (See Note) AUTH: N1-AFU-90-3
8	civil engineer specifications	copies of specifications used in master planning, construction, maintenance, repairs, and for inspections of work		disposition pending. AUTH: Unscheduled
9	drawings on 105mm film	negatives of definitive designs and of air base master plans		destroy when superseded, obsolete, or when no longer needed. AUTH: N1-AFU-90-3
10	exceptions to criteria for MWR facilities	waivers to standards of accommodations for MWR facilities described in DOD Instruction 1330.3	at HQ USAF/MAJCOMs/major subordinate commands	destroy after 5 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
11			at bases/stations	destroy on inactivation of the installation. AUTH: N1-AFU-90-3
12	design calculations	mechanical, electrical, structural, civil calculations for major construction or rehabilitation		destroy when obsolete, superseded or no longer needed. AUTH: N1-AFU-90-3
13	service contract records	statements of work, Air Force Service Contract Advisory Group (AFSCAG) formats and related records		

NOTE: 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 US. 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.

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a," "b," and "c" do not apply to rules 1, 6, and 8.

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

TABLE 32-17

AIR BASE PLANNING RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	comprehensive plans and supporting data	plans of present or planned installations, attendant charts, drawings, and photographs	at HQ USAF/MAJCOMs/major subordinate commands	destroy plan when revised in its entirety, and/or when AF is relieved of accountability for installation. AUTH: N1-AFU-90-3
2		(RESERVED)		(RESERVED)
3		changes to, and revisions of, plans that are disapproved		destroy after 2 years. AUTH: N1-AFU-90-3
4		correspondence, studies, reports, and related supporting data that reflect on the characteristics of an installation		

NOTE: 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 US.

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

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

TABLE 32-18

USAF MILITARY CONSTRUCTION PROGRAM STATUS REPORTS AND CONSTRUCTION PROJECT FILES

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	status reports	form reports on progress of design and construction projects		destroy when superseded by updated report. AUTH: N1-AFU-90-3
2		form reports on completion of the projects in rule 1	at MAJCOMs and below	place in facility folder; see table 32-6 for disposition. AUTH: N1-AFU-90-3
2.01			at HQ USAF	disposition pending. AUTH: Unscheduled
3		source, feeder, or background data		destroy when no longer needed, or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3
4	construction project control files	site plans and feasibility studies; charts; maps; preliminary, interim, and final drawings; photographs; cost estimates; construction and funding authorizations; reports of inspections, progress, and of status; construction transfer, and final acceptance records, with correspondence	approved and funded but cancelled before the start of or before completion of the construction authorized	disposition pending. AUTH: Unscheduled

AFMAN 37-139 1 March 1996

227

TABLE 32-18

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			completed construction project (See Note)	
6			line item project files maintained for construction surveillance by AF regional and base civil engineer and other offices	destroy 3 years after fiscal completion. AUTH: N1-AFU-90-3
7		feeder reports, such as messages and transitory narrative reports of work stoppages, other labor situations, equipment and material deficiencies, other data serving for background information and control		destroy 1 year after final acceptance of the construction, inactivation of installation or facility, or when no longer needed. AUTH: N1- AFU-90-3
8		manufacturer's catalogs, trouble- shooting instructions, maintenance instructions, parts lists, and other related papers		destroy when no longer needed. AUTH: N1- AFU-90-3

NOTE: When AF 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 a part of the base accountability records (see table 32-14).

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a," "b," and "c" do not apply to rules 2.01 and 4.

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

TABLE 32-19

HOUSING RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Wherry Act housing	mortgage, mortgage note, agreement for acquisition, purchase agreement, title insurance policy, related legal records and papers which are construction closing file and acquisition file		destroy 20 years after Air Force is relieved of accountability of the housing units (See Note). AUTH: N1-AFU-91-38
2	Capehart Act housing	FHA commitment, housing contract, lease, mortgage, mortgage note, title insurance policy, related legal documents and papers which are initial, interim, and final closing files		

TABLE 32-19				
Continued.				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
3	status records	surveys and reports of existing family housing reports of inadequate housing, photographs, drawings, and correspondence	at HQ USAF/MAJCOMs/maj or subordinate commands and at bases/stations	destroy after 5 years, upon completion of comparable survey, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
4	(RESERVED)			(RESERVED)
5	AF inventory and utilization of military family housing units	form reports of inventory and occupancy of military-owned and -controlled family housing units, statements of facilities and assignments, and related papers		destroy after 1 year. AUTH: N1-AFU-90-3
6	family housing survey and programming	questionnaires on family housing, tabulation of family housing survey, determination of bachelor and family housing requirements, project composition and military construction line item data		destroy after 3 years. AUTH: N1-AFU-90-3
7	(RESERVED)			(RESERVED)
8	rental records	applications for quarters, contracts, leases, and supporting records relating to rental of living quarters in rental housing		destroy 1 year after termination of AF occupancy, provided no claims actions are pending. AUTH: N1-AFU-90-3
8.01			at site of leased property	destroy 6 months after termination of AF occupancy, provided no claims actions are pending. AUTH: N1-AFU-90-3
9	essential civilian family housing records (Sec 809, National Housing Act)	approved applications for and certificate of employee eligibility forms, and related correspondence		destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
10		forms or certificate of need and related certificate register retained in certifying office until program is discontinued		destroy after 1 year. AUTH: N1-AFU-90-3
11	unaccompanied personnel housing (UPH)	questionnaires on UPH determination of bachelor housing requirements		destroy after 3 years. AUTH: N1-AFU-90-3

NOTE: Obtain AF/CEH and AF/JA clearance prior to authorizing destruction (see also table 177-5, rule 5).

