

31 MARCH 1994



**HILL AIR FORCE BASE
Supplement 1**

6 MAY 1996

Information Management

**RECORDS DISPOSITION--PROCEDURES AND
RESPONSIBILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication, unsupplemented, is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: SAF/AAIQ (Grace T. Rowe)
75MS/IMR (Marrienne Nelson)
Supersedes AFR 12-50, Volume I, 14 May 1984.
OO-ALC-HAFB Sup 1, 29 Nov 1991

Certified by: SAF/AAI (Col Edward A. Pardini)
75MSS/IMR (Marrienne Nelson)
Pages: 60
Distribution: F

This instruction implements AFR 37-1, *Air Force Information Management*, by listing program objectives and responsibilities, and guiding personnel in disposing of special types of records, retiring or transferring records using staging areas, and retrieving information from inactive records. This instruction applies to all Air Force personnel and activities, including the unified commands for which the Air Force is the executive agent, and contractor personnel who manage Air Force records. If a major command (MAJCOM) supplements this instruction, provide a copy of the supplement to SAF/AAIQ. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to SAF/AAIQ, 1610 Air Force Pentagon, Washington DC 20330-1610. See attachment 1 for a list of references, abbreviations, acronyms, and terms.

(HILL) AFI 37-138, March 1994, is supplemented as follows:

SUMMARY OF REVISIONS

This is the initial publication of AFI 37-138, substantially revising AFR 12-50, volume I. It updates, clarifies, and streamlines previous guidance.

(HAFB) This revision updates office symbols and aligns supplement with AFI 37-138.

Chapter 1— OVERVIEW AND OBJECTIVES	5
1.1. Overview of the Records Disposition Program.	5
Objectives of the Records Disposition Program:	5

Chapter 2— CATEGORIES OF RECORDS 6

- 2.1. Official Records. 6
- 2.2. Personal Papers. 6
- 2.3. Removal of Documents. 7
- 2.4. Documents Which May Be Removed. 7
- 2.5. Statutory and Regulatory Limitations: 8
- 2.6. Removal Procedures: 8
- 2.7. Private Organizations' Records. 8
- 2.8. Permanent Records. 8
- 2.9. Temporary Records. 9
- 2.10. Unscheduled Records. 9
- 2.11. Records in Other Than Paper Form. 9
- 2.12. Vital Records During Emergency. 9
- 2.13. Contractors Records. 10

Chapter 3— DISPOSITION PROCEDURES 12

- 3.1. Authority and Implementation: 10
- 3.2. Retention and Retirement Standards: 10
- 3.3. Emergency Retirement. 15
- 3.4. Emergency Disposal of Records, IRCN: 1095-NAR-AR. 15
- 3.5. Damage to or Unauthorized Disposition of Records. 16
- 3.6. Intra-Air Force Transfer. 17
- 3.7. Transfer to the National Archives. 17
- 3.8. Transfer to Other Government Agencies: 19
- 3.9. Transfer Outside of Government Agencies. 20
- 3.10. Authorized Methods of Disposal: 20

Chapter 4— DISPOSITION OF SPECIAL TYPES OF RECORDS 23

- 4.1. Records More Than 30 Years Old. 23
- 4.2. Records Deteriorating Because of Storage Conditions. 23
- 4.3. Foreign Language Records. 23
- 4.4. Joint Activities Records: 23
- 4.5. International Pact Organization Records. 23
- 4.6. "For Official Use Only" (FOUO) Records. 23

4.7. "Internal Air Force Working Papers" and "Air Force Eyes Only" 23

Chapter 5— DISPOSITION PROCEDURES FOR RECORDS OF UNITS AND ACTIVITIES CHANGING STATUS 25

5.1. Redesignation or Reorganization of Units and Activities: 25
5.2. Inactivation of Units and Activities. 25
5.3. Installations Placed on Inactive or Standby Status. 25
5.4. Units Alerted for Oversea Movement. 26
5.5. Transferred Units. 26
5.6. Air Force Reserve and Air National Guard Units: 26

Chapter 6— SHIPPING RECORDS 28

6.1. Shipping Containers: 28
6.2. Where To Obtain Boxes. 28
6.3. Preparing Records Series for Packing. 29
6.4. Packing Unclassified Records Series: 29
6.5. Packing Classified Records Series. 30
6.6. Sealing and Marking Boxes: 31
6.7. Methods of Shipment: 33
6.8. For Official Use Only (FOUO) Files. 33
6.9. Using SF 135: 34

Chapter 7— RECORDS STAGING AREAS 40

7.1. Purpose of Records Staging Areas. 40
7.2. Setting Up Staging Areas: 40
7.3. Using Staging Areas. 40
7.4. Supervising Staging Areas. 41
7.5. Staging Area Space: 41
7.6. Staging Area Equipment: 41
7.7. Storing Administrative Files. 42
7.8. Receiving Procedures: 42
7.9. Disposition Procedures. 42

Chapter 8— GETTING INFORMATION FROM INACTIVE RECORDS 44

8.1. General Information. 44

8.2. Getting Records From an Air Force Organization.	44
8.3. Getting Records From a Records Center or Staging Area.	44
Chapter 9— CHANGES PROCEDURES	47
9.1. Changes to AFI 37-138 and AFMAN 37-139:	47
9.2. Suggesting Changes, Additions, or Deletions to AFI 37-138 and AFMAN	47
9.3. Completely Justify All Changes:	47
Attachment 1—GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS	49
Attachment 2—GUIDE TO RECORDS CENTERS, DEPOSITORIES, AND THE LOCATION OF RETIRED AIR FORCE RECORDS	53
A2.1. National Personnel Records Center (MPR), 9700 Page Ave, St Louis MO 63132-5100:	53
A2.2. National Personnel Records Center (CPR), 111 Winnebago St, St Louis MO 63118:	55
Attachment 3—REGIONAL ARCHIVES AND RECORDS CENTERS	59

Chapter 1

OVERVIEW AND OBJECTIVES

1.1. Overview of the Records Disposition Program. Each military agency head must economically and efficiently manage the agency's records. See 44 United States Code 3101-3107 and 3301-3314, *National Archives and Records Administration*; 36 Code of Federal Regulations, Chapter XII, Subchapter B, *Records Management*, and applicable regulations of the General Services Administration (GSA), General Accounting Office (GAO), and Department of Defense (DoD). In the Air Force, economical and efficient records management involves:

- Scheduling all records for retention or periodic destruction.
- Preserving records that reflect the organization, functions, policies, decisions, procedures, and essential transactions of the Air Force.
- Preserving records that protect the legal and financial rights of the Government and of individuals that Air Force actions directly affect.
- Offering records of enduring value for permanent preservation in the National Archives.
- Promptly and systematically disposing of records of temporary value.
- Setting up safeguards against illegal removal, loss, or destruction of records.

1.1.1. Do not dispose of any record without the specific authority of the Archivist of the United States.

1.1.2. See AFI 37-122, *Air Force Records Management Program* (formerly AFR 4-74), for specific responsibilities.

1.2. Objectives of the Records Disposition Program:

1.2.1. Retire long-term records (9 years old or older) to authorized Federal records centers.

1.2.2. Transfer short-term records (less than 9 years old) to authorized local staging areas.

1.2.3. Dispose of short-term holdings as soon as authorized.

1.2.4. Dispose annually of a volume of records at least equal to the volume created, keeping Air Force holdings from increasing.

Chapter 2

CATEGORIES OF RECORDS

2.1. Official Records. Official records include all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, that the Air Force makes or receives under Federal law or during the course of its public business and keeps:

- As evidence of its organization, functions, policies, decisions, procedures, operations, or other activities.
- Because of the material's informational value.

EXCEPTION: Library and museum material that serves only for reference or exhibition purposes, stocks of publications, and blank forms.

NOTE:

Official records are public records and belong to the office, rather than the official.

2.1.1. Collections of official records are known as official files. Remove or destroy official records only in accordance with AFMAN 37-139, *Disposition of Records--Standards* (formerly AFR 4-20, volume 2), or other directives authorized in this instruction. Dispose of classified official records in accordance with AFMAN 37-139 and AFI 31-401, *Information Security Program Management* (formerly DoD 5200.1-R/AFR 205-1).

2.2. Personal Papers. Personal papers which relate solely to an individual's private affairs include:

- Papers that the individual created before entering Government service.
- Private materials that the individual brought into, created, or received in the office but not related to Government business.
- Work-related personal papers not used for transacting Government business.

2.2.1. Maintain and dispose of correspondence designated "personal" or "private" but relating to the conduct of public business in accordance with 44 U.S.C., Chapter 31, *Records Management by Federal Agencies*.

2.2.2. Do not include classified information in personal papers.

2.2.3. Work-Related Personal Papers. Work-related personal papers includes diaries, journals, personal calendars, and appointment schedules that contain work-related information, but exist for the official's personal use (such as reminders and personal observations on work-related topics) and not for transacting Government business.

2.2.3.1. File personal papers separately from the records of the agency. **NOTE:** The Air Force may later designate some of these materials as official records, depending on the circumstances surrounding their creation, maintenance, use, or disposition.

2.2.4. Personal Copies of Records and Nonrecord Materials. When officials leave Government service, they might wish to take copies of particular agency papers, working papers, and nonrecord materials, especially if they plan to continue working in the same field or write memoirs. With agency approval, Government officials may take nonrecord copies of documents, and copies of materials they

drafted, reviewed, or otherwise acted upon. The officials begin keeping extra copies of such documents from the beginning of their Government careers.

2.2.4.1. Even if officials have not been keeping extra copies of documents, the agency may arrange to make selected copies for them before their departure.

2.2.5. Presidential appointees and other officials in policy-making positions may donate personal papers and extra copies of official papers that they created or acted upon during their term of office to a presidential library, the National Archives, or the Air Force Historical Research Agency (AFHRA), Maxwell Air Force Base, AL 36119. **EXCEPTION:** The donated papers must not contain classified material or compartmented, restricted data, or formerly restricted data.

2.2.5.1. Those donors who qualify according to AFI 31-401 might gain future access to classified material.

2.2.5.2. The official may choose to dispose of the reference (or extra copy) file according to approved disposition.

2.2.5.3. The donor may restrict access to donated materials.

2.3. Removal of Documents. Officials may not remove these types of records:

- The official record copy or extract from any such document.
- Classified information AFI 31-401, restricted data, and formerly restricted data.
- Diaries that contain official schedules of meetings, appointments, field trips, or other official activities used to transact Government business.
- A copy of a document containing information exempt from public release under the Freedom of Information Act or stamped "FOR OFFICIAL USE ONLY," whether it is the official record copy or an extra copy (see AFI 37-131, Freedom of Information Act Program [formerly AFR 4-33]).
- Documents about sensitive or Privacy Act material.
- Preliminary or draft documents from other Government organizations, including foreign governments.
- Material (including extra copies) whose removal would create a gap in the logical sequence of essential records.
- Documents required to transact official business of the Air Force or to help in the decision-making process.

