

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-AFU-90-5	DATE RECEIVED 10/2/89
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE - HQ USAF		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION		In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION RECORDS MANAGEMENT POLICY SECTION			
4. NAME OF PERSON WITH WHOM TO CONFER Pierre J. Jost	5. TELEPHONE EXT. 694-3527	DATE 5/19/90	ARCHIVIST OF THE UNITED STATES 
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 12 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence. is attached, or is unnecessary.

B. DATE SEP 22 1989	C. SIGNATURE OF AGENCY REPRESENTATIVE Grace T Rowe	D. TITLE GRACE T. ROWE, Chief, Rcds Mgt Policy Sec Directorate of Info Mgt and Administration
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7. ITEM NO	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>CHAPLAIN ACTIVITIES (TABLE 265-1, RULES 1 thru 53) (APPLICABLE AIR FORCE-WIDE)</p> <p>Because of many changes in the regulations pertaining to the Chaplain and Nonappropriated Funds activities, the Chief of Chaplains (HQ USAF/HC) asked us to revise the disposition instructions of the records pertaining to the Chaplain funds. The changes are bringing the chaplain funds accounting systems into the age of automation. Another area of changes is the realignment and establishment of uniform retention periods for related chaplain fund accounting documentation. This realignment will decrease the confusion encountered when like records with differing retention periods were maintained together. The logical and systematic restructuring of this table will simplify the filing and disposition of the Chaplain Service records.</p>		
2	<p>The records in rule 28 are PERMANENT because they are case files concerning the construction of chapels on Air Force installations. We believe</p>		

Table 265-1 (Cont'd)

that because of engineering innovations and architectural significance (such as the AF Academy chapel) these records should be preserved permanently. A precedent already exists with the US Army whereby you approved permanency of similar records (NC-AU-75-19). At the present time, we have 10 cubic feet of records on hand at this headquarters.

- 3 Rules 31 through 51 are roll over from Table 176-3, Rules 44 through 44.7. (See attached conversion table).

For reasons mentioned above, request you approve the changes in this table for inclusion in our Air Force Regulation 12-50, Volume II.

CONVERSION TABLE

TABLE 265-1
(Current)

Rule 1
Rule 1.1
Rule 2
Rule 3
Rule 4
Rule 4.1
Rule 5
Rule 6
Rule 7
Rule 8 (Reserved)
Rule 9
Rule 10 (Reserved)
Rule 11
Rule 12
Rule 13
Rule 14
Rule 15
Rule 16
Rule 16.1
Rule 17
Rule 18
Rule 19
Rule 20
Rule 21

T265-1
(Revised)

Rule 1
Rule 2
Deleted
Deleted
Deleted
Rule 19
Rule 14
Rule 31 thru 51
Rule 4

Rule 6

Rule 7
Rule 22
Rule 23
Rule 16
Rule 15
Deleted
Rule 13
Rule 25
Rule 20
Rule 3
Rule 24
Rule 21

TABLE 176-3
(Current)

Rule 44
Rule 44.1
Rule 44.2
Rule 44.3
Rule 44.4
Rule 44.5
Rule 44.6
Rule 44.7

Rule 31
Rule 36
Rule 37
Rules 36/41/42/48/49
Rule 44
Rules 50/51
Deleted
Rule 43

TABLE 265-1
(Revised)

Rule 1	T265-1, R1	Rule 28	New
Rule 2	T265-1, R1.1	Rule 29	New
Rule 3	T265-1, R19	Rule 30	New
Rule 4	T265-1, R7	Rule 31	T265-1, R6 & T176-3, R44 thru 44.7
Rule 5	New		
Rule 6	T265-1, R9	Rule 32	New
Rule 7	T265-1, R11	Rule 33	New
Rule 8	New	Rule 34	New
Rule 9	New	Rule 35	New
Rule 10	New	Rule 36	T176-3, R44.1
Rule 11	New	Rule 37	T176-3, R44.2 & 44.3
Rule 12	New		
Rule 13	T265-1, R16.1	Rule 38	New
Rule 14	T265-1, R5	Rule 39	New
Rule 15	T265-1, R15	Rule 40	T176-3, R44.3
Rule 16	T265-1, R16	Rule 41	T176-3, R44.3
Rule 17	New	Rule 42	T176-3, R44.3
Rule 18	New	Rule 43	T176-3, R44.7
Rule 19	T265-1, R4.1	Rule 44	T176-3, R44.4
Rule 20	T265-1, R18	Rule 45	New
Rule 21	T265-1, R21	Rule 46	New
Rule 22	T265-1, R12	Rule 47	New
Rule 23	T265-1, R13	Rule 48	T176-3, R44.3
Rule 24	T265-1, R20	Rule 49	T176-3, R44.3
Rule 25	T265-1, R17	Rule 50	T176-3, R44.5
Rule 26	New	Rule 51	T176-3, R44.5
Rule 27	New	Rule 52	New
		Rule 53	New

265-1 CHAPLAIN ACTIVITIES

1	Program planning and administration	records used in planning, administration, and operation of religious programs, including studies, directives and analyses reflecting the organization of programs, techniques employed to obtain objectives, and results of program activities	at HQ USAF	retire as permanent (see note 1).
2			below HQ USAF	destroy after 2 years.
3	Special event case files	correspondence and other background materials pertaining to special chaplain programs	maintain to plan future programs	destroy when superseded, or not needed.
4	Nonchaplain personnel certifications	letters or documents of certification	at possessing activities	destroy on cancellation or termination of duties, whichever is sooner.
5	Religious education records	enrollment/registration documentation		destroy when individual withdraws.
6		individual class reports		destroy when no longer needed.
7		consolidated class reports		destroy after 1 year.
8			at other than HQ USAF	destroy after 2 years.
9	Reports	chaplain historical report	at HQ USAF	see table 210-1.

10			at other than HQ USAF	
11		written mobility after-action reports	at managing MAJCOM	destroy after 2 years.
12			tasked activities	destroy after 1 year.
13		AF Form 1423, Certification of Attendance and Offerings.	at installations	destroy after 2 years.
14		religious data listing desire product RCS: HAF-HCX(M)7501		destroy when superseded.
15		chaplain statistical report AF Form 1270 (consolidated) RCS: HAF-HCX(A)7103	at HQ USAF/HCX	retire as permanent. (see note 1).
16		chaplain statistical report AF Form 1270 (individual)	submitted by individual chaplains	destroy after 1 year.
17		electronic/digital organ report RCS: HAF-HCB(A)8901	at HQ AFLC/HCB	destroy after 2 years.
18			at other locations	destroy after 1 year, or when no longer needed, whichever is sooner.
19		personnel rosters individual MAJCOM rosters of assigned personnel as defined by AFR 265-8 and RCS: HAF-HCP(Q)7104	at possessing activities	destroy when superseded or no longer needed.
20	Choir music and documentation	copies of music purchased and maintained for repeated usage		destroy when no longer needed. (see note 2).
21	Chapel records	records of funerals, marriages and baptisms dated from 1949 to 1958		destroy after ⁷⁵ 50 years. (see note 5). <i>A. Rand 13 Nov 89</i>

22	Reports	report on program folder (worship bulletin) requirements RCS: HAF-HCB(A)8902	at HQ USAF/HCB and HQ AFLC/HC	destroy after 2' years.
23			at submitting activities	destroy after 1 year.
24	Chapel continuity file	mission statement, organizational structure document, unit staffing documents, position descriptions; structure, mission, use, and training responsibilities of the Chaplain Service in the Air National Guard and Air Force Reserve program, program objectives and special goals, names and functions of program leaders, policy precedent file, list of recurring reports and suspense dates; status of funds, facilities, and equipments, location of posted chapel schedules and other items deemed necessary for proper program management.		destroy individual items when superseded, deleted, or no longer needed. (see note 3).
25	Official inspection/ staff assistance visits	copies of report and related records	at offices performing visits and which are not made a part of or needed to document another records series covered elsewhere	see table 11-2, rule 16.
26	Religious program contingency plans	documents and/or agreements for supplemental religious ministries and support services documents as defined	at possessing activities	destroy when superseded.

		in AFR 28-4, Atch 1, Part 2, Mobility Operating Procedure 21		
27	Electronic/digital organs	copies of requisition, purchase, shipment, and receiving documents; operator's handbooks; dates, costs, and an itemized listing of all maintenance and repairs	at facility/site	forward to HQ AFLC for equipment relocation or keep with instrument if condemned, see table 66-3, rule 28.
28	Design plans and policy	project data concerning copies of initiated AF Form 332, BCE Work Request; document narrative portion of DD Form 1391, FY19__ Military Construction Project Data; programming, siting, constructing, modifying, and renovating of religious facilities including plans, definitive drawings, photographs, studies, design review stage documents, reports, and other related building project papers	HQ USAF/HCB	retire as permanent (see note 1).
29			at possessing activities	see table 86-1, rule 13.
30	Religious facility maintenance	copies of work requests, status of projects, facility management folder/handbook		see table 11-1.
31	Chaplain funds	document establishing fund, records of dissolution, copy of terminal audit report.	at using activity	destroy 6 years after FY in which fund is dissolved.