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

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

TABLE 32-20

FAMILY HOUSING CONSTRUCTION RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	AF housing construction	construction and funding records, such as invitations to bid, FHA-appraised statements, architect engineering contracts, contract specifications, change orders, reports of inspection, and related data which document the construction of housing projects administered by AF (see table 32-18 for housing projects administered by the Corps of Engineers)		destroy 20 years after AF is relieved of accountability of the housing units. AUTH: N1-AFU-90-3
2		construction sketches and preliminary plans		destroy on AF acceptance of the completed construction. AUTH: N1-AFU-90-3
3		original tracings, blueprints, and final plans ("as built" and "as now" plans and drawings)	at HQ USAF/ MAJCOMs/major subordinate commands	destroy when no longer needed (See Note). AUTH: N1-AFU-90-3
4		(RESERVED)		(RESERVED)
5		original tracings, blueprints, and final plans ("as built" and "as now" plans and drawings)	at bases/stations	transfer to new owner when accountability changes or destroy when building is demolished. AUTH: N1-AFU-90-3
6		final reports executed on completion of construction	at HQ USAF and bases/stations	destroy 20 years after AF is relieved of accountability of the housing units. AUTH: N1-AFU-90-3
7		monthly reports on progress of housing construction projects		destroy when superseded. AUTH: N1-AFU-90-3
8			at MAJCOMs and major subordinate commands	destroy after 6 months. AUTH: N1-AFU-90-3
9		manufacturer's catalogs; trouble shooting instructions, maintenance instructions, parts lists, and related papers which are not duplicates of other records on file		destroy when no longer needed. AUTH: N1- AFU-90-3

NOTE: Retirement to a Federal Records Center is not authorized.

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

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

TABLE 32-21				
ON/OFF-BASE HOUSING RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	off-base housing referral service	family housing information, detailed sale/rental listing, off-base housing applications, notification of housing selection, landlord/tenant complaint, and related correspondence	at Housing Referral Offices	destroy 1 year after applicant has been placed, landlord ceases to list with base referral office or when no longer needed. AUTH: N1-AFU-90-3
2		off-base housing referral reports	at other than HQ USAF	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
3			at HQ USAF	destroy when 10 years old. AUTH: N1-AFU-90-3
4	equal opportunity in off-base housing	housing discrimination complaints, case files, reports of investigation, and related correspondence	unsubstantiated and retained at other than HQ USAF	destroy 2 years after end of year in which case is closed. AUTH: N1-AFU-90-3
5			substantiated and retained at other than HQ USAF	destroy 2 years after restrictive sanctions are removed or other related actions are closed. AUTH: N1-AFU-90-3
6			at HQ USAF other than HQ USAF/JACL	destroy when 10 years old. AUTH: N1-AFU-90-3
7			at HQ USAF/JACL	disposition per table 51-1, rules 15 through 18, as applicable. AUTH: N1-AFU-90-3
8	base housing management	housing requests, quarters condition inspection reports, assignment orders, and related records		destroy 1 year after termination of quarters occupancy and final inspection of quarters (See Note). AUTH: N1-AFU-90-3
9		advance applications for assignment to military family housing	held by losing activity as proof of mailing	destroy after 6 months. AUTH: N1-AFU-90-3
10		excess family housing list		destroy when obsolete or superseded. AUTH: N1-AFU-90-3
11	unaccompanied personnel housing (UPH)	utilization/occupancy reports and related records such as registration forms	at other than HQ USAF	destroy after 2 years. AUTH: N1-AFU-90-3

AFMAN 37-139 1 March 1996

231

TABLE 32-21				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
12			at HQ USAF	destroy when 12 years old. AUTH: N1-AFU- 90-3
12.01		(RESERVED)		(RESERVED)
13		request for BAQ, quarters assignment, statements issued to personnel authorized to reside off-base, commander's notice to terminate quarters, etc.	at bases	destroy when superseded or upon PCS from base. AUTH: N1-AFU-90-3
14	family/bachelor/ transient housing, housing referral or equal opportunity in off-base housing	basic policies, procedures, policy waivers, etc.	at HQ USAF and MAJCOMs	destroy when 20 years old. AUTH: N1-AFU- 90-3
15	temporary lodging allowance (TLA) entitlements	request for TLA and supporting documents such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval	at base level housing and/or billeting offices	destroy 1 year after termination of special allowance (exception: when discrepancies are involved, destroy 6 months after discrepancies are cleared) (See table 177- 32, rule 66). AUTH: N1-AFU-90-3

NOTE: When approved by the command RM, records eligible for destruction may be transferred to Defense Investigative Service (DIS) upon request.