2.4. Documents Which May Be Removed. Officials may remove:

- Personal and private unclassified papers that do not refer to official business.
- Reference books and other personal items brought from private life.
- Extra copies of unclassified papers (with agency approval) that they have drafted, reviewed, or otherwise acted upon. **EXCEPTIONS:** The removal:
 - Will not diminish the official files of the Air Force.
 - Violates national security information requirements, including:
 - Foreign government information disclosure.

- Privacy.
- Other interest protected by law.
- Exceeds normal administrative economies.

2.5. Statutory and Regulatory Limitations:

- 2.5.1. Classify official information according to Executive Order 12356, *National Security Information*, 2 April 1982, and AFR 31-401.
- 2.5.2. Retiring officials (or those leaving office) who remove classified material face penalties, including imprisonment, according to 18 U.S.C., Chapter 101, Section 2071, *Records and Reports*.
- 2.5.3. Individuals who qualify under AFI 31-401 (formerly DoD 5200.1-R/AFR 205-1) may get limited future access to classified records.

2.6. Removal Procedures:

- 2.6.1. Check with the program manager or the records manager (RM) to ensure that you may remove the records.
- 2.6.2. Using SF 135, **Records Transmittal and Receipt**, identify the documents that you want to remove.

2.7. Private Organizations' Records. The records of private organizations (such as the American Red Cross, Air Force Aid Society, federal credit unions, various national scouting organizations, Little League, American Legion, hobby clubs, and other special interest groups) serving Air Force communities are not official records within the scope of this instruction. (See AFI 34-123, *Private Organizations on Air Force Installations*, [formerly AFR 34-4], for more details on private organizations.)

2.8. Permanent Records. Permanent records include those that the Archivist of the United States decides have enduring value because:

- They document the organization and functions of the Air Force.
- They contain significant information on persons, things (such as historic buildings or manufactured objects), places, events, problems, and conditions with which the Air Force has dealt.

2.8.1. Personnel justify records that they consider worthy of permanent retention (see paragraph 9.3.2).

2.8.2. Only the Archivist of the United States approves the permanent retention of records. Such approvals take the form of appropriate disposition standards published in:

- AFMAN 37-139.
- U.S.C. Chapter 33, Disposal of Records.
- The National Archives and Records Administration, General Records Schedules.
- FIRMR, Federal Information Resources Management Regulation, 41 Code of Federal Regulations (GSA).

2.9. Temporary Records. Any records determined by the Archivist of the United States to have insufficient value to warrant its preservation by the National Archives. These records are disposable after a fixed period of time or after an event and according to disposition schedules in AFMAN 37-139.

2.10. Unscheduled Records. Unscheduled records are those not disposable under the General Records Schedules; those that have not been approved by NARA; those described but not authorized for disposal by NARA because they are on "Disposition Pending" status or NARA has not completed the appraisal. Do not retire unscheduled records to records centers without special permission from SAF/AAIQ who will send a request to NARA to waive these restrictions.

2.11. Records in Other Than Paper Form. These records include:

- Data on optical disks, magnetic tapes, floppy disks, or drums.
- Records on hard disks and in electronic databases.
- Paper tapes.
- Information on microform (such as roll films, aperture cards, film jackets, microfiche, ultrafiche, video disks, and tapes).
- Audiovisual records (such as motion pictures, still photography, and sound recordings).

The same general principles of records evaluation, and the specific disposition instructions prescribed in AFMAN 37-139 apply regardless of physical form or characteristics of the medium used. Retain any of the above media containing records of differing retention periods in a system for the longest periods authorized by any recorded data in the system.

2.11.1. Prepare an AF Form 525, **Records Disposition Recommendation**, in accordance with paragraph 9.2 for any records not covered in AFMAN 37-139. Submit the AF Form 525 through channels to SAF/AAIQ. When evaluating records in other than paper form consider:

- Whether all information contained in source documents are committed to the system.
- Whether the medium involved will prove satisfactory for future reference requirements (such as audits, accountability, backup data to reports, and so forth).
- Whether optical disks, electronic records, or microforms are duplications of records, substitutions of records or new records.
- Whether the records meet the requirements of the NARA, and GSA concerning the long-term retention value of audiovisual or cartographic records (see paragraph 3.7.1.4 and 3.7.2).

2.12. Vital Records During Emergency. The Federal vital records program includes two basic categories: emergency operating records and rights and interest records.

2.12.1. Emergency operating records, which serve the Federal Government if the country is attacked, include records necessary for:

- The military effort.
- The mobilization and protection of material, personnel, services, and systems.
- Maintenance of public health, safety, order and the conduct of civil defense activities.

2.12.1.1. Emergency operating centers must keep these records immediately available.

2.12.1.2. The HQ USAF, Deputy Chief of Staff, Plans and Operations, manages the emergency operation program for the Air Force as part of the Air Force Continuity of Operations Plan, the USAF Operation and Mobilization Plan, and other contingency war or planning programs (see AFI 10-208, *Continuity of Operations Planning*, [formerly AFR 55-105] and AFI 10-401, *Operation Plan and Concept Plan Development and Implementation*, [formerly AFR 28-3]).

2.12.2. Rights and interest records, which uphold the legal rights and interests of individual citizens and their Government, include:

- Social security records.
- Retirement records.
- Payroll records.
- Insurance records.
- Valuable research records.

2.12.2.1. The Social Security Administration maintains social security records.

2.12.2.2. The Office of Personnel Management maintains civilian retirement records.

2.12.2.3. The Air Force Military Personnel and the Air Force Reserve Personnel Centers send the military personnel retirement records to the National Personnel Records Center, 9700 Page Avenue, St Louis, MO 63112-5100.

2.12.2.4. The Defense Finance and Accounting Service (DFAS) maintains payroll records and accompanying insurance records.

2.12.2.5. The offices of primary responsibility (OPR) send research records to Federal records centers.

2.12.2.6. The OPRs generally send valuable (permanent) research records to the Washington National Records Center (WNRC).

2.12.2.7. The National Archives stores, protects, and maintains rights and interest vital records for agencies desiring more permanent storage of their vital records.

2.12.2.8. Each NARA records center has environmentally controlled space for storing vital records on magnetic tape and photographic film.

2.12.2.9. Offices transfer rights and interest records to a records center by contacting SAF/AAIQ, which decides with the Office of Federal Records Centers Operations in Washington D.C., which Federal records center receives the records.

2.13. Contractors Records. Handle records relating to work that contractors perform in accordance with:

- The Federal Acquisition Regulation (FAR).
- The Defense Federal Acquisition Regulation Supplement (DFARS) (when applicable).

2.13.1. When contracts involve creating data for the Government's use, identify the background data that contractors must deliver to the Government for possible reuse.

2.13.1.1. Before identifying the background data that contractors must deliver to the Government, program and contracting officers work with records and information managers and historians and,

when appropriate, with other Government agencies to ensure that all Government needs are met, especially when the data supports new Air Force missions or new Government programs.

2.13.1.2. When the background data includes electronic records, the OPR requires the contractors to deliver enough technical documentation to let the Air Force or other Government agencies use the data.

2.13.1.3. Manage all data created for Government use or legally controlled by the Government in accordance with the records management procedures in this instruction.

Chapter 3

DISPOSITION PROCEDURES

3.1. Authority and Implementation:

3.1.1. In addition to the guidelines in this instruction, follow the disposition standards that the Archivist of the United States and the Air Force have authorized in AFMAN 37-139.

3.1.2. Don't make personal decisions to destroy Air Force records and those in other directives authorized by this instruction may be used to dispose of Air Force records, including supporting or related records. **EXCEPTION:**

- Dispose of special intelligence records per USAFINTEL 201-1, *The Security, Use, and Dissemination of Sensitive Compartmented Information (SCI) (U)*, tables 13-1 through 13-3 and AFI 36-2608 [formerly AFR 35-44] for records that are included in the military personnel master record.

3.1.3. Use destruction methods and procedures in AFI 31-401 as authority for disposing of classified documentary records. **EXCEPTION:** Destroy nonrecord classified material and other temporary material, such as extra copy files and publications, and other materials excluded from the definition of records as soon as their intended purposes is served.

3.1.4. When disposition schedules and standards change periodically because of new requirements, procedures, and methods, follow these rules:

3.1.4.1. When a changed schedule increases the retention period, apply the standard to all records (including inactive and cutoff records) of that description, regardless of where they are maintained or when they were created.

3.1.4.2. When a changed schedule reduces the retention period, apply the standard retroactively. **EXCEPTION:** Specific instructions to the contrary for individual cases.

3.2. Retention and Retirement Standards:

3.2.1. Records Identified in AFMAN 37-139.

3.2.1.1. Use table 3.1 to cut off records identified in AFMAN 37-139.

EXCEPTIONS:

- Note 1 allows a temporary extension.
- Emergency retirement or disposal conditions in paragraphs 3.4 and 3.5 of this instruction apply.
- Exceptions that this publication and AFMAN 37-139 authorize.

3.2.1.2. Retire all Air Force records with a retention period of 9 years or more to the Washington National Records Center (WNRC), Washington DC 20409. **EXCEPTION:** AFMAN 37-139 specifies another Federal records center (such as the National Personnel Records Centers in St Louis, MO for personnel and medical records or the Rocky Mountain Federal Archives in Denver CO, for Air Force Academy records).

3.2.1.3. Tables in AFMAN 37-139 include specific standards for cutoff, setting up inactive files, retention periods, and specific instructions as to the organizational levels at which the disposition instructions apply. In most cases, however, only general disposition instructions exist, such as "destroy after 3 months," "2 years," "10 years," "when superseded," and so forth. Regardless of the disposition standards, retention periods begin after the cutoff of a file, rather than the dates of individual records in a file unless otherwise stated. **EXCEPTION:** Use cutoff procedures in table 3.1 to determine cutoff on files disposition control label.

3.2.1.4. Normally, destroy records that are disposable within 8 years in Air Force space, except on base closures.

3.2.1.5. When a base closes, the RM must first notify SAF/AAIQ through the Command Records Manager (CRM) of those records that are disposable within 8 years.

3.2.1.6. SAF/AAIQ contacts the NARA, Office of Federal Records Center Operation, which notifies SAF/AAIQ of a regional records center where the closing base may retire the temporary records.

NOTE:

This procedure also applies when a base staging area becomes too crowded for storing records.