32	copies of AF Form 1421a and authorizations to purchase items over \$1,000.00	related to an active chaplain fund will be retained at MAJCOM	the monitoring MAJCOM will destroy after reviewing the the inactivated AF Form 1425 and terminal audit (see note 6).
33	copies of AF Form 1421a and MAJCOM/HC authorizations to purchase items over \$1000.00	at using activity	destroy 6 years after FY in which fund is inactivated (see note 6).
34	annual property change report	at MAJCOM	Destroy after reviewing and updating internal control copy of each active chaplain funds AF Form 1421a.
35		at submitting activity	destroy 4 years after end of FY to which they pertain.
36	check signature cards, account access documents and related information, document authorizing petty cash, foreign currency cash account approval, approved waivers, tax information, fund transfer AF Form 1425 certified and approval for NCO custodians, warrenty and maintenance history of property, safe storage limitations letter(s), MAJCOM staff assistance visit assistance visit report and related items	at using activity	destroy when superseded, revoked, obsolete or when no longer needed.
37	fund council appointment letter, AF Form 1424, Purchase Order and Accounts Payable Register, monthly accounting folder of computer		destroy 4 years after FY in which they pertain. (see note 4),

	produced minutes, statements with attached reports, bank statements, offering certificates, deposit slips, stop payment documents, receipt and expenditure vouchers with supporting documents, monthly review documents, AF Form 1420-5, Adjustment Voucher, Project officer reports and related items		
38	monthly data disk		maintain with monthly records until annual closeout is completed. (see table 11-1, rule 4).
39	annual close out disk		maintain until the following FY closeout is complete and verified.
40	checkbook, canceled and voided checks		retire canceled and voided checks plus attached check stubs with the FY records to which they pertain,
41	bound ledger for control of AF Form 1419, Chapel Offering Certificate (see AFR 265-9)		remove pages and destroy 4 years after end of FY to which they pertain.
42	Annual Statement of Operation and Net Worth, AF Form 1425 RCS: HAF-HCB(A)7101	at installation	destroy 4 years after end of FY to which they pertain.
43		at other than installation	destroy after 2 years.
44	noncurrent nonpersonal service contracts	at using activities	file with final payment voucher.
45	chaplain fund audits, and requested audits for negligence or cause	at possessing activities	see table 175-1.

46		terminal reports	at HQ USAF or MAJCOM	
47		statements for recipients of miscellaneous income (TD Forms 1096 & 1099 misc)	at issuing activities	destroy after 4 years.
48		special activity chaplain fund report, RCS: HAF-HCB(M) 8801	at HQ USAF/HCB	destroy 4 years after end of FY to which they pertain.
49			at using activity	
50		special activity funds written guideline (see AFR 265-9)	at HQ USAF/HCB	destroy when superseded, revoked/withdrawn, or no longer needed.
51			at using activites	
52	Self-inspection	checklists		see table 11-2, rule 33.
53	Source, support or control data	computer/word processing disks	at possessing activities	see table 11-1, rule 4.

1. Offer to the National Archives in 5-year blocks when the latest record in the block is 25 years old.
2. Report the availability of usable copies of music to MAJCOM/HC for possible redistribution upon inactivation of a unit.
3. Record copies of documents which are covered by a specific table and rule are to be maintained separately. Documents to be maintained in continuity files which are covered by a specific table/rule must be additional copies.
4. Destroy documents required for support of any claim when the action is resolved provided the retention period has elapsed.
5. Records after 1958 have been sent to the Military Ordinariate.
6. Inactive records (pages) maybe destroyed when the last date of activity is six years old.

SUGGESTIONS:

ADD THE FOLLOWING RULE TO TABLE 176-3 WHEN THIS CHANGE IS IMPLEMENTED:

RULE 44 - Chaplain Funds	Records and documents pertaining to administration of chaplain funds	see table 265-1.
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DELETE Rule 6 in table 176-4.

TABLE 265-1

CHAPLAIN ACTIVITIES

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	chaplain planning and administration	records used in planning, administration and operation of religious programs, including studies, directives, and analyses reflecting the organization of programs, techniques employed to obtain objectives, and results of program activities	at HQ USAF	retire as permanent (see note 2).
1.1			below HQ USAF	destroy after 2 years.
2	chaplain function personnel rosters		at HQ USAF	destroy after 4 years.
3			at MAJCOMs	destroy after 1 year.
4			at other than HQ USAF or MAJCOMs	destroy upon receipt of next one.
4.1		other commands' personnel rosters	at possessing activities	
5	religious data listings		at installations	
6	chaplain funds			see table 176-3.
7	nonchaplain personnel certifications	certifications that civilian clergymen or civilian or military lay leaders are qualified and authorized to conduct ecclesiastical services, rites, or denominational classes on AF installations	at installations	destroy on cancellation of certification or termination of duties, whichever is sooner.
8	(RESERVED)			
9	attendance	individual class reports		destroy when individual is reassigned or withdraws from class or when information has been posted to consolidated reports.
10		(RESERVED)		
11		consolidated reports		destroy after 1 year.
12	reports	chaplain professional and religious facility utilization reports	at HQ USAF	destroy after 4 years.
13			at other than HQ USAF	destroy after 2 years.
14			individual reports	destroy after 1 year.
15			consolidated reports at HQ USAF	retire as permanent (see note 2).
16			consolidated reports at other than HQ USAF	destroy after 2 years.
*16.1		certification of attendance and offerings (AF Form 1423)	at installations	destroy after 2 years.
17	annual inspection of chaplain professional program	reports and related records		see table 123-1.
18	chapel choir music and records	copies of music purchased and maintained for repeated usage in choir programs throughout the year		destroy upon inactivation of the unit (see note 1).
19	program records	correspondence and other background materials pertaining to special chaplain programs	maintained to plan future programs	destroy when superseded, obsolete or no longer needed for reference.
20	chapel continuity file	subjects as defined in AFR 265-1	at MAJCOMs and installation chaplains	destroy applicable items when superseded or deleted.
21	chapel records	records of funerals, marriages and baptisms dated from 1949 to 1958		destroy after 50 years.

NOTES:

- Copies of music in good repair upon inactivation of the unit should be reported to MAJCOM/HC for possible redistribution to other installations.
- Offer to the National Archives in 5-year blocks when the latest record in the block is 25 years old.

Encl. 2

TABLE 176-1

NAF ADMINISTRATIVE MANAGEMENT RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*1	historical files	a charter, articles of agreement or constitution and bylaws, minutes of meetings, agenda, policy directives, program authorizations and changes thereto, reports, studies, charts, maps, and correspondence relating thereto that provide a chronology of NAF programming and operations from the inception of an instrumentality through to the discontinuance of an activity or the dissolution of a fund	at the Air Force Welfare Board at HQ AFMPC	retire as permanent (see note).
*1.1			at all other NAF activities	destroy 7 years after dissolution of NAF instrumentality.
*1.2		records in rule 1 that are changes to policy directives, program authorizations, and/or background and support papers		destroy when no longer needed.
2	inspection reports	inspections conducted by command requirements or as directed by higher authority		destroy on discontinuance of an activity, or fund, whichever is sooner.
3	organizational charts	separate charts outlining in detail each segment of the NAF organization		
4		supporting data, pertinent changes, and related correspondence		destroy when no longer needed.

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

Table 176-2 has been renumbered Table 40-7.