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

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

TABLE 32-22
BASE CIVIL ENGINEER (BCE) BROCHURES, REPORTS AND CONTROL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	BCE brochures	pertinent data concerning an air base, its organizations and their functions which are ready reference in management, planning, programming, and as guide for visitors when appropriate		see table 32-6. AUTH: NI-AFU-90-3
2	maintenance, inspection and progress reports	reports of maintenance and repair activity of buildings, pavements, grounds and utility systems, with related papers	at HQ USAF/MAJCOMs/major subordinate commands	
3			at bases/stations	

232

AFMAN 37-139 1 March 1996

TABLE 32-22
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4		reports of deficiencies noted		
5	equipment maintenance program	forms of maintenance action sheets, equipment maintenance records and master equipment records used to promote effective control and direction for the program		
6	(RESERVED)			(RESERVED)
7				

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

and "c"

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

TABLE 32-24

UTILITY SYSTEMS AND SERVICES

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	utilities conservation	correspondence, reports, surveys, poster designs, informational media, and related data	at bases/stations and MAJCOMs	destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
2	utilities systems operation	fuel consumption reports, service economy reports, utility systems operating logs, fuel analysis reports, flow charts, temperature reports, wind velocity readings, and related data	at major subordinate commands and above	destroy after 2 years. AUTH: N1-AFU-90-3
3		heating plants daily operating log	at bases/stations	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
4		heating plant monthly operation logs		destroy after 5 years. AUTH: N1-AFU-90-3

TABLE 32-24

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	corrosion control	records on corrosion damage control, problem areas, tests, surveys, cathodic protection system operation logs, remedial actions and related matters. Cathodic protection and industrial water treatment operating logs, leak records, annual surveys and programming documents for projects justified in whole or part by corrosion damage or scale build-up		destroy when superseded, equipment is removed from accountability, or when useful life of facility has terminated. AUTH: N1-AFU-90-3
6	energy management and control systems (EMCS)	plans to connect facilities to the system to which are used in programming initial installation, changes and expansions		destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
7	electrical utility distribution systems operations	reports, studies, related electrical utility systems operations records and drawings		destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
8	purchased utility services	data maintained in the purchased utility management brochures		destroy 2 years after you no longer purchase utility services from the supplier or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
9		meter readings and invoices		destroy after 2 years. AUTH: N1-AFU-90-3
10	sale of utility services	sales contract, agreement and rates exhibits		destroy 2 years after you no longer sale utility services to the customer. AUTH: N1-AFU-90-3
11		meter readings and invoices		destroy after 2 years. AUTH: N1-AFU-90-3
12	swimming pool operation	logs and related papers		destroy after 2 years. AUTH: N1-AFU-90-3

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

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

TABLE 32-25

ELECTRICAL POWER GENERATING PLANTS (PRIME AND EMERGENCY)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	operating logs	forms, such as emergency generator operating log (inspection testing), daily power plant operating log (diesel-electrical), other special logs, and related data	original logs covering the first year of operation	destroy when power plant is removed from AF inventory. AUTH: N1-AFU-90-3
2			copies of logs in rule 1	destroy after 2 years or when no longer needed, whichever is later (See Note). AUTH: N1-AFU-90-3
3			logs covering all subsequent years of operation	
4	historical records	forms, such as historical record - diesel-electric generator and system, with power plant log books and graphs (performance curves), etc. which is a chronology of power plant maintenance and servicing operations		keep with the engine-generator set; destroy when the unit is declared unserviceable and salvaged. AUTH: N1-AFU-90-3
5	emergency generator inventory	inventory listing numbers, sizes and capacities	at bases/stations	destroy after 5 years. AUTH: N1-AFU-90-3

NOTE: Not authorized for retirement to a federal records center.

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

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

TABLE 32-26
SANITATION AND CUSTODIAL SERVICES (see note)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	janitorial and custodial services	reports of cost, manning, and scope of services provided, with justifications for contract services and related correspondence, excluding procurement contract files		destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
2	(RESERVED)			(RESERVED)
3	garbage recycling and refuse collection services	reports of cost, manning, daily workload logs, and contractual service records; records relating to services performed by base personnel, contractual services and correspondence relating to above, excluding procurement contract files		destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
4		records relating to services performed by base personnel	at MAJCOMs and below	
5		records relating to contractual services performed		see table 64-1. AUTH: N1-AFU-90-3
5.01	contract service or consultant records		at HQ AFCESA and below	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

NOTE: The records in this table are not authorized to be retired to federal records centers.

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

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

TABLE 32-28

USAF FOREST MANAGEMENT PROGRAM RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	program planning	plans, policies, and related papers	at HQ USAF/MAJCOMs	destroy when superseded or no longer needed. AUTH: N1- AFU-90-3
2			at base level	disposition pending. AUTH: <u>Unscheduled</u>
3	reporting requirements	reports of receipts and expenses from production and harvesting of lumber or timber products	at HQ USAF	destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
4			at MAJCOMs and below	destroy when superseded, obsolete, or after 2 years, whichever is applicable. AUTH: N1-AFU-90-3
5		forest management record-unit prescription reports used to schedule work programs	at HQ USAF/MAJCOMs	destroy when superseded, or no longer needed. AUTH: N1-AFU-90-3

TABLE 32-28

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6			at base level	disposition pending. AUTH: <u>Unscheduled</u>
7	sales and service contracts	site preparation, planting operations, technical services, and sales of forest land contracts including invitations for bids, amendments, awards, bid abstract (if applicable), and supporting papers	at forest management activities	see table 64-1. AUTH: N1-AFU-90-3
8	individual record unit folder	work photos, tally sheets, maps, special notes or instructions, prescription reports and certified copies, record unit and subunit, summary sheets, and other related papers	at base level	disposition pending. AUTH: <u>Unscheduled</u>

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a," "b," and "c" do not apply to rules 2, 6, and 8.