3.2.1.7. When AFMAN 37-139 does not specify the location of records, in a disposition standard, assume the standard to apply Air Force-wide.

Table 3.1. Retention and Retirement Standards for Active Air Force Activities.

	A	B	C	D	E
ITEM	Records retention period	Records accumulated by	Cutoff period	Hold in the current files area	and (see note 1)
1	1 month	any Air Force activity	at the end of each month	1 month	destroy per AFMAN 37-139
2	2 months			2 months	
3	3 months		at the end of each month (see note 2)	3 months	
4	4 months			4 months	
5	6 months			6 months	
6	1 year		at the end of each calendar or fiscal year, as applicable (see note 2)	1 year	
7	13 months			13 months	
8	15 months			15 months	
9	18 months			18 months	

	A	B	C	D	E
ITEM	Records retention period	Records accumulated by	Cutoff period	Hold in the current files area	and (see note 1)
10	2 years	HQ USAF offices	at the end of each calendar or fiscal year, as applicable(see note 2)	2 years	destroy (see notes 3 and 4) and AFMAN 37-139
11		activities below HQ USAF		1 year	transfer to staging area where it is destroyed after 1 additional year (see notes 4, 5, 6 and 8) and AFMAN 37-139
12	3 to 8 years	HQ USAF offices		3 years	if not eligible for destruction, retire to WNRC for retention (see notes 3, 4, and 6) and AFMAN 37-139
13	3 to 8 years	activities below HQ USAF	at the end of each calendar or fiscal year, as applicable(see note 2)	1 year	transfer to staging area where it is destroyed upon expiration of the remainder of the retention period (see notes 4, 6, 7, and 8)
14	9 years to permanent	HQ USAF offices	at the end of each calendar or fiscal year, as applicable(see note 2)	2 years	retire to WNRC for retention (see notes 3, 4, and 10) and AFMAN 37-139

	A	B	C	D	E
ITEM	Records retention period	Records accumulated by	Cutoff period	Hold in the current files area	and (see note 1)
15	9 years to permanent	activities below HQ USAF	at the end of each calendar or fiscal year, as applicable	1 year	transfer to staging area where it is retired after 1 additional year to WNRC or other designated records center (see notes 4, 7, 8, 9, and 10). Also see AFMAN 37-139
16	based on an event or action, such as supersession, obsolescence, or completion of action	all Air Force activities	on the event or completion of the action stipulated		destroy or retire according to AFMAN 37-139
17	based on a specified time period after an event or action, such as audit, final payment, settlement of a claim, completion of a project, closing of a case file, etc		on the event or completion of the action stipulated, cutoff and place in the inactive file, at the end of each calendar or fiscal year, as applicable	for the appropriate time period as specified in items 1 through 15	destroy or retire according to AFMAN 37-139

NOTES:

1. CRMs may authorize a temporary extension to disposition standards in AFMAN 37-139 pending processing of request as indicated below. This also applies to other governments' laws or agreements with the US which specify longer retention periods. If a temporary extension is granted by the CRM, retain the records and send the following information immediately by letter through channels to SAF/AAIQ:

- Description of records and prescribing directives; table and rule from AFMAN 37-139 covering records; length of requested extension; volume of records involved; reasons for extension.
- A statement of the current and proposed physical location of the records, including information on whether the records have been or will be transferred to one or more federal

records centers. SAF/AAIQ will advise the CRM of final action. If the request is disapproved, follow the disposition criteria in appropriate AFMAN 37-139, table and rule. If approved, the CRM issues an authorization letter to the requesting activity for attachment to the related files plan.

2. Transitory and reading files, and other large volumes of 3- to 6-month retention files are cut off at the end of each month. When volume or other circumstances justify, and if the RM approves, cut off records with a retention period of 1 year or less on a daily, weekly, monthly, or semiannual basis, and retain for the prescribed retention period.
3. If office space is urgently needed for current records, before the retention period within the office expires, see paragraph 7.2.2.
4. Comply with paragraph 6.7.6 before retiring classified records to a staging area or records center.
5. If there is no staging area, retain and destroy in the current files area.
6. Retain if the RM approves, small volumes of 2 to 8-year retention in the current files area until eligible for disposal or retirement, if the office does not need additional space or equipment.
7. If there is no staging area, or the accumulating office is not in close proximity to an Air Force installation having a staging area, transfer records with a 3 to 8-year retention to the Regional Federal Records Center serving the area, provided the CRM and NARA approve and the records center agrees to accept the records. Under the same circumstances for 9-year-to-permanent records, retain in current files area for 2 years after cutoff, then retire (through the organization's records manager) to WNRC or other designated records centers.
8. If the office needs space for current records, transfer noncurrent records to the staging area earlier, if the RM responsible for the supervision of the staging area approves.
9. The CRM may approve an extension of retention period for records needed for longer than 2 years after cutoff because of frequent reference. Annotate the related SF 135 according to figure 6.4 instructions. Send in request for extension to SAF/AAIQ who must get NARA's approval for extension of retention period. Place records authorized for indefinite retention at the installation (such as certain civil engineering records and equipment historical files) which are relatively inactive and have infrequent reference in the local staging area by mutual agreement between the accumulating office and the RM responsible for the supervision of the staging area.
10. Hold locally series not retireable to WNRC or NPRC under paragraphs 6.4.2.6 and 6.4.2.7.
 - 3.2.2. Records That AFMAN 37-139 Does Not Identify. When personnel receive or create records that AFMAN 37-139 does not identify, they follow paragraph 9.2 of this instruction. If the records take up file space that is needed for active material, transfer them to a staging area that the CRM

assigns until final disposition. Send a copy of the SF 135 to the base RM and the CRM when you transfer the records to a staging area.

3.3. Emergency Retirement. In hostile or potentially hostile areas, during war, or when war seems imminent, get agreement between the chief of the office of record, the RM, the CRM, SAF/AAIQ, and NARA to retire records with a retention period of more than 2 years to the proper Federal records center at any time after cutoff if:

3.3.1. Records may be destroyed by hostile or potentially hostile action and the records are valuable enough to save until the normal retention period ends.

3.3.1.1. Offices retiring records make duplicate copies, if needed, for frequent reference to avoid harm to the unit's mission or place an unrealistic research and reference burden on Federal records centers.

3.3.2. The records take space urgently needed for military purposes and personnel do not use them frequently enough to warrant storing them locally any longer. If none of the conditions in 3.3.1 and 3.3.2 apply, keep the records and retire them at the times specified in paragraph 3.2 and table 3.1, or, in an emergency, in accordance with paragraph 3.4.3.

3.3.2.1. Do not retire material that you plan to keep for less than 2 years unless it is of sufficient importance in protecting the legal or financial rights of individuals and the Air Force. Send requests to destroy these short term records to SAF/AAIQ before destroying them.

3.4. Emergency Disposal of Records, IRCN: 1095-NAR-AR. Dispose of records without regard to AFMAN 37-139 if an emergency arises:

3.4.1. A Menace to Health, Life, or Property. A CRM who believes that records have become a menace to health, life, or property notifies SAF/AAIQ of the nature of the menace, the kind and quantity of material involved, and its location. SAF/AAIQ notifies the NARA. If the NARA approves, SAF/AAIQ directs immediate destruction or removal of the material. **EXCEPTION:** Nitrocellulose-based film.

3.4.2. Nitrocellulose-Based Film. If any radarscope, aerial, or other still or motion-picture film on a nitrocellulose base deteriorates to the point where it is soft and sticky, is emitting a noxious odor, contains gas bubbles, or has turned to an acrid powder, and the OPR in charge decides that it is a menace to health, life, or property, the CRM may eliminate the menace without prior approval of SAF/AAIQ. The CRM:

3.4.2.1. Requests the OPR to remove the film from inhabited buildings as soon as possible; destroys it in a way to save its silver content, or if the quantity is not large enough to justify saving its silver content, arranges for authorized burial in approved landfills. Submerges the film to be burned in water-filled drums, and moves it to a remote spot that fire authorities have approved for burning. Preferably, burn only one reel at a time, but never more than 25 pounds. Do not burn the film in a furnace or other confined space to avoid dangerous gases; within 30 days after destruction of the film, sends a letter to SAF/AAIQ describing the film and stating when, where, and how the destruction took place. Assign Interagency Report Control Number 1095-NAR-AR to this report.

3.4.3. State of War, Threatened War, or Hostile Action Outside the United States:

3.4.3.1. When war seems imminent, destroy records in the custody of a chief of an office of record outside the territorial limits of the continental United States without regard to disposition standards in AFMAN 37-139 and without prior approval if these situations exist:

- Keeping the records would be prejudicial to the interest of the United States.
- The records take up space urgently needed for military purposes.
- The records are not without sufficient administrative, legal, research or other value to warrant their continued preservation.

3.4.3.2. If the material is considered valuable enough to warrant preservation, retire it in accordance with paragraph 3.3. For the emergency destruction of classified material, follow AFI 31-401. When you must destroy records in an emergency, notify SAF/AAIQ in writing, as soon as possible of:

- The name of your organization.
- A general description of the records destroyed.
- The security classification (if known).
- The dates of each file.
- The place and date of destruction.
- The reason for destruction.

3.5. Damage to or Unauthorized Disposition of Records. The Secretary of the Air Force ensures that personnel do not dispose of records without authorization. **NOTE:** Disposing of records without authorization involves removing them from Air Force custody or destroying or altering them without regard to the schedules in AFMAN 37-139 (44 U.S.C 2095, 3105, 3106, and 3314).

3.5.1. If any Air Force records are lost, damaged, or destroyed before an approved disposition schedule, make a reasonable effort to find, restore or reconstruct them.

3.5.1.1. Restoring Records. RMs who believe they can save damaged records contact the base disaster planning office; follow the procedures in the Federal Fire Council's Recommended Practices No. 2, *"Salvaging and Restoring Records Damaged by Fire and Water"* or other material in local libraries, or consult with a local restoration company. Also, call SAF/AAIQ for guidance. The CRM reports to SAF/AAIQ:

- The quantity and type of records damaged.
- The type (fire, flood, and so on) and extent of damage.
- An assessment of whether restoration efforts are practical.

3.5.1.2. Reconstruction. Replace record sets of publications with copies from reference collections or from stock. Reconstruct other records from extra copies or from other records containing the same information.

3.5.1.3. Disposal. If it is not practical to restore or reconstruct damaged records, and if SAF/AAIQ and NARA approve, CRMs direct their immediate disposal. CRMs identify them as lost or destroyed records on SF 135 when they retire records of the same period to a staging area or Federal records center.

3.5.2. Penalties. U.S. Criminal Code 18 U.S.C. 2071 lists penalties for willfully and unlawfully destroying, damaging or altering records. The maximum penalty is a \$2,000 fine, 3 years in prison, or both; loss of office, and disqualification from holding any US office.