TABLE 176-3

NAF FINANCIAL MANAGEMENT

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
*1	budgetary data	merchandise, payroll, profit/loss, cash flow, and capital expenditure budgets	at NAFFMB as a result of monthly, quarterly, or yearly budgeting practices	destroy after 5 years.
2		data on advanced approvals of expenditures for fixed assets, such as authorizations for improvements, additions to buildings, purchase and installation of equipment, etc.		
2.1		copies of documents described in rules 1 and 2	at NAF activities	destroy after 1 year or when no longer needed, whichever is sooner.
3	financial statements and reports	statements (including consolidated), reports of audit and of inspections	at preparing activities above base level	destroy after 5 years.
4		monthly and quarterly statements and reports, with substantiating data	at preparing activities at base or unit level	destroy after 4 years.
4.1			at other than preparing activities	destroy when no longer needed.
5		working papers and other support data relating to statements and reports in rules 3 and 4		destroy when no longer needed.
6		informational copies of unit fund statements and reports, with related correspondence (including retained copies of preparing activity reports)	at other than preparing activities	

TABLE 176-3. CONTINUED

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
6.1		computer listings of command input comprised of edit, error, out-of-balance and discrepancy data used for internal processing	at HQ AFMPC	destroy after 4 months.
6.2		monthly and quarterly consolidated command reports, such as statement of financial condition, statement of income and expense, NAF statement of employee census and other related data for all fund categories; e.g., welfare, membership, revenue producing and special funds	at HQ AFAFC and HQ AFMPC	destroy after 5 years.
7	claims	reports of incidents, supporting and background evidence, with related correspondence that reflect on the loss of funds, accidents, entries/omissions in official records, military disciplinary actions and/or criminal actions		destroy 4 years after claim is settled or otherwise closed.
8	board proceedings	reports, supporting data, and related correspondence that relate to NAF losses and investigations thereof		destroy after 3 years (EXCEPTION: when data is needed to support a claim, rule 7 applies).
9	NAF custodian certificate	memorandum receipts of cash, other negotiable instruments, certificates of inventories of assets and liabilities assumed by a temporary replacement or successor custodian	with financial management officers	destroy 12 years after change of custodian.
9.1			at NAF activities	destroy 1 year after change of custodian.
10	insurance	property, group life, accident and health, theft, burglary/robbery, money and security, Workman's Compensation and Employer's Liability, Fidelity, required for protection of all NAF assets		destroy 4 years after expiration, discontinuance of the protection, or liquidation of the fund, whichever is sooner.
11		control registers which provide a detailed record of all policies and self-insurance owed that are also used to compute the charges to be amortized each month		destroy after 2 years.
12	loans and grants	requests for loan/grant, legal instruments (contract or agreement), and related control data used for control of payments made, balances due, etc.		destroy 5 years after expiration, cancellation or termination of loan or grant.
13	investments (government or government agency securities)	savings bonds, treasury notes, bills, bonds and certificates, and documents used to negotiate transfer, reissue, deposit, and for redemption of the securities used for control of payments made, balances due, etc.		destroy 5 years after transfer or liquidation of the security.
14	general ledger	ledger sheets in accounting books of final entry		destroy after 6 years, 3 months.
15	journals, registers and ledgers	basic books of accounts wherein all classes of transactions are originally recorded general journals, cash receipts, journals, check registers (cash disbursement journals), voucher registers (accounts payable ledgers), recurring or closing journals, payroll journals		destroy after 3 years.
15.1		daily/monthly transaction machine cards		destroy 45 days after necessary reconciliations are made with pertinent records.
16	working funds	reports, bank checks (triplicate copy), petty cash vouchers (duplicate), and copies of bank deposit slips	record copies at NAFFMB reflecting all deposits, reimbursements, and a running balance of cash in the bank	destroy after 4 years or on liquidation of the funds, provided a terminal audit is satisfied; if discrepancies are involved, see table 175-2.

TABLE 176-3, CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
16.1			copies at preparing activities	destroy 120 days after month prepared.
17	monthend working papers	records of bank (CBP) reconciliations, and other audit working papers used for detailing general ledger control account balances		destroy after 2 years.
*18	daily reports	reports of detail merchandise, cash, sales, food, service, etc., with sales slips, cash register tapes, register adjustment, charge, credit transfer, retail price change, cash receipt vouchers, and other related records	record copies reflecting in summary a report on cash and charge sales used to support entries on the consolidated daily report	destroy after 4 years, provided account is clear.
*18.1			all other copies	
*19		consolidated daily reports	record copies used to support entries in cash receipts journals and for posting the subsidiary accounts receivable ledger	destroy after 3 years, provided account is clear.
*19.1			all other copies	
20	(RESERVED)			
21	accounts receivable	individual subsidiary records of amounts due the fund, and supporting documents	office of record copies reflecting merchandise sale on credit basis	destroy after 4 years, provided the account is clear.
21.1			copies at using activities other than the office of record	
22	prepaid expense (deferred charge)	accounts control data used to determine charges to be amortized each month reflecting the balance of an expenditure carried forward to be written off in one or more following periods		destroy after 2 years.
23	disbursements	checks, separate accounts payable vouchers with supporting purchase orders, receiving report invoices, petty cash vouchers that reflect on purchases of merchandise, supplies and services		destroy after 4 years.
24		checks in payment of proceeds of loans or other receivables		destroy when loans or receivables are closed.
*25	open mess guest checks	copy of guest check that reflects on food and beverage items purchased or charged by member or guest		see table 215-6.
*25.1		copy of guest check that reflects on package liquor sales		
*26		kitchen copy of guest check		
*27	bingo	signature sheets and other pertinent data	record copies reflecting prizes awarded and related transactions	destroy after 2 years.
*27.1			all other copies	destroy 120 days after month prepared.
*28	machine reports	vending and amusement machine reports, reimbursement slips, slot machine jackpot receipts	record copies reflecting incomes from various machines	destroy after 2 years.
*28.1			all other copies	destroy 120 days after month prepared.

TABLE 176-3. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*29	collection	cash collection receipts	record copies reflecting collection of NAF membership dues, concession income and related collections	destroy after 4 years.
*29.1			all other copies	destroy 120 days after month prepared.
*30		receipt books and duplicate receipts	record copies	destroy after 1 year.
*30.1			all other copies	destroy 120 days after month prepared.
*31			accounts control records	record copies
*31.1	all other copies	destroy 120 days after NAF membership is cancelled or otherwise terminated, provided the account is clear.		
32	theater accounts	film inspection reports, financial statements, payroll vouchers, reconciliation of receipts and tickets, cashier reports, admission ticket accounts, attendance rosters, paid/free admission, cash/disbursement books, bank statements, and cancelled checks		destroy after 2 years.
33	book department data	financial statements, certificates of inventories and other data pertaining to internal/external transactions (Air Force/other government agencies reflect the procurement and resale of books		destroy after 4 years (EXCEPTION: destroy records required for support of any claim—criminal or other action—when action is resolved, provided the retention period has elapsed).
34	(RESERVED)			
35	control records on accountable coupons, tokens, chits, etc.	control logs, registers and destruction certificates used to control this type of credit system		destroy after 2 years.
36	hospital fund accounts	ledgers, journals, council books, cash/disbursement receipts, financial statements, cash vouchers, vendors invoices, contracts and purchase orders that reflect on the administration of activities financed by central and individual hospital funds		destroy after 4 years (EXCEPTION: destroy records required for support of any claim—criminal or other action—when action is resolved, provided the retention period has elapsed)
37		property records		destroy after related property is disposed of (EXCEPTION: destroy records required for support of any claim—criminal or other action—when action is resolved, provided the retention period has elapsed).
38	individual earning data	records of wage payments subject to taxes, containing the amounts, dates, name, address and occupation of employee, period of employment, social security data, quarterly and annual tax returns filed, and the dates and amount of tax money deposits	at activities financed from NAF	destroy 4 years after year wages are paid. For exceptions see note 4.

TABLE 176-3. CONTINUED

R U L E	A If the documents are or pertain to	B consisting of	C which are	D then
38.1		individual pay records, forms or mechanized listings in lieu thereof	record copies at NAFFMB and used to record information concerning all earnings, deductions and adjustments made to each employee's pay during a calendar year	send to NPRC (CPR) when records are 3 payroll years old, whether audited or unaudited, where they are eligible for destruction 56 years after date of last entry or with personnel folder (see notes 1 and 2).
38.2			copies at other activities	destroy 90 days after month prepared.
39		employees withholding exemption certificates (W4s)		retain as long as in effect and for 4 additional years; and destroy (EXCEPTION: for Army and Air Force Motion Picture Service (AAFMPs), see note 3).
*39.1		time and attendance reports used for recording hours of work; regular, overtime, leave, and similar data; transfer and change of rate forms, separation notices, time recapitulation sheets, cancelled payroll checks, other comparable and supporting data		destroy after 3 payroll years. (EXCEPTION: on discontinuance of an instrumentality destroy when any discrepancy involved is cleared per table 175-2.) (also see note 2 of table 40-7.)
*40	unit funds	requests for funds (cash disbursements), receiving reports, invoices, minutes of council meetings, other funding data, and related correspondence	at squadrons or below for on-base activities, Reserve components, and for isolated units administered by a NAFFMB	destroy when notified by NAFFMB that account is in balance.
41		purchase orders, charge purchase register, vouchers, cash control records, other funding supplementary data, and related correspondence	at squadrons or below or at unit fund custodians who are authorized separate accounting by MAJCOMs	apply disposition instructions in table 176-3 across the board, as appropriate (EXCEPTION: where volume is small, records may be retained intact until 4 years after close of FY in which funds were allocated; and destroy).
42	minutes of meetings	minutes serving for control of fund expenditures (not a duplication of minutes covered elsewhere in this regulation)	held by fund custodians	destroy with related accounting records.
43	packaged alcoholic beverage sales slips	sales slips/purchase register	at alcoholic beverage outlets	see table 215-5.
43.1	sales slip book log	sales slip book logs used to record the issue, use and destruction of sales slips		
44	chaplain funds	life of the fund: orders establishing funds, disbursement limitations, waivers, records of dissolution and other similar papers	at installations	destroy 6 years after FY in which fund is dissolved.
44.1		orders appointing fund custodians, approval for NCO custodians, records authorizing petty cash, warranty information and operating instructions for property, maintenance history of property		destroy when superseded, revoked, obsolete or when no longer needed.
44.2		letters appointing fund councils, accounting records and purchase order registers		destroy 6 years after end of FY to which they pertain.