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

TABLE 32-29

AIRFIELD AND ROAD PAVEMENT MARKING RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	pavement marking on the airfield	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	at MAJCOMs	destroy after 3 years. AUTH: N1-AFU-90-3
2			at bases/stations (installations)	destroy after 2 years. Subsequent marking contract is executed and accepted by the contracting officer. AUTH: N1-AFU-90-3

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

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

AFMAN 37-139 1 March 1996

237

TABLE 32-30

AIRFIELD AND BASE SNOW REMOVAL AND ICE CONTROL

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	program data	annual snow removal plan, charts and maps	at MAJCOMs and below	destroy when superseded or updated. AUTH: N1-AFU-90-3
2	operations control data	weather reports, status and maintenance of equipment, log of operations, and other related data	at bases	destroy when no longer needed. AUTH: N1-AFU-90-3
3	personnel data	orders, instructions, training schedules, on-the-job qualifications, and related data		destroy when superseded or obsolete. AUTH: N1-AFU-90-3

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

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

TABLE 32-31
MANAGEMENT AND CONSERVATION OF LAND

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	land management maintenance	plans, authorizations, procurement of supplies, services, labor construction maintenance and related correspondence concerning environmental protection policies	at HQ USAF/MAJCOMs	destroy when superseded or no longer needed. AUTH: N1-AFU-90-3
2		policies pertaining to rule 1	at HQ USAF/MAJCOMs and base level	retire as permanent. AUTH: NN-173-316
3	training and certification of herbicide operators	technical instruction, training and certification of individuals to apply pesticides to insure adequate environmental safeguards	at MAJCOMs and base level	see table 32-33. AUTH: N1-AFU-90-3

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

and "c"

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

TABLE 32-32
BUILT-UP ROOF MANAGEMENT PROGRAM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	built-up roof management	built-up roof list and roof inspection priority list for facilities with built-up roofs and order of inspection		destroy when superseded by updated list. AUTH: N1-AFU-90-3
2		roof summary form, unmarked roof plan drawing which are summaries of roof construction on a facility		destroy when superseded by updated form and roof plan, or destroy when facility is demolished and dropped from real property account. AUTH: N1-AFU-90-3
3		roof inspection and rating worksheet forms (with marked-up roof plan drawings), job orders, work orders and contract data such as specifications, all submittals (performance agreement, quality control records, as-built roof summaries, manufacturers certification), laboratory reports of roof sample testing, and contract management inspection records		destroy when the existing roof system is removed and replaced, or destroy when facility is demolished and dropped from real property account. AUTH: N1-AFU-90-3

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

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

TABLE 32-33

PEST MANAGEMENT SERVICES

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	pest management services	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		destroy when superseded or on inactivation of the installation, whichever is sooner. AUTH: N1-AFU-88-24
2		(RESERVED)		(RESERVED)
3		records of pest management maintenance, historical treatment, and termite and wood decay inspections	at bases/stations	destroy 2 years after building is disposed of or base is inactivated and dropped from real property accounts. AUTH: N1-AFU-90-3
4		contracts, contract statements of work, MAJCOM approval letters, contract service records, and contract-related records	at MAJCOMs and below	destroy 1 year after termination of contract or expiration of warranty, whichever is later. AUTH: N1-AFU-90-3

TABLE 32-33

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5		listing of personnel qualified and certified to perform pest management operations, and correspondence		destroy when superseded or on inactivation of the installation, whichever is sooner. AUTH: N1-AFU-90-3
6		individual's Technician Certificate of Competency		destroy old certificate upon recertification or when individual is no longer certified or leaves the AF. AUTH: N1-AFU-90-3
7		pest control summary report monthly/quarterly detail/ error listing	at bases/stations	destroy after 30 days or when no longer needed. AUTH: N1-AFU-90-3
8		pest control summary report		destroy after 2 years. AUTH: N1-AFU-90-3
9		detail cards and correction cards, transcripts for pest reports		destroy after all processing is completed or when no longer needed. AUTH: N1-AFU-90-3
10		pest control summary report (cumulative listing)	at MAJCOMs and below	destroy after 3 years. AUTH: N1-AFU-90-3
11			at AFCEA	destroy after 50 years (See Note). AUTH: N1-AFU-90-3
12		approval letters for nonstandard pesticides and equipment	at MAJCOMs and below	destroy when the pesticides and equipment are no longer used or are not in possession of the installation. AUTH: N1-AFU-90-3