3.5.3. Reporting. The CRM reports any unlawful removal, defacing, alteration, or destruction of records to SAF/AAIQ. Include in the report:

- A complete description of the records with the volume and dates, if known.
- The name of the office of origin.
- A statement of the exact circumstances surrounding the records violation.
- A statement of safeguards that will prevent further instances of loss of records.

NOTE:

The interagency report control number is IRCN: 0285-NAR-AR, Damage to and Unauthorized Disposition of Records.

3.5.4. Exclusions. These rules do not cover private or personal files (see paragraph 2.2).

Any person or activity having knowledge of impending, actual, or threatened unlawful removal, defacing, alteration, or destruction of records must immediately notify SAF/AAIQ by letter.

3.6. Intra-Air Force Transfer. Permit transfer of files or records from one Air Force organization to another only when:

- You retire them to a staging area or other repository according to the procedures in this instruction.
- An organization that is changing status transfers them according to paragraph 5.5.
- A particular function responsibility transfers from one unit to another.

3.6.1. When MAJCOMs and FOAs transfer responsibilities, they transfer the active records relating to that responsibility at the same time. The receiving MAJCOM or FOA ensures that the records are properly identified on the files plans. Use SF 135 to transfer records, and send one copy to the losing and gaining CRMs concerned.

3.7. Transfer to the National Archives. The Archivist of the United States accepts for deposit with the National Archives any Air Force records that the Archivist decides have sufficient administrative, historical, or other value to keep. Normally the transfer of Air Force records to the National Archives is from Federal records centers. However, an organization may offer certain records for direct transfer to the National Archives of the United States by sending a SF 258, **Request to Transfer, Approval, and Receipt of Records to National Archives of the United States**, to SAF/AAIQ describing the contents, nature, and quantity of the material proposed for transfer. SAF/AAIQ signs the SF 258 and sends it to the National Archives. The OPR, SAF/AAIQ, and the National Archives arrange the transfer and set up the conditions for using the material. Additionally, the National Archives determines the kind of records that it will accept and whether to retire them to Federal records centers or transfer them directly to the National Archives.

3.7.1. Audiovisual Records:

3.7.1.1. Motion Pictures. Federal records centers and the National Archives normally do not accept Air Force-owned, motion-picture records on nitrocellulose-based film because of the potential hazards (see paragraph 3.4.2). Air Force organizations having nitrate motion pictures that they decide are valuable enough to keep at records centers or the National Archives convert the nitrate film to safety acetate film. Before converting the film, obtain from SAF/AAIQ and the NARA agreement to acquire the motion pictures. Normally, the minimum number of copies of motion-picture film necessary for security, duplication, and use by the National Archives or Federal records centers is the negative (original or duplicate) that (in descending order of priority):

- Most nearly represents the original capture of actual events.
- Best represents the edited production of actual events.
- Best represents the edited production for which action is staged, with a master positive print and one projection print for actual use.

NOTES:

In most cases, this projection print is:

- The negative after laboratory cutting.
- The composite negative of sound film, the master fine-grain positive print, and one other print.

3.7.1.2. Still Photographs. A negative and captioned print (whether on film, glass, paper, or other medium) of each still photographic image are necessary for security, duplication, and use by the National Archives. Include such copies when available in collections of still photographs that you transfer.

3.7.1.3. Sound Recordings. Include these types of copies, when available, in collections of sound records that you transfer to the National Archives or retire to Federal records centers:

3.7.1.3.1. For conventional disc recordings, the matrix or stamper of each sound recording unit, or the original instantaneous recording if no matrix or stamper exists, and a pressing or dubbing of the recording.

3.7.1.3.2. For magnetic sound recordings on wire or tape, for scribed or embossed recordings on tape, or for recordings photographically reproduced on sensitized film, a "dubbing" if one exists; otherwise, the original magnetic, embossed, for photographed recording.

3.7.1.4. Reference Material. Transfer copies of existing reference material, such as data sheets, continuities, review sheets, scripts, or indexes for identifying and using audio-visual records with these materials.

3.7.2. Cartographic Records. Offer these cartographic records, when no longer needed, to the National Archives for appraisal and direct transfer:

3.7.2.1. Manuscript maps or maps on which personnel have made manuscript changes, additions, or annotations for record purposes or that bear manuscript signatures to indicate official approval. Keep these maps together with the documents to which they refer.

3.7.2.2. Master sets of maps. Keep master sets separate from stocks of maps for distribution and from maps received from other organizations. A master set includes one copy of each edition or map issued.

3.7.2.3. Index maps, card indexes, lists, catalogs, or other reference materials.

3.7.2.4. Preliminary or intermediate materials, such as:

- Manuscript field notebooks or surveys.
- Triangulation and other computations.
- "Fair drawings" for individual color plates.
- Aerial photographs for mapping purposes.

3.7.2.5. Related records necessary for preparing, compiling, editing, or printing maps (for example, project folders containing specifications and appraisals of source materials).

3.7.3. Microforms. Offer permanent microforms to the National Archives in one silver copy and one work copy. Use a special microfiche box for retiring microforms.

3.7.4. Electronic Records. Contact SAF/AAIQ for guidance in offering permanent electronic records to the National Archives (see AFMAN 37-123, *Management of Records*, chapter 7).

3.8. Transfer to Other Government Agencies:

3.8.1. In accordance with 36 CFR, Part 1228.122, don't transfer records from one Government agency to another without written approval of the NARA. **EXCEPTION:** A law, executive order, or Presidential reorganization plan, treaty, or decision requires the transfer of records or responsibilities.

3.8.1.1. Transfer these records to the Federal Archives, Federal records centers, or the National Archives according to paragraphs 3.2 and 3.8, and set up procedures for loaning records for official use.

3.8.2. Send written requests for exceptions to 3.8.1 to SAF/AAIQ before actually transferring or loaning records.

3.8.3. Include this information in your request:

- A concise description of the records for transfer (with the volume in cubic feet).
- Restrictions on using records.
- The name and location of the receiving agency (with the names of the persons who will use the records and their intended use).
- The name and location of the organization transferring the records.
- The reason for the transfer (with justification for transfer of records more than 5 years old) and why it is in the best interest of the Government.

NOTE:

Restrictions because of a law, executive order, or Air Force decision continue after a transfer, although the organization receiving the records may agree to remove the restrictions.

3.8.4. SAF/AAIQ receives authority from the NARA for transferring Air Force records to another Federal agency in instances other than those cited above.

3.9. Transfer Outside of Government Agencies. SAF/AAIQ gets approval from the NARA to transfer records to organizations outside of the Federal Government. Use the procedures in paragraph 3.8 to request a transfer.

3.10. Authorized Methods of Disposal:

3.10.1. Report a large volume of records to the Defense Reutilization and Marketing Office (DRMO).

3.10.1.1. The DRMO decides whether to destroy or sell the records as waste paper. The contracts for selling these records must prohibit their future use as records or documents. See AFI 37-131 and AFI 37-137, *Privacy Act Program*, regarding disposal procedures for records exempt from public disclosure. Sell nonpaper records (film, plastic recordings, and so on) in the same manner as paper records.

3.10.1.2. Destroy records that you can't sell successfully.

3.10.2. Destroy classified material and records that, according to responsible officials, contain information that might be prejudicial to the interest of the Government, public, or private interest in accordance with AFI 31-401.

3.10.2.1. While unclassified material is considered destroyed when you put it in trash containers, you must destroy restricted material (such as Privacy Act, "FOR OFFICIAL USE ONLY," privileged, or proprietary information) by tearing, shredding, pulping, bleaching, smelting, or burning, depending on the volume of the material and available equipment and facilities). Records on magnetic tape or similar media are considered destroyed when you erase and reuse them.

3.10.2.2. Donate records with prior approval of SAF/AAIQ and the NARA, to an eligible government (including a foreign government), organization, institution, corporation, or individual that has made application, provided:

- The applicant agrees not to sell the records as records or documents.
- The applicant agrees to take the records without cost to the Government.
- The records are not classified or do not contain information that laws or regulations prohibit or that would hurt the public interest.
- A foreign government has an official interest, and is not otherwise prohibited by AFI 16-201, Foreign Disclosure of Classified and Un-classified Military Information to Foreign Governments and International Organizations, AFI 31-401, or other directives.
- An individual or commercial business shows that the records are necessary for managing properties acquired from the Government.

3.10.2.2.1. The CRM applies (with a description of the records and organization that owns them) to SAF/AAIQ.

3.10.2.2.2. SAF/AAIQ requests the transfer from the NARA.

Chapter 4

DISPOSITION OF SPECIAL TYPES OF RECORDS

4.1. Records More Than 30 Years Old. Send NA Form 13148, **Report to NARA on Permanent and Unscheduled Records Over 30 Years Old in Agency Custody**, through the appropriate channels to SAF/AAIQ to report records that are more than 30 years old.

4.2. Records Deteriorating Because of Storage Conditions. Request disposition instructions from the CRM and SAF/AAIQ.

4.3. Foreign Language Records. Maintain and dispose of records written in foreign languages in the same manner as similar material written in English. **EXCEPTION:** Maintain and dispose of material that you have obtained through intelligence collection efforts in the same manner as intelligence records.

4.3.1. If you translate foreign language records into English during the course of normal business practices, file a copy of the translation (or a summary for lengthy material) with the material translated.

4.3.2. Make no special effort to have material translated into English for the sole purpose of filing or retiring material.

4.4. Joint Activities Records:

4.4.1. Joint activities collect two kinds of records:

- Administrative records.
- Those covering an organization's participation in the mission of a joint activity.

4.4.2. Retire inactive records of permanent or continuing value to a records center designated by the joint activity's parent agency.

4.4.3. Dispose of material of temporary value as the parent agency directs.

4.4.4. Destroy or retire records that the Air Force has created as either executive agent or mission participant according to standards in AFMAN 37-139.

4.4.5. When a MAJCOM acting as the executive agent of a joint activity composed of two or more MAJCOMs creates or collects records, the executive agent and the member commands retire or dispose of their records according to AFMAN 37-139.

4.5. International Pact Organization Records. Handle the classified material of an international pact organization (such as NATO) in accordance with applicable directives. Use the disposition standards in AFMAN 37-139 for controlling and accounting for classified material. Manage unclassified records in the same way as any other US records.

4.6. "For Official Use Only" (FOUO) Records. See AFI 37-131 and paragraph 6.8.