TABLE 176-3. CONTINUED

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
44.3		monthly accounting records: minutes, statement of operations and net worth, bank statements and cancelled checks, chapel offering certificates, bank deposit slips, receipts, vouchers, expenditure vouchers and supporting documents, purchase orders		destroy 4 years after end of FY to which they pertain (EXCEPTION: destroy documents required for support of any claim when action is resolved provided the retention period has elapsed).
44.4		contracts		dispose of per table 70-1.
44.5		letters, indorsements, fund council agendas and related supporting documents and other correspondence related to general administration of the funds but not needed as supporting documents for the accounting documentation		dispose of per table 10-1, rule 2.
44.6		nonexpendable property records and disposition of property records		at MAJCOMs and installations
44.7		statement of operations and net worth	at other than installations	destroy after 2 years.
*45	collection sheets and fee registers	bowling lane score sheets		destroy after 1 month.
*46		field ration mess supplemental service charge collection sheets	record copies	destroy after 2 years.
*46.1			all other copies	destroy 120 days after month prepared.
*47		golf course fee registers, swimming lessons and pool registers, etc.	record copies	destroy after 2 years.
*47.1			all other copies	destroy 120 days after month prepared.
48	other supporting documents required for audit/inspection	documents that may not be included in specific detail in rules 1 through 47, providing detailed transaction breakdown in support of vouchers or accounting entries (maintained with the voucher or as a separate reference collection); debit or credit advice; fund allocation authorization certified excerpts of council actions; board of officers' actions; inventory adjustments, legal records of establishment or cancellation of claims; other necessary authorization in support of accounting entries		destroy after 3 years, provided related accounts have been audited or inspected or otherwise cleared for disposal.

NOTES:

- 1 In shipping records to the records center, include copies of pay or leave records which were forwarded for use in settlement of claims. (If during the payroll year, a change is made from machine to manual posting or vice versa, interfile the forms used without regard to the difference in size. Making an adding machine tape of the yearly total of net payments. Tape total must equal the net pay total for year shown on the payroll control register. The tape is retained by the civilian pay area and disposed of with the related payroll register.) Pack records for shipment as stated in chapter 7 List the name and location of all bases, stations, etc., other than parent organization, for which civilian payroll services were performed during the period covered by the records being shipped.
- 2 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with this table.
- 3 For original W4s at HQ AAFMPS, retain as long as in effect; destroy after 4 additional years. For duplicate W4s in theater files, retain as long as in effect or until employee is separated, then destroy.
- 4 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.

210. Historical Data and Properties. These tables cover records relating to general policies and procedures governing development of historical data and special historical studies as a guide for AF action; establishment and maintenance of museums; and acquisition and disposition of and accountability for historical properties.

TABLE 210-1

HISTORICAL PROGRAM RECORDS (see note 1)

R U L E	A	B	C	D	
	If the records are or pertain to	consisting of	which are	then	
1	periodic histories and occasional monographs, studies, and reports	records prepared or collected by historical officers and historians under the Air Force historical program	original narrative and one set of supporting records, copies of medical and HQ USAF staff office histories maintained by HQ United States Air Force Historical Research Center (USAFHRC)	retire as permanent on inactivation if they have not or will not be microfilmed. If microfilmed, see notes 2 and 3.	
2			original medical histories maintained by HQ USAF/SG		
3			copies or microfilm maintained by the originating unit		destroy on inactivation of the unit. If microfilmed, see notes 2, 4, and 6.
4			copies retained by originating HQ USAF staff office down to and including directorate (or comparable) level		destroy when no longer needed.
5			copies received by intermediate headquarters from lower echelons and retained for research and reference		
6	source documents	subsidiary (or feeder) reports prepared at the request of a higher organization or a special activity for use in preparing a historical report and not submitted to HQ USAFHRC	copies prepared and retained by a lower unit (including those prepared by a squadron at the request of its parent wing)	retire as permanent on inactivation of the unit.	
7			copies prepared and retained by an element of a unit, by a staff office of a headquarters at major command or lower level, or by a staff office of HQ USAF below directorate level	destroy when no longer needed, or after 2 years, whichever is sooner.	
8			at the unit or HQ USAF staff office at directorate or above level for which the reports were prepared	destroy when no longer needed.	
9			copies received and retained for research and reference by the organization requesting the report		
10	historical research and reference	special collections of policy directives, staff studies, correspondence, and other communications of exceptional importance; transcripts of interviews, journals; diaries; minutes of important meetings or conferences; maps; charts; and statistical or other compilations; prepared by or required by the historical activity and maintained for research and reference	collected and maintained by historians at HQ USAF/HQ USAFHRC/MAJCOMs/major subordinate commands; wings and independent squadrons for research documentation, or citation in the preparation of periodic histories, occasional monographs, studies, and reports for the purpose of continued historical reference	destroy paper or microfilm when superseded, obsolete, or on inactivation of the unit, whichever is sooner (EXCEPTIONS: if microfilmed, see note 2; if inactivated, see note 5).	

NOTES:

- HQ United States Air Force Historical Research Center (USAFHRC) is the office of record for all narrative histories, monographs, studies, and reports, and their supporting records submitted by AF activities according to AFR 210-1.
- If microfilmed, destroy paper records after 1 year or when no longer needed, whichever is later, provided microfilm has been inspected and found acceptable.
- Retire original camera master silver negative, and first positive silver print therefrom, to the National Archives, Washington, DC 20408, 6 months after microfilm has been accepted.
- Upon inactivation of the unit, all histories, monographs, studies, and reports maintained on microfilm will be sent to HQ United States Air Force Historical Research Center/TII, Maxwell AFB AL 36112.
- Upon inactivation of AFCON groups, wings, and higher level organizations, and AFCON or MAJCON units that operated bases or Air Force stations all historical research and reference records, including microfilm, will be sent to HQ United States Air Force Historical Research Center/TII for screening and final disposition.
- At the discretion of the MAJCOM/SOA records management officers, paper copies may be transferred to the gaining units.

TABLE 11-1 CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
11	building or office services (not covered elsewhere)	records relating to automobile parking permits, office space assignments and coding, installation of communication equipment, issuance of room keys, transportation services, locksmith services and related records		
12	presentation aids (not covered elsewhere)	schedules, written or recorded speeches, talking and briefing papers, graphic and speech aids, and related records		
13	(RESERVED).			
14	general reference publications (see note 2)	master, functional, or operational files of publications (see AFR 5-31) and publications of other government agencies or private organizations which are not record copies and are maintained for general reference		destroy when superseded, obsolete, or no longer needed, whichever is sooner
15	technical/specialized reference materials (see note 2)	not record copies of published or reproduced reports, directives or other records; extra sets of motion pictures, still photographs, slides, sound recordings, maps, charts, and similar materials not covered elsewhere and maintained for technical or specialized reference purposes		
16		not record copies of rule 15 reference materials, but are considered worthy of permanent retention or disposition by other than actual destruction		report them to SAF/AADAQD per volume I, para 3-2.
17	organizational planning	organizational and functional charts; personnel charts, indicating grades and ratings; and other organizational planning records not covered elsewhere	at HQ USAF/MAJ-COMs/major subordinate commands staff offices down to and including directorate or comparable level	retire as permanent one record copy (see note 4).
18			below organizational levels cited in rule 17	destroy when superseded or obsolete.

NOTES:

- When disposition instructions for any material covered by these rules are predictable (such as "destroy when next machine listing is produced"), enter the predictable event, time, etc., as the cutoff instructions on the related AF Form 82. AF Forms 82 are not required for any material covered by this rule which is not filed or retained for any period of time. However, they may be identified on AF Forms 80 if specific material is identified, except working papers and drafts which are destroyed daily or during the course of normal business.
- General reference publications and technical/specialized reference materials, office instructions, additional duty handbooks, workbooks and continuity folders, will not be reported on records management reports. However, they may be identified for disposition control purposes on AF Forms 80 and 82 at the discretion of the command records management officer.
- When reports which are covered elsewhere in this regulation are maintained as feeder reports, summaries, or only for information purposes, they may be filed and disposed of under the provisions of rule 8, this table.
- Offer records to the National Archives in 5-year blocks when latest records is 25 years old.
- This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.