60

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

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

TABLE 32-34				
REFRIGERATION, AIR CONDITIONING, EVAPORATIVE COOLING AND MECHANICAL SYSTEMS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	system balance and test data	forms of system performance data used to promote efficient operation	at bases/stations	destroy when superseded or when systems are deleted from real property account. AUTH: N1-AFU-90-3
2	operation logs	forms of operating data on air-conditioning equipment used to predict system maintenance requirements		destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
3	air-conditioning equipment trouble analysis	forms of data used to determine cause of malfunctioning equipment		destroy after 2 years. AUTH: N1-AFU-90-3
4	CFC refrigerant and equipment inventories	equipment, condition, status, amount and type of refrigerant		destroy when superseded or when systems are deleted from real property account. AUTH: N1-AFU-90-3

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

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

62

TABLE 32-35

FIRE PROTECTION

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	fire department training	training standards, objectives, methods of operation and schedules		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
2		reports of proficiency training and supporting records		destroy after 1 year. AUTH: N1-AFU-90-3
3		charts indicating status of training of firefighters used to maintain training status		destroy when replaced, obsolete, or no longer needed. Destroying includes erasing or taping over. AUTH: N1-AFU-90-3
3.01		individual proficiency certification/evaluation records	filed in consolidated training record	forward with consolidated training record when individual is reassigned (see table 36-12, rule 1) AUTH: N1-AFU-90-3

TABLE 32-35

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	pre-fire planning	plans, maps, charts, drawings, and civil and military fire organization liaison agreements, with other data reflecting water source supply locations, hydrants, sprinklers and alarm systems, other fire fighting equipment, routes to follow, and data on the features of a building; implementation plans, guidance, instructions, checklists, lesson plans and other documents relating to the implementation of fire protection standards (national, state, and local)		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
5	fire protection equipment	standards, specifications, photos, research and development evaluations, programming and procurement data, inspection records, and other informational data		destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
6	fire protection inspections and tests	checklists and similar forms used in conducting real property inspections, including inspection and tests of installed systems of fire extinguishing, alarm, and detection equipment, portable fire extinguishers, etc.		destroy 1 year after reporting year, or when superseded by follow-on report (provided all spaces thereon are filled), whichever is applicable. AUTH: N1-AFU-90-3
7		reports of fire hazards and/or deficiencies		destroy when hazard or deficiency is corrected or 2 years after reporting year, whichever is later (also see table 32-16). AUTH: N1-AFU-90-3
8	daily fire activities	the fire record journal		destroy 2 years after date of last entry. AUTH: N1-AFU-90-3
9		daily fire log, and comparable fire activities data		destroy after 2 years (See Note 1). AUTH: N1-AFU-90-3
10		source or feeder-type reports that support records in rules 8, 9 and 14		destroy after 1 year or when purpose is served, whichever is sooner (See Note 1). AUTH: N1-AFU-90-3
10.01		voice recorder tapes	at fire departments	erase after 15 days. (Exception: retain tapes involved in incident)

64

TABLE 32-35

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				reports, investigations, or legal actions until case is settled; and then erase). AUTH: N1-AFU-90-3
11	fire protection statistical summary	records of statistical recapitulations of the total annual fire loss experience	at AFCESA	retire a master copy of the annual statistical summary as permanent (See Note 2). AUTH: N1-AFU-84-14
12			at MAJCOMs and below	destroy after 2 years. AUTH: N1-AFU-90-3
13		feeder reports to the annual statistical summary		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
13.01		activity report		destroy 2 years after reporting year. AUTH: N1-AFU-90-3
14	fire incident and rescue reports	individual and consolidated reports, and related data (hard copy records)		destroy 2 fiscal years after reporting year (See Note 1). AUTH: N1-AFU-90-3
15	reciprocal agreements	mutual aid, and joint use civil airport operations agreements		destroy when agreement is superseded or terminated. AUTH: N1-AFU-90-3
16	welding, cutting and brazing permits	AF Form 592, USAF Welding, Cutting and Brazing Permit	at fire departments	destroy 30 days after completion of the project/contract with which the work is associated (See Note 3). AUTH: N1-AFU-90-3
17	water flow test records	AF Form 1027, Water Flow Test Record, and related records	Technical Services or Fire Inspection Section, base fire departments	destroy after 5 years. AUTH: N1-AFU-90-3

NOTE(S):

1. Retain records on accidents resulting in legal action until case is settled, then destroy.
2. Transfer to National Archives in 10-year blocks when the latest record in the block is 20 years old.
3. Should a fire result from the operation, make the AF Form 592 a part of the investigation report.