4.7. "Internal Air Force Working Papers" and "Air Force Eyes Only" Records. Do not release or transfer documents marked "Internal Air Force Working Papers" or "Air Force Eyes Only" to non-Air

Force personnel (except exchange personnel) without the authority of the originator, successor, or a higher authority. Remove, destroy, or rephrase the information that originally made the document restrictive and delete the markings before retiring it to a Federal archives and records center, Federal records center, or the National Archives. Monitor the review of these records to ensure that personnel destroy no material of long-term, permanent, or historical value. **EXCEPTION:** AFMAN 37-139 authorizes the destruction.

Chapter 5

DISPOSITION PROCEDURES FOR RECORDS OF UNITS AND ACTIVITIES CHANGING STATUS

5.1. Redesignation or Reorganization of Units and Activities:

5.1.1. When the Air Force redesignates or reorganizes a unit or activity with a change in function or mission, cut off the files on the day before the redesignation or reorganization and ensure that the successor unit or activity maintains them as a separate entity. Destroy or retire files according to the program action directive and the tables and rules in AFMAN 37-139.

5.1.2. When the Air Force redesignates or reorganizes a unit or activity with no change in function or mission, maintain the files and cutoff in the same manner and at the same time as if no change of status had occurred. **EXCEPTION:** All files that you create after redesignation display the new designation.

5.1.2.1. When you retire the files for a reorganized or redesignated unit or activity, mark the SF 135 to show the organizational change.

5.2. Inactivation of Units and Activities. The term inactivation includes discontinuance, disbandment, and reduction to zero strength. When:

5.2.1. The organization is not transferring responsibilities it:

- Destroys records if AFMAN 37-139 permits.
- Transfers records (that are disposable within 8 years) to the appropriate staging area until they are eligible for disposal.
- Retires records to WNRC that are to be kept for at least 9 years or that current directives do not require at another organization or records center.

5.2.1.1. If the organization has no staging area or it too is being inactivated, send a list of records and volumes through records management channels to SAF/AAIQ. SAF/AAIQ queries the NARA as to which Federal records center to send the records. SAF/AAIQ notifies the CRM of the appropriate records center for use.

5.2.2. When the organization is transferring responsibilities, it:

- Transfers the records to the successor organization.
- Keeps the records intact if it needs to preserve their administrative origin.

EXCEPTION: When needed to support a particular transaction, event, or function.

5.2.2.1. Use SF 135 to transfer records. **EXCEPTION:** When inappropriate (such as for personnel folders).

5.3. Installations Placed on Inactive or Standby Status. Keep records required for the continued maintenance of an installation placed on an inactive or standby status at the installation. Dispose of the records according to AFMAN 37-139 and the special information that *Air Force Base Conversion Agency* provides on base closures.

5.4. Units Alerted for Oversea Movement. Before a unit moves to or from the United States it:

- Destroys the records that it can in accordance with AFMAN 37-139.

EXCEPTION: Current directives state otherwise.

- Transfers records that are disposable within 8 years to the staging area of its last permanent station until eligible for disposal.
- Retires documents to the WNRC with a retention period of at least 9 years and are not eligible for the NPRC.

5.4.1. If no staging area at the unit's last permanent station exists, the unit requests a transfer to a Federal records center.

5.4.2. If the staging area does not receive classified material, transfer it to any organization that the commander considers appropriate, notify the CRM of its location, and retire the records to the records center that the NARA chooses.

5.5. Transferred Units. When the Air Force transfers a unit from one MAJCOM to another, or from one place to another, the unit brings its current records with it, except when a unit is transferred without personnel and equipment, it transfers only those records that the unit's new commander considers essential. The unit disposes of the remaining records in one of these ways:

- Retires them to WNRC or an appropriate Federal records center.
- Keeps them in the staging area of the former installation.
- Destroys them if AFMAN 37-139 permits.

EXCEPTION: When a unit leaves its former responsibility or mission to another unit, the new unit may keep any required records, if the CRM approves. The unit keeps these records intact to preserve their administrative origin, except when another organization needs them to support a particular transaction, event, or function.

5.6. Air Force Reserve and Air National Guard Units:

5.6.1. Air Force Reserve Units Entering on Active Duty. Cut off record sets of orders the day before entering active duty. Other active records that the unit requires while on active duty accompany the unit. Transfer remaining records with the record sets of orders to a staging area that the former CRM designates for retention or retirement, or (if AFMAN 37-139 permits) destroy the records before the unit enters active duty.

5.6.1.1. If a unit changes back to Reserve status during the same calendar year in which it entered active duty, remove the record sets of orders issued before the active duty from the staging area and continue the same series with the normal cutoff that the Headquarters Air Force Reserve specifies.

5.6.2. Air National Guard Units Entering on Active Duty. Active records that the unit requires while on active duty accompany the unit. Cut off remaining records and dispose of or retire them in accordance with appropriate National Guard regulations before the unit enters on active duty.

5.6.3. Air Force Reserve Units Changing Back to Reserve Status. Cut off record sets of orders and other records that a Reserve unit created or collected during active duty on the day before active

duty ends. Transfer the records to a staging area that the former CRM chooses for retention or retirement or destroy the records if AFMAN 37-139 permits.

5.6.4. Air National Guard Units Changing Back to State Control. Cut off records that an Air National Guard unit created or collected during active duty on the day before active duty ends. Transfer the records to a local staging area and notify the CRM. Retain, retire, or dispose of the records as instructed by the CRM and the unit's State Headquarters.

Chapter 6

SHIPPING RECORDS

6.1. Shipping Containers:

6.1.1. Use the containers listed below to retire, ship, or transfer Air Force records to a Federal records center, staging area, or other organization.

6.1.1.1. Standard-size records boxes:

14 by 12 by 9 inches (tuck-bottom)	NSN 8115-00-117-8249
14 by 12 by 9 inches	NSN 8115-00-117-8344
15 by 12 by 10 inches	NSN 8115-00-290-3379

6.1.1.2. Special-purpose boxes:

Half-size boxes	
14 by 9 by 4 7/8 inches	NSN 8115-00-117-8338
Magnetic tape box	
14 by 11 by 11 inches	NSN 8115-00-117-8347
Microfiche box	
14 by 6 by 4 inches	NSN 8115-01-025-3254
Microfiche box (archival)	
14 by 6 by 5 inches	NSN 8115-01-132-1932
X-ray box	
18 by 15 by 5 inches	NSN 8115-00-290-3386

6.1.2. When transporting records in overseas areas by water carrier, wrap boxes in waterproof material or ship in cargo transporters.

6.1.3. Package and handle nitrocellulose-base motion picture and X-ray film, including shipments mixed with nonflammable film and ship them by air according to AFI 24-204, *Preparing Hazardous Materials for Military Air Shipment* (formerly AFR 71-4).

6.1.4. Do not ship wet paper records until they are completely dry. If you must ship wet paper records by air, seal them hermetically in metal containers and pack the containers in wooden boxes or larger, airtight metal container according to AFI 24-204.

6.1.5. If you use wooden boxes in staging areas, repack records into the containers specified in table 6.1 before shipping them to a Federal records center.

6.2. Where To Obtain Boxes. Get boxes from a normal supply source.

6.2. (HILL) Standard containers will be obtained from Supply Division (75 ABW/LGS) Demand Processing or General Services Administration (GSA) channels. Order tuck bottom boxes using national stock number 8115-00-117-8249. Records Staging Area (75 MSS/IMRS) will not supply boxes to requesting organizations.

6.3. Preparing Records Series for Packing. For this chapter, a series is a block of records having the same disposition date and following the same rule from the tables in AFMAN 37-139.

6.3.1. Remove all non-record material and extra copies of records from official records.

6.3.2. Group together series for an office, unit, or headquarters by item number and cutoff date. WNRC does not store records that you plan to destroy in less than a year. Separate classified from unclassified material. **EXCEPTION:** Don't separate classified and unclassified material when necessary to maintain continuity of files or when most of the material is classified. However, if only a few classified documents are in a case or file, use Optional Form (OF) 21, **Cross-Reference**, in accordance with AFMAN 37-123.

6.3.3. Unclassified Records. As a rule, keep series separate when transferring them. **EXCEPTION:** If a series is small in volume, combine it with another as long as the retention periods are the same. This procedure also applies to permanent records.

6.3.3.1. Temporary records must consist of at least one box and normally have only one closing-year date for a series.

6.3.3.2. Transfer only those records that AFMAN 37-139 covers.

6.3.3.3. Do not routinely accept unscheduled, contingent, and frozen records for transfer. Offices wishing to transfer these records must send a request through records management channels to SAF/AAIQ. SAF/AAIQ requests an exception from the NARA. Closing bases may receive exceptions for these types of records.

6.3.4. Classified Records. The chief of the office of record (COR) or designated person reviews all classified records before retiring them to a staging area or Federal records center to determine whether they can be downgraded or declassified according to AFI 31-401. The COR certifies on SF 135 (see figure 6.3) that the downgrading or declassification review took place and puts new classification marks on the records.

6.4. Packing Unclassified Records Series:

6.4.1. When you pack records from more than one office in the same box, label the first folder of each with office names. Do not include disposition guides (guide cards with the disposition control label). **EXCEPTION:** Include disposition guides for inactivated units or discontinued responsibilities.

6.4.2. Without disturbing the existing filing arrangement, pack each series according to these steps:

6.4.2.1. For shipments to WNRC and other Federal records centers, pack each series for each named or numbered unit in a separate box or boxes.

6.4.2.2. For other shipments, pack the series in the order shown in paragraph 6.3.

6.4.2.3. Pack records in shipping containers loosely enough to permit others to remove files freely or to add more files later. (See figure 6.1 for packing, closing, and sealing shipping containers.)

6.4.2.4. Place records in boxes in an upright position in the sequence listed on SF 135 and as illustrated in figure 6.1 with the label facing the numbered end of the box. Do not place folders on top of folders. If the box contains only a few legal-size files mixed with letter-size files, fold the bottom edge of the legal-size files to fit the width of the box.

NOTE:

When filled to capacity, the standard shipping container holds 1 cubic foot of records.

6.4.2.5. With standard shipping containers that you fill to capacity, you need no packing material. When you need to ship partially filled boxes, use crumpled or wadded paper or other suitable packing material (no wood shavings, shredded paper, wax paper, additional file material, or surplus file folders) to prevent movement during shipment. Do not send partially filled boxes to Federal records centers. **EXCEPTION:** A series is in more than one box, and the last box is not completely full.

6.4.2.6. Because Federal records centers do not accept storage containers of less than one cubic foot, hold a series until a cubic foot becomes available by combining successive years of the series or until you plan to destroy the series in accordance with AFMAN 37-139. **EXCEPTION:** One full microfiche shipping container, NSN 8115-011-025-3254 or NSN 8115-01-132-1932 (archival), holds 1 cubic foot of microfiche. Ship these boxes one at a time as you fill them.