TABLE 11-2

ADMINISTRATIVE RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	congressional inquiries	nonroutine inquiries and replies relating to or involving AF policy, procedures, plans, classified information, and other matters of importance—such as changes in status or location of AF organizations, activities or installations, production facilities, major procurement or allied matters	at OSAF and HQ USAF	retire as permanent (see note 4).

TABLE 11-2. CONTINUED

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
2			below HQ USAF	destroy after 5 years.
3		routine and noncontroversial communications from and to members of Congress relating to unclassified information—such as requests from military personnel for discharge or reassignment, for assistance in placement in federal service, to place contractors on AF bidders' lists as source of procurement, and inquiries from constituents about surplus property	at HQ USAF	destroy after 2 years.
3.1			at OSAF and all activities below HQ USAF	destroy after 1 year.
3.2	congressional travel	letters, requests for travel orders, messages, trip reports, and related data and attachments pertaining to congressional travel sponsored by the Department of the Air Force		destroy after 6 months or when no longer needed, whichever is sooner (see note 3).
3.3	(RESERVED)			
4	Joint Chiefs of Staff (JCS) documents	JCS papers implemented by the AF, and made a part of the AF documentation of the action implemented		they have the same disposition as the records they document.
5		JCS papers received for informational purposes only		destroy when superseded, obsolete, or no longer needed.
5.1		brief packages, brief sheet, index, coordination and receipt sheet, talking papers, background papers, service changes, and other related papers to support brief package	at HQ USAF/XOXJ	retire as permanent after 5 years (see note 4).
5.2			at other than HQ USAF/XOXJ	destroy after 3 years or when no longer needed, whichever is sooner.
5.3		Air Force responses to JCS taskings (replies and support material)	at HQ USAF/XOXJ	retire as permanent after 5 years (see note 4).
5.4			at other than HQ USAF/XOXJ	destroy after 3 years or when no longer needed, whichever is sooner.
6	Secretary of the Air Force Orders (SAFOs)	formal delegations and assignments of authority and responsibilities issued by (or by order of) the Secretary per AFR 11-18, and related background data	record sets at SAF/AAA	retire as permanent (see note 4).
7			below SAF which are the basis for an AF publication	they become background material to the related publication (see table 5-1).
8			at HQ USAF and MAJCOM OPRs which are not the basis for an AF publication	retire as permanent (see note 4).
9			information copies	destroy when superseded, obsolete or no longer needed.
10		(RESERVED)		
11		drafts and related background data which are disapproved for issuance as a SAFO or AF publication		destroy after 2 years or when no longer needed, whichever is sooner.
*12	support agreements	host-tenant support agreements accomplished under AFR 11-4, with any modifications, memoranda of understandings, as required; reports and related records concerning services rendered and assignment of real property and facilities to tenant and attached units		destroy 6 years after agreement is superseded or terminated.

TABLE 11-2. CONTINUED

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*12.1		interservice support agreements and related correspondence accomplished under DOD 4000.19-R		
*12.2		support agreements accomplished under other than AFR 11-4 and DOD 4000.19-R or procurement directives, and not included in rule 12 above		
12.3		information copies of host-tenant support agreements and other support agreements		destroy when agreement is superseded or terminated.
13	fund-raising campaigns	correspondence, receipts, invoices and similar or related records		destroy on completion of next equivalent campaign or after 1 year if there is no next equivalent campaign.
14	General Accounting Office (GAO) and Defense Audit Service (DAS) reports	reports and correspondence on GAO/DAS surveys and reviews of AF activities to evaluate effectiveness, economy of administration, and conformance to legal requirements; and reports and correspondence on action taken as a result of GAO/DAS findings/recommendations	at HQ USAF	destroy after 5 years.
15			below HQ USAF	destroy after 3 years.
16	official visits/staff visits	requests for permission to visit, reports of visits (including findings, recommendations, and followup actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences	at offices performing visits, and which are not made a part of or needed to document another records series covered elsewhere	destroy 2 years after completion of next comparable visit, on completion of related study or when no longer needed, whichever is sooner.
17			at offices or organizations visited, and which are not made a part of or needed to document another records series	destroy on completion of next comparable visit or when no longer needed, whichever is sooner.
18			at intermediate, monitoring or evaluating offices	destroy 1 year after all action has been completed.
19		notifications of visits, itineraries, rosters of visitors, and comparable transitory material not needed to record visit reports	at offices making visits, or at offices visited	destroy on completion of visit.
20		visit schedules		destroy when superseded or obsolete.
21	delegations/designations of authority and additional duty assignments	correspondence, forms, orders, and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation (see note 5)		destroy when rescinded, superseded or obsolete.
22	officer of the day (OD) and charge of quarters (CQ)	reports of OD, SDO, CQ, and comparable duty officers		destroy after 3 months.
23	reports on applications for vending stand locations	reports required by AFR 34-2 identifying - number of applications for vending stand locations received from state licensing agencies; number accepted, denied, and still pending, as pertains to applications from blind persons	at HQ AFMPC/DPMSC	see table 34-1.
24			at MAJCOMS and intermediate commands	
25			at installations	

TABLE 11-2. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
26	community service program	reports	at HQ AFMPC/MPCASC	destroy when superseded, obsolete, or no longer needed.
27			at other than HQ AFMPC/MPCASC	destroy after 2 years.
28		legal agreements and permits obligating the AF		destroy when superseded, obsolete, or no longer needed.
29	locator or personnel data	cards, machine listings, rosters and comparable data		destroy when superseded, or on reassignment or separation of individual (see note 1). (See table 182-2 for postal directory.)
30	duty rosters	rosters, forms and other records		destroy after 6 months or on inactivation of unit, whichever is sooner.
31	individual record of duty	cards used for military personnel		destroy 6 months after card has been filled, or destroy immediately after individual is separated or transferred; or on inactivation of unit, whichever is sooner
32		cards used to record attendance of contract technical service and similar personnel		destroy when no longer needed for audit purposes.
33	internal inspections/self-inspection checklists/inventories (not covered elsewhere)	letters, checklists, report of findings, and documents pertaining to periodic local inspections/inventories and are not a part of or needed to document another record series covered elsewhere		destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner.
34	overtime requests	form record of approval or disapproval of overtime, holiday premium pay, and compensatory time	at supervisory, approval authority, or administrative level	destroy when records are 3 payroll years old (see note 2).
35	gifts from foreign governments to AF personnel, consultants and their dependents	background information related to gift presentations, requests to retain gifts for official use, appraisals, request approvals, reports, guidance on accepting gifts, investigative data, administrative or disciplinary action against violators of gift acceptance and reporting provisions		destroy after 30 years or when no longer needed, whichever is sooner.
*36	flexitime attendance records	supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems	kept by supervisor <i>ARR 2, 3b</i>	destroy after 3 years or after GAO audit, whichever is sooner (see table 177-21, rule 3).

NOTES:

- 1 When the reverse of AF Form 624 is used to record a disclosure of personal information covered by the Privacy Act, the form must be kept for at least 5 years from the date of the last disclosure or the life of the record, whichever is longer. (See AFRs 11-24 and 12-35.)
- 2 Documents may be retained in office until eligible for destruction.
- 3 When congressional travel records are used as background for case files, their disposition will be the same as the files they support.
- 4 Offer to National Archives in 5-year blocks when latest record is 25 years old.
- 5 See table 40-1 for civilian personnel office authorities, table 70-5 for designation and appointment of contracting officers, table 182-2 for appointment of unit mail clerk, and table 177-17 for appointment of cashiers and agents.

123. Inspection. This table covers records related to the inspection system, which provides for factual evaluation of the effectiveness and economy of Air Force operations methods and procedures.