45

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a" and "b" do not apply to rules 3.01 and 11.

and "c"

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

666

TABLE 32-36				
PRIME BEEF (PB-PRIME BASE ENGINEER FORCE) RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	posturing (planning)	manning requirements (MAJCOM and base) with related correspondence	at AFCESA and below	destroy after 3 years. AUTH: N1-AFU-90-3
2	manpower	recommended, approved or disapproved conversions, and upgrade/downgrade actions	at MAJCOM and below	destroy after 3 years. AUTH: N1-AFU-90-3
3	(RESERVED)			(RESERVED)
4	deployment	volunteer requests, requests for assistance, deployment instructions and reports for both MAJCOM and USAF directed deployments	at AFCESA and below	destroy after 2 years. AUTH: N1-AFU-90-3
5	contingency/ operations plans	plans with related background material		destroy when superseded. AUTH: N1-AFU-90-3
6	(RESERVED)			(RESERVED)
7	mobility folders	individual team member certificates and records	at MAJCOMs and below	destroy upon transfer of member. AUTH: N1-AFU-90-3
8	reports	training reports, plans, objectives, results and recommendations	at AFCESA and below	destroy after 2 years or when no longer needed. AUTH: N1-AFU-90-3
9		inspection reports and results		
10		staff assistance visit reports and recommendations		destroy after 2 years unless rules 1, 2 and 3 govern. AUTH: N1-AFU-90-3
11		reports covering major catastrophes and wartime mission supports	at AFCESA and below	retire as permanent. (See Note). AUTH: N1-AFU-90-3
12		Status of Resources and Training (SORTS)	at HQ USAF and AFCESA	destroy after 1 year. AUTH: N1-AFU-90-3
13			at MAJCOMs and below	
14	(RESERVED)			(RESERVED)

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

67

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a" and "b" do not apply to rule 11.

and "c"

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

TABLE 32-37				
CIVIL ENGINEERING RED HORSE PROGRAM RECORDS				
	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
1	programming records	records that reflect the development, formulation and issuance of policies, procedures, and the exercises of managerial control of RED HORSE programs	at HQ USAF	retire as permanent (See Note 3). AUTH: NCI-AFU-76-36
2	plans	contingency/operations and AMC affiliation plans with related background material	at bases	destroy when superseded (See Note 2). AUTH: N1-AFU-90-3
3	deployment and project files	estimates, military construction project data, work directives, project approval and funding information, work orders, engineering drawings, diagrams, specifications, and any pertinent data such as feeder reports (messages and transitory narrative reports of work stoppages, other labor situations, equipment and materiel deficiencies, and other data used for background information and control)	at MAJCOMs	destroy 3 years after completion of project. AUTH: N1-AFU-90-3
4			at bases	see table 32-18. AUTH: N1-AFU-90-3
5			on projects that have been disapproved	destroy after 2 years. AUTH: N1-AFU-90-3
6			at RED HORSE squadrons	destroy when no longer needed (See Note 1). AUTH: N1-AFU-90-3
7	reports	Status of Resources and Training (SORTS)	at AFCESA and below	destroy after 2 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
8		squadron activity reports	at Red Horse squadrons	
9		vehicle status reports with information on vehicle location, losses and gains	at bases	
10		personnel and TDY manning reports	at bases	

NOTE(S):

1. 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.
2. See table 10-4 for wartime plans.
3. Transfer to the National Archives when 10 years old.

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

and "c"

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

TABLE 32-38

NATURAL RESOURCES (CONSERVATION)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	fish and wildlife conservation	plans, agreements, reports, photographs, and correspondence pertaining to the conservation and development of fish and wildlife resources on AF installations		destroy when superseded or on inactivation of the installation. AUTH: N1-AFU-90-3
2		minutes of conservation committee		destroy after 1 year. AUTH: N1-AFU-90-3
3	reports of soil and water	land management conservation program, supporting papers, and correspondence relating thereto	feeder reports at HQ USAF	destroy on consolidation, or when no longer needed. AUTH: N1-AFU-90-3
4			consolidated reports	destroy after 2 years. AUTH: N1-AFU-90-3
5			at MAJCOMs and below	destroy when superseded, or after 1 year, whichever is later. AUTH: N1-AFU-90-3
6	forest management conservation	program plans, policies, budgeting authorizations, reports, procurement of supplies, services, labor, construction, and maintenance		disposition pending. AUTH: Unscheduled

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

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

TABLE 32-39

DISASTER PREPAREDNESS

	A	B	C	D
R U L E	If the records are or pertain to:	consisting of	which are	then
1	(RESERVED)			(RESERVED)
2	nuclear/biological/ chemical (NBC) conventional attack, warning and reporting, detection, decontamination, damage assessment and related activities			see table 10-6, rules 1, 2 and 3. AUTH: N1- AFU-90-3
3	accidents involving NBC materials or components and other accidents as defined by AFI 32- 4001	USAF accident reports with pertinent attachments, records and related papers used in reporting accidents under AFI 32-4001	at HQ USAF	destroy after 30 years. AUTH: N1-AFU-90-3