6.4.2.7. Get approval from the CRM to:

- Combine small volumes of permanent records (governed by the same table and rule) from two or more units within the MAJCOM or FOA to make a cubic foot shipment.
- Combine small volumes of temporary records (governed by the same table and rule) of two or more units within the same MAJCOM or FOA to make a cubic foot, if they are eligible for retirement to a Federal records center.

NOTE:

Only offices that the MAJCOM or FOA records management officers designate may retire the records in paragraph 6.4.2.7.

6.4.2.8. If combining small volumes of records:

- Pack permanent and temporary records in separate boxes.
- List the retiring organization on SF 135.
- Use labeled dividers within the box to separate the files of the organizations.
- The collection point will keep a copy of each SF 135.
- Send a copy of SF 135 to each organization retiring the records, to the MAJCOM and FOA records management officers, and other specified offices.

6.5. Packing Classified Records Series. Pack series classified TOP SECRET, SECRET, or CONFIDENTIAL in the same way as unclassified records, but for large quantities also remember to:

- Stamp standard shipping containers of each classified series with the highest classification in the box.

- Wrap the outside of the box before shipping it by registered mail to the Federal Records Centers (FRC).

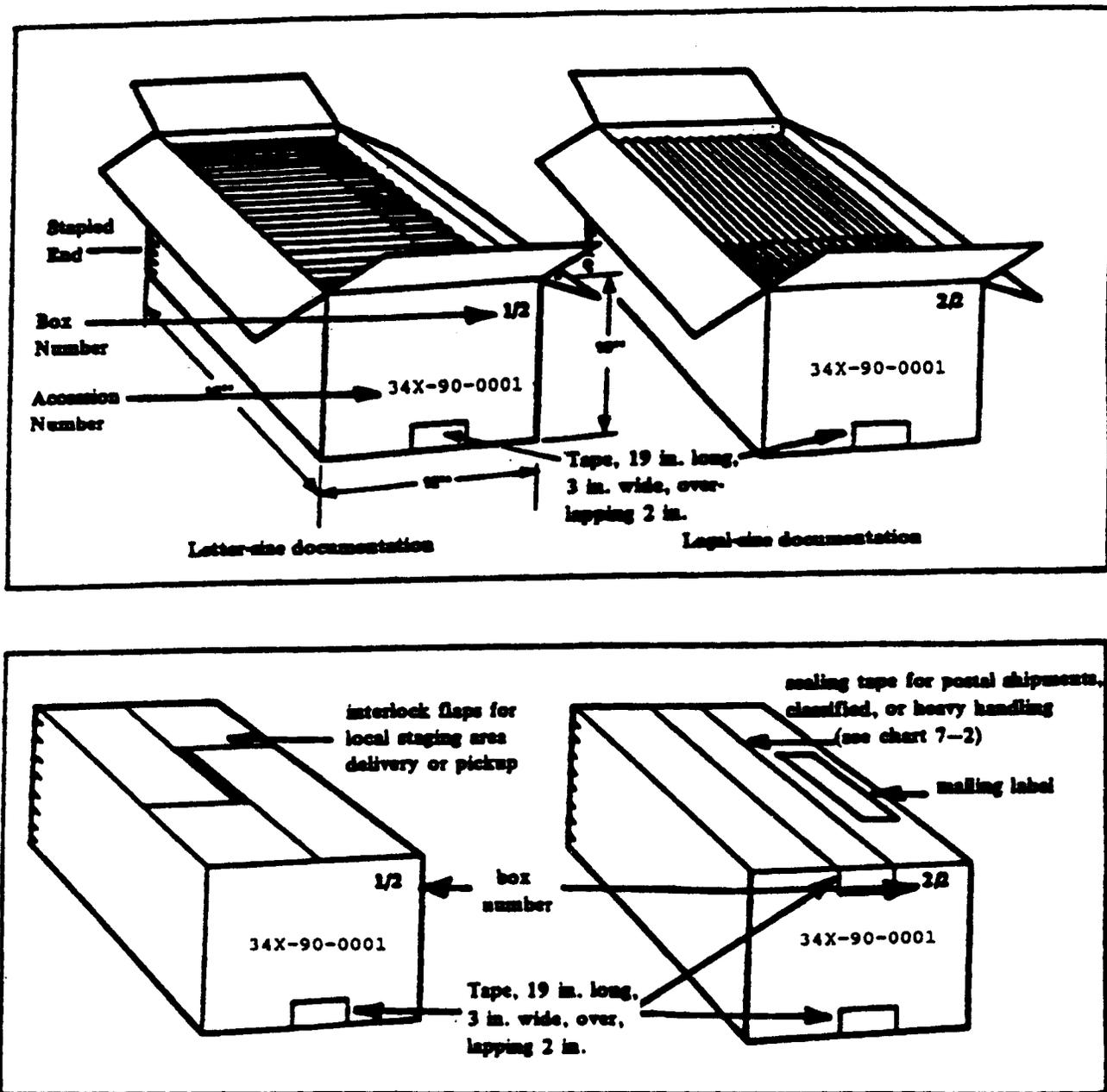
6.6. Sealing and Marking Boxes:

6.6. (HILL) In the upper right-hand corner of the narrow end of each box, enter the box number and total number of boxes in the shipment, functional address symbol (FAS) of the retiring organization, and the disposal date from block 6(i) of SF 135, Records Transmittal and Receipt. All markings will be made with a black felt tip marker. Markings will be approximately two inches high and will not exceed beyond 4 1/2 inches from the right edge of the box. No other markings will appear on this end of the box.

6.6.1. Sealing. Seal boxes for a Federal records center, or postal shipments to any location with filament tape NSN 7510-00-582-4772. **EXCEPTION:** Boxes sent as registered mail. Seal boxes that personnel have placed in a staging area, and do not plan to ship via postal channels with the gummed tape described in paragraph 6.2 or fold the top flaps (for unclassified material) as illustrated in figure 6.1. When you send boxes or packages as registered mail, seal with glue or a nonglazed tape according to AFI 37-125 (formerly AFR 4-50). If you send the boxes by the parcel service, observe the size and weight limitations and other procedures of AFI 37-125.

6.6.2. Identification:

Figure 6.1. Packing Records for Transfer or Retirement.



6.6.2.1. On the top of each box, indicate the shipper's and addressee's name and address (see AFI 37-125) when shipping to a Federal records center or through postal channels to any location. You may omit this information when you deliver boxes directly to the WNRC in Washington, D.C.

6.6.2.2. For shipments to other than a Federal records center, enter the box number and the total number of boxes, in consecutive numerical sequence, in the upper right-hand corner of the unstitched front end of each box or in the appropriate label printed on the tuck-bottom box NSN 8115-00-117-8249. For example, if a shipment includes three boxes, you number them 1/3, 2/3,

3/3. Use a felt-tip pen or its equivalent to mark the boxes or use tuck-bottom boxes with printed label on the front of the box. Mark the accession number and box number at least 1 inches high. If you pack boxes in several locations so you can combine them later into a single shipment, you may assign temporary numbers in pencil, but remove these numbers before starting to number the complete shipment. Do not otherwise let boxes containing records of one office get mixed with those of another unit.

6.6.2.3. For shipments to WNRC or other designated Federal records centers, use the box-marking instructions that the center sends with the approved SF 135. If the center does not send instructions, number the boxes for each shipment in consecutive order in the upper right-hand corner of the unstitched front end of each box or on the printed label on the new tuck-bottom box. Begin each accession with the box number "1." For example, if a shipment has two boxes, number them as 1/2, 2/2. The box numbers must be the same as the box numbers in item 6(e) of SF 135. Place the accession number in the center of the front end of each box or on the printed label on the new tuck-bottom box. Make sure the sealing tape does not cover the accession number. When using boxes with prestenciled labels, put the accession number in the space provided.

6.7. Methods of Shipment:

6.7.1. From outside the Washington, D.C. area to WNRC or to another federal records center. Use the most economical means of shipment. Motor or rail freight shipment satisfies this requirement within CONUS. When you want more rapid transportation, use parcel service. When you use parcel service, follow the weight and size restrictions and other procedures in AFI 37-125. Ship TOP SECRET, SECRET, and CONFIDENTIAL material according to AFI 31-401 and AFI 37-125. Do not ship TOP SECRET material through postal channels. Ship TOP SECRET material through the TOP SECRET Control Officer and an appropriately cleared courier of the Defense Courier Service, or as AFI 31-401 requires. Use the local commercial transportation officer for large, unclassified shipments. For shipments of 50 boxes or more, call WNRC to schedule a shipping date and instruct the commercial carrier to contact WNRC 24 hours before delivery. Write this instruction on the bill of lading.

6.7.2. From organizations or HQ USAF within Washington D.C. to WNRC. **NOTE:** The Washington D.C., area includes the District of Columbia, Montgomery and Prince George's counties in Maryland, and Fairfax and Arlington counties (includes the Pentagon) and the cities of Alexandria, Fairfax, and Falls Church in Virginia.

6.7.3. The organization retiring the records delivers or arranges the delivery to the building's loading platform for pickup on dates that WNRC has scheduled. Telephone WNRC for scheduled pickup dates at (301) 763-7510. (OSAF/HQ USAF offices, see HOI 4-30.) (see figure 6.2 for instructions for loading skids).

6.7.4. If a building does not have a loading platform, arrange for pickup by telephoning WNRC at (301) 763-7510.

6.7.5. Each records manager ensures that offices combine any shipments they can on the loading platform on the pickup dates that WNRC has scheduled. When this is not practical, the organization retiring records contacts the appropriate administrative communications distribution center for delivery to WNRC by US Official Mail.

6.7.6. If a shipment is SECRET or CONFIDENTIAL, determine scheduled pickup dates before you pack and seal boxes in case your facility does not have sufficient storage for the boxes until delivery to the loading platform. If you have TOP SECRET records, arrange for delivery to WNRC through the TOP SECRET Control Officer via the Defense Courier Service.

6.8. For Official Use Only (FOUO) Files. Do not separate records and files carrying the FOUO protective marking. Pack and ship them with unclassified records.

6.9. Using SF 135:

6.9.1. Use SF 135 to identify records for retirement to a Federal records center or staging area or to transfer records to another organization. Use SF 135A, **Records Transmittal and Receipt (Continuation)**, when you need more than one page. These forms serve:

- As a packing list for transferred or retired records.
- As a medium for controlling the location, retrieval, reference, and disposition of records in staging areas and Federal records centers.
- As a receipt for retired records.
- To identify and account for lost, destroyed, or withheld records that personnel normally would have retired.
- (See figure 6.3 for preparation of SF 135 and table 6.1 for copying and distributing the SF 135).