TABLE 123-1
INSPECTION RECORDS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
1	inspection reports not otherwise covered in this table		at MAJCOMs and subordinate commands	destroy 1 year after next like inspection or after 3 years, whichever is sooner.
2		record copies		destroy 10 years after completion of subject inspection.
*3			at inspected activities, monitoring, evaluating, or approving authorities	destroy 1 year after corrective action has been taken, or when no longer needed, whichever is later.
*4		information copies of other unit inspections for self-inspection purposes and replies when required	at unit level	destroy 6 months after own comparable inspection report received or when no longer needed, whichever is sooner.
*4.1		information copies of other unit inspections for monitoring the status of individual units corrective actions, formulating exercise scenarios, and conducting ORI type exercises	at base self-inspection office	destroy upon receipt of next inspection report for that unit, or when no longer needed, whichever is sooner.
5		special interest items inspection files		destroy after 1 year, or when no longer needed, whichever is later.
6		copies of reports with active-review findings		destroy 2 years after approval of inspection report.
7		informational background material collected during an inspection		destroy when no longer needed.
8	surveillance records	records reflecting results of evaluations, inspections and staff visits by The Inspector General USAF, in connection with overall surveillance of AF programs, missions, and operational readiness	originals at HQ USAF/IGD (note: paper copies are normally microfilmed within 3 years)	destroy 10 years after completion of subject inspection.
9	inspection team programming	inspection itineraries, team personnel rosters and change sheets, records on personnel augmentation, suggested items for inspection, special subjects for inspection (other than AFR 121 series), and information pertinent to special inspection efforts	at inspection offices	destroy 1 year after completion of inspection to which records pertain or when no longer needed, whichever is later.
10	inspection checklists	inspection checklists, inspection guides, individual methods of approach or similar records and papers related thereto, not published as, or supplement to, a standard publication per AFR 5-1 (see Table 5-1); and, which are not used to record a completed inspection		destroy when superseded, obsolete, or no longer needed.
10.1	self-inspection checklists			see table 11-2, rule 33.
11	inspection clearance certificates	certificates of unit property, certification of clearance from accountability of station property, departure certificates, authorized personnel, vehicles, and cargo certificates, comparable certificates, and papers related thereto	at inspected units, prepared prior to movement departure, to insure that all directives have been complied with in connection with sanitation, policing, property, and all other responsibilities	destroy after 1 year.
12	operational readiness plans	plans prepared for guidance of the conduct of operational readiness inspections	at MAJCOMs and below	destroy when superseded.

Encl. 6

TABLE 66-2. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
6	precision measurement equipment	mechanized card system records, and other related or comparable forms used for recording results of precision measuring equipment inspections and calibration operations, and for establishing reinspection and recalibration schedules		destroy 3 months after entry.
7	production and control number cards	permanent and temporary control-number cards, cross-reference cards, and similar records used to provide a method of continuity, and to assure that specific commodities can be identified to the programmed and nonprogrammed category		destroy when superseded or obsolete.
8	engineering drawings and related records			see table 67-15.
9	base-level contracted-maintenance	purchase requests, work specifications, contracts, control registers, ledgers, inspection reports, orders for supplies or services, and related or comparable records maintained in the performance of modification, modernization, rebuilding, overhaul, repair, or servicing of material and/or equipment by commercial organizations under contract to the AF	at contract maintenance offices	destroy 1 year after close of FY in which designated maintenance is completed or accepted.
10			at base procurement offices	see table 70-1.
11	clean room environment	environmental comparison data and environmental tally used for historical purposes		destroy after 2 years.
12	management of items subject to repair (MISTR)	worksheets, summaries, status reports, evaluations, forecast data, shortage lists, and related listings to control and report items subject to repair	at ALCs	destroy when no longer needed or 1 year after last entry, whichever is sooner.
13	AF Logistics Command (AFLC) tool/equipment control and accountability program	reports or other records relating to investigation of loss/recovery of tools/equipment covered under AFLCR 66-69	on tools/equipment not found in foreign object damage (FOD) critical areas	destroy 2 years after annual cutoff or when no longer needed whichever is later, but not to exceed 6 years.
13.1			on tools/equipment not found in low/non FOD critical areas	destroy 1 year after annual cutoff or when no longer needed, whichever is later, but not to exceed 6 years.
14			on tools/equipment recovered	destroy when no longer needed.

NOTES:

Repair requirements reports in rule 1.1 retained by reporting activities which are not needed to support maintenance projects may be destroyed after 1 year.

2. Destroy engine overhaul records after 5 years, or when no longer needed for analysis or research, whichever is sooner.

TABLE 66-3

*EQUIPMENT MAINTENANCE HISTORICAL RECORDS (See note 2)

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	materiel/equipment individual historical files	historical records for aircraft, air launched/ground launched missiles, engines, propellers, bombsights, parachutes, aerospace ground equipment, training equipment, CEM equipment, precision measurement equipment, real property installed equipment, and similar items, maintained per TO 00-20-1	for items transferred, donated, or sold	send with related items; destroy retained copies after 3 months.

TABLE 66-3. CONTINUED

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
2			made part of surplus property account	send with related item to appropriate Defense Property Disposal Office for disposition.
3			for equipment destroyed, abandoned, reclaimed, salvaged, lost or missing	destroy three months after abandonment of search or physical disposition.
*4			for expended air launched missiles	
*5			for ground launched missiles expended or destroyed (not related to AFR 110-14), and reentry vehicle	send and dispose of the same as table 66-8, rule 33.
*6			used to record significant historical data for special applications as prescribed in AFR 66-1, MAJCOM or chief of maintenance	destroy when no longer needed or as directed by MAJCOM or the chief of maintenance; or when the equipment is transferred, apply rule 1.
*7			used to record time compliance technical orders, and all entries have been transferred to mechanized reports	destroy after verification of all entries on the mechanized reports.
*8			used to record installation time used, condition, removal and return for rehabilitation of video head	destroy 6 months after video head is returned for rehabilitation.
*9			used to record installation time used, condition, removal and storage of image tubes	destroy 1 year after image tubes are retired.
*10		historical records for specific inertial navigation units maintained per TO 00-20-10-10	used to record significant historical data during organizational, intermediate, and depot level maintenance	send to Technology Repair Center (TRC) with the related hardware per TO 00-20-10-10.
*11			records at TRC containing information on maintenance actions which occurred prior to and including the previous cycle to the TRC	destroy after processing all pertinent information into data base or when related equipment is permanently removed from inventory.
*12			records at TRC containing field and/or TRC data of the current cycle	send with related hardware, as part of historical record, after entry into data base.
*13		repair analysis report	at originating TRC	destroy after data is entered in data base or when no longer needed, whichever is sooner.
*14			at other activities	destroy when no longer needed.
*15		manual data forms maintained with equipment in current use, filled-in and last entries have been carried forward to new forms		hold as part of equipment historical file, or destroy after 3 months if they do not contain history information.
*16		automated data forms maintained with equipment in current use	prepared by bases operating an automated maintenance management system, for which data is stored in computer memory	hold the last 7 reports; when 8th report is received, destroy earliest one.

TABLE 66-3. CONTINUED

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*17			those sets of forms containing only maintenance actions or information where sufficient data is stored in the computer	
*18			those sets of forms containing only airframe utilization information where sufficient data is stored in the computer	hold last 5 reports; when 6th report is received, destroy earliest one.
*19		aircraft/missile condition report	initiated when equipment is forwarded to depot for programmed depot maintenance (PDM)	destroy after return from PDM and information is transcribed to appropriate records.
*20		radiographs, photographs, and other recordings methods with reports of findings	considered significant, i.e., surveillance of airframe structural components for fatigue in stress after repairs, and maintained by equipment serial number in the individual historical file	send with equipment when transferred, or destroy when equipment is dropped from AF inventory (see note 1).
*21			considered routine	destroy after 6 months (see note 1).
*22		worksheets used in compliance with functional check flight (FCF) as required in 00-20 series TOs. TO 1-1-300, and applicable weapon system inspection handbooks	maintained as completed FCF worksheets for the last phase/periodic inspection	destroy after 3 months or when replaced by next FCF worksheet, whichever is later.
*23		high power electron tube records, i.e., electron tube field life record and electron tube performance and status report	for installed electron tubes, which have failed and have been declared unserviceable	send copies in accordance with TO 00-20-8; destroy held copies after 3 months.
*24			used to provide current status of tubes each quarter	destroy when replaced by next quarterly report or machine listing.
*25		deferred discrepancy records for Intercontinental Ballistic Missiles, maintained in TO 00-20-6	for assigned launch facilities, complexes or launch control facilities	destroy when deferred discrepancy is corrected or site deactivated, whichever is sooner.
*26	materiel/equipment individual historical files	TRACALS equipment status file comprised of data forms which portray daily history of the facility/site, including ground check certifications, flight inspection reports, graphs, NAVAIDS ground recordings and certification forms, system performance ratings, and any other significant data pertinent to TRACALS equipment and not included in rules 1 through 5	at the facility/site	destroy after 1 year or when no longer needed, whichever is sooner.
*27		flight inspection reports for TRACALS equipment maintained for the last special/periodic inspection		hold as part of equipment historical file; destroy when replaced by next special/periodic inspection report.
*28	office appliance maintenance	historical maintenance record for each individual office equipment		destroy when equipment is dropped from AF inventory.
*29	medical equipment maintenance			see table 167-1, rules 34 through 39.
*30	ground weapons historical data	inspection, maintenance, and firing data on ground hand and shoulder weapons	for weapons transferred, donated or sold per applicable AF directive	send with related weapon; destroy held copies after 3 months.