TABLE 32-39

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4			at field activities providing assistance	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1- AFU-90-3
5			information copies	
6	unit -training exercises	reports and other data used in evaluating a unit's capabilities as demonstrated during a training exercise		destroy after 2 years or when no longer needed, whichever is later. AUTH: N1- AFU-90-3
7			information copies	destroy when superseded or no longer needed. AUTH: N1-AFU-90-3
8	natural disasters	reports, messages and other data describing situation accomplishments and results, loss of personnel, equipment, material, aircraft, and related cost expenditure data	at AFNSEP (HQ ACC)	destroy after 5 years or no longer needed, whichever is sooner. AUTH: N1-AFU-91- 36
9			at field activities providing assistance	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1- AFU-90-3
10			information copies	destroy when no longer needed. AUTH: N1-AFU-90-3
11 thru 13	(RESERVED)			(RESERVED)
14	civil disorders	reports, messages and other data	at MAJCOMs and subordinate commands providing assistance	destroy after 2 years or on inactivation of the activity, whichever is sooner. AUTH: N1- AFU-90-3
15			information copies	destroy when no longer needed. AUTH: N1-AFU-90-3
16	equipment	correspondence, research and development evaluations, procurement, utilization, and other informational data	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1- AFU-90-3
17		inspection records for radiac equipment (see T.O. 11H4-1-5)	at field activities	destroy 24 months after date of last entry, if no other current data is on the form. AUTH: N1-AFU-90-3

TABLE 32-39

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
18		action copies of unsatisfactory conditions experienced		see table 21-4. AUTH: N1-AFU-90-3
19	protective shelters	correspondence, messages and related records pertaining to marking, stocking and inspecting		destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
19.01		correspondence, messages, and related records pertaining to collective protection and contamination control areas	at MAJCOM and below	
20		surveys	at installation disaster preparedness and base civil engineer offices	destroy when superseded or unit/installation is inactivated, whichever is sooner. AUTH: N1-AFU-90-3
20.01		reports, correspondence, messages, pertaining to operations at shelters, to include fallout Time History Charts, Explosive Control Data and shelter activity logs	at installation civil engineer offices	
21		disaster support group and disaster response force	correspondence, messages and related records	
22	NBC transactions not covered elsewhere in this table	correspondence, messages and other records relating to matters not affecting administration or policy	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
23	military assistance to civil authorities (MACA)	reports, correspondence, messages and other records pertaining to MACA and related programs	at AFNSEP (HQ ACC), MAJCOMs and below	destroy after 2 years or when no longer needed whichever is later. AUTH: N1-91-36
24	(RESERVED)			(RESERVED)
25				
26	assistance agreements	formal agreements to which two or more agencies are signatories.	at originating agencies	destroy when superseded, rescinded or on inactivation of the unit, whichever is sooner. AUTH: N1-AFU-90-3
27			information or review copies	destroy when superseded or no longer needed. AUTH: N1-AFU-90-3

TABLE 32-39

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
28	plans	concepts, policy and guidance on disaster preparedness planning and operations, including operations plans or other planning directives and associated reports		destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
29		plans established to supplement the parent command document; details local area policies and concepts necessary for response in emergencies or disasters		
30	support plans	records similar to those described in rules 28 and 29 above, 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	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
31		reference copies of rules 28, 29, and 30		destroy when superseded or no longer needed. AUTH: N1-AFU-90-3
32	planning board or staff meeting	minutes of meetings, correspondence, messages, and related records pertaining to the status of overall base effectiveness in disaster preparedness	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
33	disaster preparedness training	training outlines, lesson plans, methods and test sheets	at MAJCOMs and below	destroy when superseded or no longer needed. AUTH: N1-AFU-90-7
34		on-the-job training (OJT)		see table 36-12 and table 36-37. AUTH: N1-AFU-90-3
35		listing of personnel who have taken specialized disaster preparedness training courses		destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
36		individual training records	completely filled in	
36.01		training records on individuals removed from specialized teams but remaining on station	inactive forms forwarded to Disaster Preparedness Officer/Noncommissioned Officer (NCO) or training NCO	destroy when individual separates from station. AUTH: N1-AFU-90-3
37			on individuals transferred to another	send to gaining organization. AUTH:

TABLE 32-39
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
38			base on individuals discharged from service	destroy immediately. AUTH: N1-AFU-90-3
39	staff assistance visits	reports and related correspondence	at MAJCOMs and below	destroy when obsolete or superseded. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a" and "b" do not apply to rules 2 and 34.

and "c"

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

TABLE 32-40

AIR BASE OPERABILITY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Air Base Operability (ABO) planning	ABO Master Plan, ABO Integration Plan, policy, guidance, checklists, and related records	at HQ USAF and HQ AFMC	retire as permanent (note). AUTH: N1- AFU-90-8
1.01			at other MAJCOMs and below	destroy 2 years after superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-8
2	ABO meetings	minutes of ABO Program Review, ABO Requirements Review, World- wide ABO Working Group Meeting, General Officer Steering Committee, and related records	at HQ USAF	retire as permanent (note). AUTH: N1- AFU-90-8
2.01			at MAJCOMs and below	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-8
2.02		minutes of ABO Working Group, ABO Steering Group, General Officers Executive Committee, and related records		destroy 2 years after superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-8
3	host nation support or bilateral agreements	formal agreements between base commander, U.S. Army 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		retire as permanent (note). AUTH: N1- AFU-90-8
4	staff assistance visits	reports and related correspondence		destroy 2 years after superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3

TABLE 32-40

Continued.