6.9.2. Prepare a separate SF 135 for each series of temporary records in a shipment. Prepare a separate SF 135 for permanent records. Prepare, in accordance with figure 6.3, a separate SF 135 and 135A for unclassified, SECRET, CONFIDENTIAL, and TOP SECRET records, regardless of volume, when:

- You place records in a staging area. Prepare a separate SF 135 for each:
 - Office of record
 - Staff element.
 - Unit.

6.9.2. (HILL) For permanent records being retired, contact Records Management (75 MSS/IMR) for assistance in preparing the SF 135. For non-permanent records being retired to the staging area, prepare a SF 135 in triplicate and complete all applicable blocks in accordance with AFI 37-138, Figure 6-3. Notify 75 MSS/IMR when records are ready for the staging area. The originating organization is responsible for contents of the box being the same as indicated on the SF 135. 75 MSS/IMR personnel will check for proper preparation of the SF 135 and the marking of boxes. If no discrepancies exist, the SF 135 will be approved for transfer of records to the staging area. Shipments will not be accepted in the staging area without the signature of authorized 75 MSS/IMR personnel on the SF135.

Administration," and enter the proper address.

2. **Item 2:** For shipments to WNRC or other designated records centers, enter the name, title, and signature of the CRM or RM authorizing the shipment. For other shipments, enter the name, title, and signature of the records custodian or functional area records manager, as appropriate.

3. **Item 3:** For all shipments, enter the name, area code, and telephone number of a person to contact on matters related to the shipment. Enter the DSN and commercial telephone numbers.

4. **Item 4:** For all shipments, leave blank. The organization shown in item 1 completes this item and returns a copy of SF 135 to the shipping organization.

5. **Item 5:** For all shipments, enter the mailing address of the office retiring or transferring the records. Enter the parent MAJCOM or FOA in parentheses after the unit designation. If the office

getting the receipt copy of SF 135 is not the office retiring or transferring the records (as with inactivations), add a note at the bottom of item 5 indicating who is to receive the receipt copy, such as "Send receipt copy to _____."

6. **Item 6(a):** For all shipments, enter: "340" for Office of the Secretary of the Air Force (OSAF) records, "341" for HQ USAF records, "461" for Air Force Academy, and "342" for all other Air Force organizations.

7. **Item 6(b):** For shipments to WNRC or other designated records centers, enter the last two digits of the current fiscal year. For other shipments, leave blank.

8. **Item 6(c):** For OSAF/HQ USAF shipments to WNRC, see HOI 4-30. For other shipments, leave blank.

9. **Item 6(d):** For shipments to WNRC or other designated records centers, enter the total number of boxes for each shipment across from the series description in item 6(f). For other shipments, enter total number of boxes in the shipment.

10. **Item 6(e):** For shipments to WNRC or other designated records centers, enter the box numbers for the shipment across from the first line in item 6(f) describing the contents of each box. Use one SF 135 for each shipment. For other shipments, enter the box numbers for the total shipment in consecutive order across from the first line in item 6(f) describing the contents of each box.

11. **Item 6(f):** For all shipments:

11.1. As the first entry, provide the name of the organization (spelled out) that collected the records. Then provide any organizational changes (redesignations, inactivations, transfers of responsibilities, and so on) for the period covered by the records.

11.2. Describe the records in sufficient detail to allow records center personnel to verify compliance with the Air Force records schedule. Show complete dates. State "GAO Site Audit" if the General Accounting Office has designated the records in this way. Make a detailed folder title listing of each box if the records are permanent or unscheduled when approved by the NARA. Otherwise describe the records and keep the detailed listing so the transferring office can provide the accession number, stack location and agency box number when requesting service. Enter the series title from the files plan; the filing arrangement for the series (alphabetical, numerical, and so on); the complete dates of the series; any pertinent disposition data (dates of final payment, audit, and so on); the reasons for records missing or withheld; and a brief statement on access restrictions when required by the code used in item 6(g).

11.3. If the series is a system of records that AFI 37-132 covers, add one of the following statements at the end of the series description:

- For shipments to WNRC or other designated records centers: "This series is a system of records under the Privacy Act of 1974. See AFI 37-132 for Air Force rules and AFDIR 37-144, *Privacy Act System of Records* (formerly AFP 4-36) (date of AFDIR 37-144, system number) for the system notice."
- For other shipments, "The Privacy Act applies."

11.4. For all classified series, enter the classification review certification and signature of the responsible custodian as follows: "All classified documents have been reviewed for possible downgrading and declassification. Where proper, classification changes have been shown on each document."

11.4.1. For SECRET, make a folder-by-folder listing of the contents of each box in the shipment and attach the list to SF 135.

11.4.2. For TOP SECRET series, make a document-by-document list of the contents using the unclassified (or short) title and date of each document. Add other information, such as addresses, addressors, control numbers, and so on, when needed. Attach the list to SF 135.

11.5. You may prepare folder-by-folder listings for any series to help recall specific documents or folders. Use a separate sheet of paper for the listing and attach a copy of the listing to each copy of the SF 135.

11.6. Attach a list of permanent records to the SF 135.

12. **Item 6(g):** For all shipments, enter one of the following codes to indicate access restrictions on the series. For classified series, enter "T" for TOP SECRET, "S" for SECRET, and "C" for CONFIDENTIAL. Explain any additional access restrictions in item 6(f). For unclassified series that have restricted access and requires a witness during disposal, enter "W." For unclassified series that requires Air Force approval for release to the public, enter "R." Use this code to identify series that personnel have not reviewed for disclosure or whose content is not known. Explain the restriction in item 6(f) in this way: "Access as approved by the retiring office, successor, or higher headquarters." For unclassified series that the public can see, enter "N." Use this code for series that do not require Air Force review before release.

13. **Item 6(h):** For all shipments, enter AFMAN 37-139 at the top of the item. Provide the table and rule from the files plan or AFMAN 37-139 across from each series title.

14. **Item 6(i):** For all shipments, provide the disposal date for each series. Provide the month and complete year for temporary series, such as "Jan 1995," "Oct 2050," and so forth; enter "Perm" for permanent series, and add offer year to the National Archives. Add authority number from Column D of the table and rule series in AFMAN 37-139.

15. **Item 6(j):** For all shipments, leave blank. Staging areas may use these items for control purposes.

- You retire records to a Federal records center. Prepare a separate SF for each:

Figure 6.3. Continued.

- Headquarters.

- Named or numbered organization (such as wing, group, squadron, detachment, or comparable organization).

EXCEPTIONS: See paragraph 6.3.2 for classified and unclassified material combined in files and paragraph 6.4.2.7 for combining shipments of records.

6.9.3. Determine the proper number of copies of the SF 135 and distribute them in accordance with table 6.1.

6.9.4. Do not use these forms when retiring or shipping military or civilian personnel records or NAFI official personnel folders to the National Personnel Records Center.

6.9.5. Getting Approval for Shipments to Federal Records Centers. Send the original and one copy of the SF 135 to the center at least 3 weeks before the planned shipment date. The center reviews the SF 135, and when it has approved the shipment, returns one copy with accession numbers. When you receive the approved SF 135, place a copy in the first box of each accession. Keep one copy of the SF 135 for suspense. Ship the records as soon as possible. Ensure that the shipment arrives at the center within 90 days and 120 days for overseas locations of the SF 135 approval. If the center doesn't receive the shipment within 90 days, it returns the SF 135 to the organization wishing to retire records. The organization must then resubmit the paperwork. When the center receives the shipment, it returns a receipt of SF 135 for the organization's files. The RM keeps one copy and makes a copy for the office doing the retiring. In Item 3 of the SF 135, list the name and the commercial telephone number of a person to contact concerning the records.

Table 6.1. Number of Copies and Distribution of SFs 135 and 135A. (HQ USAF offices see HOI

4-30.)

	A	B	C
ITEM	For Records	Prepare SF 135	and (see note)
1	retired to any records center	5 copies	file 1 in suspense; send 4 to RM for actions in para 6.9; after return by records center, file 1 copy in front of first box of each accession; seal, mark, and ship boxes. Destroy suspense when receipted copy is received from center, or send receipted copy to retiring office if applicable, and retain suspense copy for monitoring purpose and record of all shipments made
2	placed in staging area at another Air Force installation	2 copies (3 copies for classified records requiring a receipt)	send two copies to staging area with shipment; and retain for file receipted copy returned from staging area
3	placed in staging area at installation of assignment	4 copies	retain 1 in suspense; send original and 1 to staging area with shipment; send 1 to losing activity RM; destroy suspense copy when receipted copy is received from staging area
4	transferred to another Air Force unit or activity within the same major command	5 copies	send original and 1 with transferred documents; 1 to losing activity RM; 1 to gaining and losing CRMs (SAF/AAIQ for Air Staff offices); and retain 1 for file
5	transferred to another Air Force unit or activity of another major command, or to HQ USAF	6 copies	send original and 1 with transferred documents; 1 to losing activity RM; 1 to gaining and losing CRMs (SAF/AAIQ for Air Staff Offices); and retain 1 for file
6	transferred from AF to a government or a non-government agency		send original and 1 with transferred records; 1 to losing activity RM; 1 to losing CRM; 1 to SAF/AAIQ; and retain 1 for file

Chapter 7

RECORDS STAGING AREAS

7.1. Purpose of Records Staging Areas. Records staging areas are storage areas that receive and maintain inactive records in less costly space and equipment than the Air Force uses in current files areas. These facilities keep and dispose of records with a retention period of 8 years or less to eliminate the expense of transporting them to Federal records centers. Staging areas also combine shipments of records of permanent and long-term (9 years or more) value before transferring them to Federal records centers.

7.2. Setting Up Staging Areas:

7.2.1. At Air Force Installations. Set up a records staging area, not to exceed 5,000 square feet of space, at each Air Force installation or offbase organization that annually collects 100 or more cubic feet of records having a retention period of 2 or more years. An installation or offbase organization may operate only one staging area, which all tenant units or organizations on or near the base may use. When two or more offbase organizations share the same geographical location, but they are not located near a Federal records center, or it is impractical or uneconomical to use the nearest staging area, set up a single area for all or most of the organizations to use jointly.

7.2.1.1. The CRM may waive the instructions in paragraph 7.2.1 when high rent or inadequate space makes a staging area impractical or uneconomical.

7.2.1.2. In the event of a waiver by the CRM, personnel may keep records that are to be retained for 8 years or less in available space and equipment or retire them to the regional federal records center. Send the request for transferring records to the regional records center to SAF/AAIQ. SAF/AAIQ sends the request to the NARA. (See table 3.1, note 7, and attachment 3.)