TABLE 66-3. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*31			made part of surplus property account	forward with related items to Defense Property Disposal Office for disposition.
*32			for weapons otherwise dropped from property account, i.e., destroyed, abandoned, reclaimed, salvaged, lost or missing	destroy 3 months after abandonment of search or physical disposition.
*33			recurring inspection reports for weapons stored or used by an organization	destroy when superseded.
*34	launch site historical data	records reflecting variances and adjustments to be considered when aligning the weapons system in silo to assure combat readiness configuration		destroy on deactivation of launch site facility or when replaced by a new series missile.

NOTES:

1. Turn in film eligible for disposal to the Defense Property Disposal Office on a quarterly basis for recovery of silver content.
2. Rules were renumbered due to Records Information Management System computer program requirements.

TABLE 66-4
ANALYSIS AND EVALUATION RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	actuarial analysis	correspondence, teletypes, general purpose data sheets, aerospace engine life data, engine failure rate graphs and computations, official engine failure rate table, and similar records		destroy when engine is dropped from inventory.
2	oil analysis program	used oil analysis request for ground equipment and aircraft		destroy 3 months after transcribing and statistical processing.
3		oil analysis record for use in visible file		see table 66-3, rules 1 through 3.2.1.
4		spectrographic analysis worksheets		destroy when no longer needed.
5	maintenance and corrosion evaluation program projects	summary reports of evaluation results, such as project directive change notices by the monitoring agency, acknowledgement records, interim, special, and final reports (including backup data) by evaluating offices, and project notifications by the monitoring agency	copies at project office	destroy 10 years after acceptance and/or rejection of project.
6			copies at other than project offices	destroy when no longer needed.
7	production count	cards that accumulate production credit and standard cost data to provide information for maintenance engineering cost accounting system		destroy when superseded or obsolete.
8		source material		destroy 3 months after preparation of detail cards.
9	maintenance production and utilization reports	summary reports formulated from production count cards; used to evaluate, analyze, and provide maintenance information	daily reports	destroy on receipt of monthly summary.
10			reports other than rule 9 above	destroy 1 year after as of date.
11	maintenance analysis	summary reports from maintenance data systems used to evaluate, analyze, and provide maintenance information	daily reports	destroy after 90 days or on receipt of monthly summary.

86. Civil Engineering Planning and Programming. This table covers records pertaining to policy, guidance, and management procedures for the programming of facility maintenance, repair, operation, and new construction using all funding sources available for such purpose.

TABLE 86-1
***PROGRAMMING CIVIL ENGINEER RESOURCES**

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*1	MCP and minor construction programs, including P-341, NAF, and O&M by contract	annual (FY) MCP records and essential supporting evidence (line listings)	at HQ USAF/LEEP	retire as permanent a master copy of each program document with line listing. (note 2)
2		extra or reference copy records of MCP, 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).
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)
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 89-1.
5	line item projects (not accepted for current construction program)			hold for resubmission purposes; if not approved after 5 years, destroy.
*6	budget authorization	USAF construction program document (the construction funding authorization)	at HQ USAF/LEEP	retire the final issuance as permanent. (note 2)
7		superseded changes and/or revisions of funding authorizations		destroy 6 years after superseded.
8			at MAJCOMs and below	destroy 2 years after superseded.
9		statistical summaries, tabulations, worksheets, correspondence, and other data relating to apportionment request, fund allocations, re-allocations, withdrawals, and the transfer of funds		destroy after 2 years or when no longer needed, whichever is sooner.
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.)
11			are disapproved projects	destroy on determination that their accomplishment is no longer required.
12			manufacturer's catalogs troubleshooting instructions, maintenance instructions, parts lists, and related papers which do not duplicate other records on file	
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.

TABLE 86-1. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
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.)
15	performance evaluation program records	reports, related forms, and working papers		destroy after 1 year.

NOTES: 1. Explosive site planning generated by AFR 127-100 will be disposed of in accordance with table 127-1, rule 5.
 2. Offer to National Archives in 10-year blocks when latest documents are 30 years old.

**TABLE 86-3
 FACILITIES BOARD**

RULE	A	B	C	D
	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 HQ USAF/MAJCOMs/major subordinate commands/bases/stations	destroy after 5 years.
2			(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).
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).

**TABLE 86-4
 NATO INFRASTRUCTURE PROGRAM**

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	SLICE—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/DEXN, NATO Infrastructure Division	destroy after Joint Formal Acceptance Inspection (JFAI) and audit by the NATO Board of Auditors.

*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 AFAPC/AJQED per table 177-5, rule 4.1 with the original accounts described in table 177-5, rule 1.

87. Real Property Management. These tables cover records pertaining to policy, procedures and responsibilities pertaining to acquisition, management, use, disposal, inventory accounting, and reporting of real property. Except for inventory, exclude contractor-operated industrial facilities which are covered by table 78-3.

11. Administrative Practices. These tables cover administrative records not provided for elsewhere in this regulation.

TABLE 11-1
OFFICE SUPPORT

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
1	office administrative files	records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists, including records related to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office (note 5)		destroy after 2 years, or when no longer needed, whichever is sooner. <i>ARS 23, 1</i>
2	(RESERVED).			
3	(RESERVED).			
4	source, support or control data	working papers, drafts, stenographic notes, tapes and disks that have been transcribed; charts, diagrams, or other graphic material used for briefings; or similar data that are summarized in final or other form which are used to facilitate or control work in progress and are not needed for record purposes		destroy when no longer needed (see note 1).
4.1 thru 4.6	(RESERVED).			
5	(RESERVED).			
6	reports, controlled and uncontrolled (defined in AFR 700-11) (not covered elsewhere) (see note 3)		at preparing activities	destroy when no longer needed.
7			at requiring activities	submit a records disposition recommendation per volume I, paragraph 1-2b.
8		information copies	at monitoring or intermediate activities	destroy when no longer needed.
9	precedent files	extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action		destroy when superseded, obsolete, or no longer needed, whichever is sooner.
9.1	(RESERVED).			
10	office instructions, additional duty handbooks/workbooks (see note 2)	collection of reports, checklists, worksheets, correspondence, instructions, and related records which prescribe or state a desired way of performing a local task or function which are not appropriate or issued as standard publications (see table 5-1)		destroy when superseded, obsolete or no longer needed, whichever is sooner.

Encl. 9

173. Cost Analysis. This table covers records pertaining to the policies, principles, and instructions for performing cost analysis throughout the Air Force, including cost information systems, planning factors, cost analysis methods and procedures, cost estimating, and cost estimate tracking, and Life Cycle Cost.

TABLE 173-1

COST RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	cost estimating relationship/cost factor program	reports, analyses, correspondence, and related data which provide a chronology of O&M appropriations costs by organization and program element	at HQ USAF and MAJCOMs	destroy after 10 years or when no longer needed.
2		support documents, data processing cards, statistical tabulations, and other working papers		destroy when superseded, obsolete, or after 2 years, whichever is sooner.
3			below MAJCOMs	destroy after 1 year, or when superseded, obsolete, or no longer needed.
4	cost information reports (CIR)	contract cost-data summaries, functional cost-hour reports, progress curve reports, FY functional cost-hour reports, comparable reports, and correspondence	at AFSC, ASD, ESD, SAMSO and similar organizations	destroy paper records when converted to computer input data.
5				store computer input data in ADP data banks.
6		individual program data files relating to CIR reporting requirements	at HQ USAF and HQ AFSC	destroy after the acquisition phase of each program.

***175. Auditing.** These tables cover records pertaining to the policies and procedures for auditing Air Force accounts, including internal audits of accounts and records covering military property, sales, appropriated funds, nonappropriated funds, real property, Air Force control system, industrial audits, verification of accounting and finance officers' accountability, and surveys of accounts and records of contractors. This series includes procedures for processing audit reports and tracking and following up on audit reports.

*TABLE 175-1

INTERNAL AUDIT AND CONTROL RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	installation-level audits	installation reports of audit	at activities having custody of records audited	destroy with the records to which they pertain.
2			held by installation commanders or audit focal points and intermediate or MAJCOM OPRs or audit focal points	destroy 2 years after all management actions have been completed provided deficiencies have been corrected (see table 175-2).
3			other management copies	destroy when all useful purposes have been served.
4		retained copies of installation reports of audit	at Audit Agency area audit offices	destroy 5 years after close of FY in which issued, provided management actions and audit followup have been completed and all useful purposes have been served (see note).
5			at Audit Agency MAJCOM representative offices	destroy 1 year after all management actions have been completed. (See table 175-2).
6			other Audit Agency copies	destroy when all useful purposes have been served.