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
5	ABO program, equipment, and funding initiatives	correspondence, messages, and related records		
6	ABO and Survival Recovery Center (SRC)	procedures for operating the SRC, checklists to implement operability measures, list of SC4 services, training allocations, and related records	at installation air base survivability offices	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-8
7	ABO exercises	records related to planning, executing, analyzing, and evaluating ABO exercises/demonstrations	at HQ USAF	retire as permanent (note). AUTH: N1-AFU-90-8
7.01			at MAJCOMs and below	destroy 2 years after superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-8
8	base Capability Acquisition Plan	plans which outline present status and future direction of ABO program	at HQ USAF and below	retire as permanent (note). AUTH: N1-AFU-90-8

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

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a" and "b" do not apply to rules 1, 2, 3, 7, and 8.

and "c"

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

TABLE 32-41
HONORS AND AWARDS (see note 1)

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	Secretary of Defense Natural Resources Conservation and Environmental Quality Awards and General Thomas D. White Natural Resources and Conservation and Environmental Awards	reports, photos, maps and correspondence relating to award nominations	approved awards at HQ USAF/LG	destroy after 3 years or when no longer needed, whichever is later (See Note 2). AUTH: N1-AFU-90-3
2			approved awards at installations receiving award	destroy on submission of next annual entry or when no longer needed, whichever is later (See Note 2). AUTH: N1-AFU-90-3
3	civil engineering awards program	case files of annual submissions in Air Force CE units and flight awards, individual awards, design and construction awards, and outside agency awards and comparable programs	approved awards	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

NOTE(S):

1. Rules apply to those copies not required by other directives to be filed in individual military personnel record group (see table 36-12).
2. Not authorized for retirement to federal records centers.

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

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

TABLE 32-42				
HOUSING MANAGEMENT RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	furniture or appliances	jacket files, including request for issue or turn-in, temporary issue receipt, certificate of inventory, and related correspondence used to control the issue, exchange, and/or turn in of furnishings or appliances provided for tenants of economy or government quarters		destroy when new control records are prepared for subsequent occupants, or when furniture or appliances are disposed (See Note). AUTH: N1-AFU-90-3
2	quarters control	locator card forms used to control tenancy assignments and quarters vacancies		destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3

NOTE: When a claim for damage, undue wear, or loss of property is pending, retain records until the claim has been satisfactorily cleared.

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

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

TABLE 32-43

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

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	posturing (planning)	manning requirements (MAJCOM and base) with related correspondence	HQ USAF and below	destroy after 2 years. AUTH: N1-AFU-90-3
2	manpower	recommended, approved, or disapproved conversions, and upgrade/downgrade actions		destroy after 2 years or when no longer needed, whichever is later (See Note). AUTH: N1-AFU-90-3
3	deployment	volunteer requests, requests for assistance, deployment instructions and reports for both MAJCOM and USAF directed deployments		destroy after 1 year. AUTH: N1-AFU-90-3
4	contingency/operations plans	plans with related background material		destroy when superseded. AUTH: N1-AFU-90-3
5	readiness committee meetings	minutes of meetings		destroy after 2 years or when no longer needed, whichever is later (See Note). AUTH: N1-AFU-90-3

TABLE 32-43

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	reports	training reports, plans, objectives, results and recommendations		
7		Management Evaluation Inspection/Operation Readiness Inspection (MEI/ORI) inspection reports and results		
8		staff assistance visit reports and recommendations		
9		mobility status reports (PR team) condition reports		

NOTE: Not authorized for retirement to federal records centers.

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

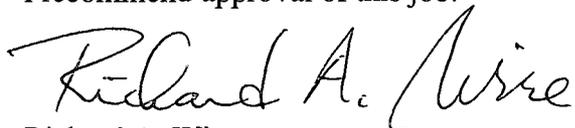
RULE	A If the records are or pertain to	B consisting of	C which are	D then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement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

32-1, Rule 2.01; Table 32-2, Rule 1; Table 32-6, Rule 1; Table 32-7, Rules 1 and 6; Table 32-10, Rule 1; Table 32-10, Rules 3, 6, and 9; Table 32-11, Rules 1 and 4; Table 32-12, Rule 6; Table 32-13, Rules 1 and 2; Table 32-14, Rule 1.02; Table 32-22, Rule 1; Table 32-31, Rule 2; Table 32-35, Rule 3.01; Table 32-35, Rule 11; Table 32-36, Rule 11; Table 32-37, Rule 1; Table 32-39, Rule 2; Table 32-39, Rule 34; and Table 32-40, Rules 1, 2, 3, 7, and 8. These records lack value after creation of a recordkeeping copy. However, the description of this schedule that was published in the Federal Register could be interpreted as limiting its coverage only to series where the recordkeeping copies were already approved for disposal. So these electronic copies have been excluded from the job but will be included in a subsequent schedule.

CONCLUSION

This job will apply the three rules regarding temporary electronic records to the tables and rules covered by this job, except as noted above. For all series to be covered by Rules "a" and "b," their research potential would not be enhanced if their medium changed from paper to electronic, given the mundane subjects to which they pertain. Retaining electronic recordkeeping copies for the retention periods previously approved for paper will serve the agency's business needs, ensure Government accountability, and protect legal rights. For all series to be covered by Rule "c," the electronic mail and word processing files associated with these series will not have research value or be needed once a recordkeeping copy has been created and filed.

I recommend approval of this job.



Richard A. Wire
Appraisal Archivist
Life Cycle Management Division