TABLE 175-1. CONTINUED

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
7		audit programs and working paper files	at Audit Agency area audit offices	destroy after 3 years provided all management actions and audit followup have been completed and all useful purposes have been served (see note).
8	commander's audit program	commander's audit program reports of audit	held by installation commanders or their staff	destroy after all useful purposes have been served.
9			at Audit Agency area audit offices	destroy 1 year after the FY in which the report was issued provided audit followup has not been requested.
10			audit programs and working paper files	
11	public accountant audits of nonappropriated funds	public accountant reports of audit	at nonappropriated funded activities	destroy when next public accountant or Audit Agency report is issued.
12			held by installation commanders or audit focal points and intermediate or MAJCOM OPRs or audit focal points	destroy 2 years after all management actions have been completed provided deficiencies have been corrected (see table 175-2).
13			other management copies	destroy when all useful purposes have been served.
14			at Audit Agency area audit offices	destroy after next public accountant or Audit Agency report of audit is issued.
15			at Audit Agency MAJCOM representative offices	destroy 1 year after all management actions have been completed (see table 175-2).
16			other Audit Agency copies	destroy when all useful purposes have been served.
17	centrally directed audits	Air Force reports of audit	at activities having custody of records audited	destroy with the records to which they pertain.
18			held by MAJCOM or Air Staff OPRs/OCRs and associated audit focal points	destroy 2 years after all management actions have been completed provided deficiencies have been corrected (see table 175-2).
19			other management copies	destroy when no longer needed.
20			at Audit Agency programming divisions	destroy 5 years after close of FY in which issued, provided management actions and audit followup have been completed and all useful purposes have been served (see Note).
21			at other Audit Agency activities	destroy 1 year after management actions and audit followup have been completed provided all useful purposes have been served.
22			audit programs and working paper files	at Audit Agency programming divisions
23			at Audit Agency area audit offices	destroy after all installation management actions and local audit followup have been completed provided at least 3 years have elapsed (see note).

TABLE 175-2. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*3		accounts or records when audit report(s) disclosed deficiencies involving monies owed to the US Government		retain the audit report and the records for 2 years after the the report issuance, then dispose of as provided in tables covering the records, provided all collection actions are completed.
*4		accounts or records when audit report(s) disclosed deficiencies which involve suspected fraud, falsification of documents, or criminal conduct		retain the audit report and the records for 2 years after the report issuance, then dispose of as provided in tables covering the records, provided all litigation (including appeals) and disciplinary action is completed.
*5	investigations of GAO, DOD, or AF "hotline" allegations	accounts, records, supporting records and working papers not covered by rules 3 and 4		retain the audit report and the records for 2 years after the report issuance, then dispose of as provided in the tables covering the records.

TABLE 175-3

RECORDS HELD FOR GENERAL ACCOUNTING OFFICE (GAO) AUDIT

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	site or comprehensive audit by GAO	original money accounts, vouchers, contracts, and their supporting records that are or have been audited by GAO		send to HQ AFAFC/DAD where they will be retired to the Denver Federal Archives and Records Center (FARC) to be disposed of per table 177-5 (see note 2 below).
2		records in rule 1 that are unaudited, held over 3 years from closing date of last period audited (see note 1)		

- NOTES:**
1. If unaudited records present a storage problem within the 3-year hold period, submit a request for transfer approval through the Command Records Manager (RM) to HQ AFAFC/ DAD.
 2. For shipping instructions see chapter 7.

176. Nonappropriated Funds. These tables cover records pertaining to the administration of and accounting for nonappropriated funds (NAF):

- a. Records of the Air Force Aid Society, Boy Scouts of America, women's clubs, and other such activities which have no official status with the AF are not official AF records. Therefore, this directive does not apply.
- b. The Air Force Welfare Board administers the Air Force Central Welfare Fund, the Central Membership Association Fund, and such other nonappropriated funds directly assigned to the Board. Related records of operational matters concerning personnel management, financial management, and funding controls are covered in the following tables. Retain records subject to audit or inspection until cleared for disposal by the commander.
- c. Disposition of Air Force Base Exchange records is governed by AAFES Manual 5-1.

Rescinded. Use property accounting files in the 710-series of this regulation.

145-11

ROTC cadet evaluation reports

Authority:
Privacy Act: A0703 04DAPC

Documents of cadet ratings prepared by Professors of Military Science and commanders prior to graduation. Included are evaluation reports and related information

Disposition:
Destroy 2 years after graduation, or send to higher command on request.

145-1j

ROTC scholarship selected applicant files

Authority: NC-AU-76-10
Privacy Act: A0703.04DAPE

Documents relating to the selection of individuals for ROTC scholarships. Included are applications, reference questionnaires, interview worksheets, descriptive reports, Scholarship Selection Board vote sheets, evaluation score sheets, documents reflecting College Entrance Examination Board scores, and related documents.

Disposition:
Destroy 1 year after individual graduates or is disenrolled.

145-1k

ROTC scholarship nonselected applicant files

Authority: NC1-AU-83-48

Documents reflecting the nonselection of applicants for ROTC scholarships. Included are applications, physical exams, and medical histories, secondary school transcripts, documents reflecting extracurricular activities, documents reflecting CEEB scores, and related documents.

Disposition:
Destroy 1 year after graduation of the non-selectee's class.

145-1m

ROTC graduate files

Authority:

Documents used to determine assignment of graduates, showing names and pertinent information concerning students scheduled to complete the senior Reserve officers training course and to be commissioned in the US Army Reserve. Included are rosters, cards, tapes, orders, and related documents.

Disposition:
Destroy 1 year after completion of assignment.

145-1n

Inquiry and eligibility files

Authority: NN-166-204
Privacy Act: A0702.03aUSAREC

Documents related to verifying the eligibility of individuals for the Reserve Officer Training Corps. Included are letters, reports, designation of Distinguished Military Students, and similar documents.

Disposition:
Destroy after 2 years.

145-1p

ROTC unit evaluations

Authority:

Documents related to rating and reporting on ROTC units failing to meet the standards required for retention. Included are reports of deficiencies by professors of military science, recommendations of major commands, notices of probationary status, waivers, academic evaluation reports, correspondence about corrective action, and similar or related documents.

Disposition:
Destroy 5 years after expiration of the waiver or removal of the unit from probation.

145-1q

ROTC performance reports

Authority:

Documents reflecting the performance of ROTC graduates by class standings at officer orientation courses. Included are reports to Army areas, reports to DA Staff agencies, notices to the president of each institution of how well the ROTC graduates from his or her school performed, and similar or related documents.

Disposition:
DA Staff offices and offices of major command headquarters: Destroy when no longer needed for current operations.
Other offices: Destroy after 2 years.

145-1r

ROTC class standings

Authority:

Documents reflecting class standings and failures of ROTC officers attending officer orientation courses. Included are forms, printouts, correspondence, and similar or related documents.

Disposition:
Destroy after 3 years.

145-2a

NDCC instructor selections

Authority:
Privacy Act: A1005.01DAPE

Documents relating to choosing instructors for NDCC schools. Included are letters with detailed experience qualifications, approvals by the Army Staff, and similar or related documents.

Disposition:
Destroy 2 years after termination of employment by the school.

145-2b

NDCC uniform approvals

Authority:

Documents relating to approval for NDCC schools to adopt uniforms similar to the Army uniform. Included are recommendations, approvals, and similar related documents.

Disposition:
Destroy on discontinuance of the unit or on adoption of another uniform.

165

RELIGIOUS ACTIVITIES

Prescribing Directive:
AR 165-20 Duties of Chaplains and Commander's Responsibilities

These records concern functions and duties chaplains; religious programs, including service sacraments, and rites; use of chapels and similar activities; auxiliary chaplains; and religious reports.

Number

165

General religious activities correspondence

Description and Disposition:
a. General correspondence relating to religious activities that cannot logically be filed with detailed records listed below. Destroy after years

b. Documents relating to religious activities that are received for information only, on which no action is required. Destroy when no longer needed for current operations

165-20a

Chaplain privileged counseling/interview communication cases

Authority:
Privacy Act: A0722.05DACH

Documents relating to counseling of a privileged nature between Army chaplains and Army members or their dependents. Included are memoranda, resume of counseling interviews, notes, letters, forms, or related documents

Disposition:
Destroy 2 years after completion of individual cases.

165-20b

Religious census, education, and registration

Authority:
Privacy Act: A0722 06DACH

Information accumulated by chaplains to provide data on religious education and training needs, faith groups, denominations, or religious services. Included are individual questionnaires, survey correspondence, memoranda for the record, counseling data (but not those appropriate for number 165-20a above), index cards, and similar or related information.

Disposition:
Destroy when no longer needed for current operations.

165-20c

Baptism, marriage, and funeral files

Authority:
Privacy Act: A0722.02DACH

Documents maintained in Headquarters, Department of the Army, related to reporting each baptism, marriage, and funeral service performed by military chaplains, auxiliary chaplains, and authorized civilian clergymen for military personnel and authorized civilians. Included are letters, forms, and related documents.

Disposition:
Destroy in CFA after 50 years.

165-20d

Chapel registers

Authority:

Documents reflecting marriages, funerals, baptisms. Included are chapel registers and related documents