7.2.1.3. In the event of a waiver by the CRM, personnel may retire records with a retention period of more than 8 years to WNRC or a center that AFMAN 37-139, table 3.1, item 15, note 7, permits.

7.2.1.4. The CRM may waive the requirement to set up one staging area when special circumstances exist (such as security precautions, unusual tenant requirements, offbase activities, limited storage facilities, distance, and so on). If mutually acceptable, and if the command CRM approves, other DoD organizations may use Air Force staging areas. Make a support agreement for tenants who wish to have staging area support. Send a copy of any waivers and a complete justification to SAF/AAIQ.

7.2.2. At HQ USAF and OSAF. No records staging areas exist for HQ USAF or OSAF. However, if these organizations urgently need space for active records, they may transfer inactive records to WNRC if the records have a retention period of at least 3 years or more remaining. Send requests for exceptions to the 3-year retention period to SAF/AAIQ with justification. (See table 3.1, items 12 and 14, and note 3.)

7.3. Using Staging Areas. Store both permanent and temporary records with a retention period of 2 years or more in staging areas until they are eligible for disposal or retirement to a Federal records center. Personnel may store large volumes of records with shorter retention periods in staging areas if they use space and equipment economically, and if the chief of the office of record and the RM agree. Do not store

active records in staging areas. Consider records that you use rarely but must keep indefinitely (for example, installation management records and equipment historical files as inactive and stored them in staging areas. Keep records with short retention periods in available space and equipment until they are eligible for destruction, if the RM approves.

7-3. (HILL) 75 MSS/IMRS will not accept records which do not have at least one year retention remaining, unless justified in writing on the SF 135

7.4. Supervising Staging Areas. The wing or base RM supervises the base staging area. Restrict the time that personnel spend in staging areas to the minimum necessary to receive, search for, and dispose of records. Do not staff staging areas full-time.

7.5. Staging Area Space: The staging area must be weathertight, and, if practical, fire-resistive. The space must have adequate light, heat, ventilation, and be close to restroom facilities. Seal holes in walls and floors against insects and rodents. If insects are found, kill them using a dry-base insecticide. Meet the security safeguards in AFI 31-401 if you use the staging area to store classified material.

7.5.1. Limit the amount of space to the minimum required for the staged records, in addition to necessary office space, if the staging area is the custodian's permanent, full-time location. Save space by using the equipment in paragraph 7.6 and by limiting aisles between shelving units to 34 inches or less. The minimum files-to-space ratio acceptable in staging areas is 2 cubic feet of files to each square foot of floor space.

NOTE:

You can get a ratio of 3 or more cubic feet of files to each square foot of floor space under optimum conditions for ceiling height, floor load capacity, and suitability of space.

7.5.2. Normally, use warehouse space for records staging areas. When warehouse space is not readily accessible, use office space, if you can get a ratio of at least 2 cubic feet of files to each square foot of floor space. If this is not acceptable or feasible, apply paragraph 7.2.1.

7.6. Staging Area Equipment:

7.6.1. Shelving. Use open steel shelving from Federal Prison Industries, Inc. **EXCEPTION:** Use other types of shelves if they are already installed until they are no longer serviceable. Ensure that each unit of shelving has 10 shelves, with each shelf approximately 42 by 30 inches, with 11 inches of clearance between shelves. When ceiling height or floor load capacity does not permit the use of units 10 shelves high, use a lesser number of shelves. Use Save-an-Aisle files if the RM and the CRM approve. Use Save-an-Aisle files in a permanent building rather than a warehouse.

7.6.2. Containers:

7.6.2.1. Boxes. Use standard records retirement boxes (see paragraph 6.1.1. for a description of retirement boxes).

7.6.2.2. File Cabinets. Use security file cabinets authorized by AFI 31-401 for keeping classified records in properly secured staging areas. Do not use the cabinets for storing unclassified records. **EXCEPTION:** Staging areas that receive small volumes of records (less than one cubic foot) from command units may use file cabinets to store them until personnel can combine them for retirement to a federal records center.

7.7. Storing Administrative Files. Keep only these administrative files in records staging areas:

7.7.1. Locator and Disposition File . This file consists of original SF 135 and 135A (or AF Forms 42 and 42A, **Records Shipment List, and Records Shipment List (Continuation Sheet)**) arranged by the headquarters, installation, activity, or unit whose records are in the staging area. This file helps personnel locate and dispose of holdings.

7.7.2. Charge-Out File. Use Optional Form 11, **Reference Request-Federal Records Centers**, or AF Form 614, **Charge-Out Record**, or AF Form 614a, **Charge Out Record (Continuation)**, to keep track of loaned, classified, and unclassified material.

7.8. Receiving Procedures:

7.8.1. Transfer of Records. The office transferring records to a staging area prepares SF 135 and SF 135A.

7.8.2. The RM uses the RIMS module to place and retrieve staging area records.

7.9. Disposition Procedures. The RM manages the staging area and may ask for labor assistance for large volumes from various organizations who use the staging area.

7.9.1. Disposing of Records. Destroy or restore eligible records in the staging area. Review the shipment lists in the locator and disposition file just before the end of each calendar or fiscal year for records ready for disposition. Save file folders, guide cards, and fasteners.

7.9.2. Retiring Records:

7.9.2.1. Retire records to appropriate Federal records centers in accordance with chapter 6. Aim to retire records that have a retention period of more than 8 years and that came from units and organizations that have since become inactivated or that moved from the installation.

7.9.2.2. Retire all records for each installation or separate organizations to the appropriate Federal records center each year. Avoid numerous small shipments to keep postal and handling costs to a minimum. Federal records centers only accept records that have at least 3 years or more retention remaining. **EXCEPTION:** Base closure.

7.9.2.2.1. Federal records centers consider exceptions to the 3-years rule on an individual basis. Send a request for exception with a full justification through records management channels to SAF/AAIQ. For tenant units' records stored in a host staging area, the tenant RM works with the host RM to dispose of tenant's records in staging areas. If staffing and other resources permit, the host RM includes all material that tenants wish to retire in combined shipments to Federal records centers. **EXCEPTION:** Tenants whose parent MAJCOM has specified otherwise or who have made other arrangements or agreements with the host RM.

7.9.2.2.2. For large volumes or several tenants, the host RM may ask the tenant RM or FARM for help in disposing or preparing the tenant's shipment. When tenants records form part of a host's combined shipment to a Federal records center, personnel must prepare a separate SF 135 for each unit and include the unit's designation in item 5 of the SF 135, with the parent MAJCOM in parentheses. The host RM gives the tenants involved in a shipment either a copy of the Federal records center SF 135 receipt (showing accession numbers, location numbers, and so on) or the accession and location number for the tenants to add to their copies of the SF 135 that they used to transfer the records to the staging area. If the unit has inactivated, the

host RM gives a copy of the receipted SF 135 to the parent MAJCOM of the inactivated unit. **NOTE:** This information is essential to the tenant for future research or retrieving retired records. If specifically required, the tenant gives its parent organization or MAJCOM a copy of the SF 135 or the accession and location information.

7.9.2.3. Posting Disposition Action. Add information on retiring or destroying records from the shipment list on the locator and disposition file. For destroyed classified material, add to the shipment lists the certificate of destruction that AFI 31-401 requires.

Chapter 8

GETTING INFORMATION FROM INACTIVE RECORDS

8.1. General Information. Getting information from inactive records works the same as for active records, regardless of their location.

8.2. Getting Records From an Air Force Organization. Write directly to the organization to request this information.

8.3. Getting Records From a Records Center or Staging Area. These organizations may search for and borrow retired records:

- The organization that created the records.
- Successor organizations.
- A higher headquarters.
- Other organizations that the office of primary responsibility or the RM chooses.

The Washington National Records Center keeps a list of persons authorized to request, receive, and pick up classified and unclassified records stored at the WNRC. The command and FOA RMs compile these lists and provides WNRC security clearance information for those individuals requesting classified records. Send lists to SAF/AAIQ for processing.

8.3.1. Approving Loan Requests for Retired Records. The RM or the office of primary responsibility approves loan requests for retired records only after verifying that:

- The loan will not subject the records to abnormal risk of loss or damage.
- The loan will not slow down other business of a higher priority.
- The records center or staging area can meet the loan request.

8.3.2. Using Optional Form 11. Use OF 11 to recall records or use records from any of the Federal records centers, or a staging area. **EXCEPTION:** A request for military master records at the National Personnel Records Center. Use a separate OF 11 for each item requested. Always include as much of this information as possible on each OF 11 or a separate sheet of paper when OF 11 is not available:

8.3.2. (HILL) Records loaned from staging area will be charged out on a 30-day basis. Any organization using this service will return the material within this period or request an extension in writing. Access to records belonging to another organization will not be granted without permission of the retiring organization.

8.3.2.1. Accession number, stack location, box number, specific file, folder, order (number and date) or document desired, and file designation if known; name and location of the organization that created the files; the box number shown on the signed copy of SF 135 returned to the organization doing the retiring; the accession number as shown on the returned, signed copy of the SF 135; the location number as shown on the returned, signed copy of SF 135; requester's name and phone number, agency, office, room number, building name and number, street, city, state, or ZIP Code; and any other information that would help center personnel identify and locate documents

or files. Do not include classified information on OF 11 or other written search or loan requests. **NOTE:** For urgent requests to WNRC, telephone area code (301) 763-7010. For emergency information after duty hours, telephone the HQ USAF staff duty officer at (703) 695-4803 or DSN 225-4803 for a person to contact at WNRC.

8.3.3. Using SF 180, Request Pertaining to Military Records. Use SF 180 to get information from military personnel records. That form also lists the correct mailing addresses and location of military personnel records.

8.3.3.1. When SF 180 is not available or the location of the personnel records is unknown, provide as much of this information as possible to National Personnel Records Center (Military Personnel Records), 9700 Page Ave, St Louis MO 63132-5100.

- Name that military personnel used during service (last, first, middle).
- Branch of service, all service numbers and Social Security Number.
- Date and place of birth.
- If deceased, date and status at death (that is, active duty, retired, and so on).
- Dates of service (active, Reserve, and National Guard).
- Present status of the individual (that is, active, Reserve, Fleet Reserve, deceased, and so on).
- Complete name and address of the requester, including business and home telephone.

8.3.3.2. For the NPRC (Military Personnel Records) to provide the best possible service, you must limit telephone requests to truly urgent or emergency matters. Mail requests instead. Those people making emergency calls must have available the information listed in paragraph 8.3.3.1.

8.3.3.3. Use these telephone numbers during regular working hours (0730 to 1600 Central Standard Time) for emergency calls:

If you need to use a DSN number call 8-693-1110. You get the St. Louis operator. Ask the operator to off net you to the numbers referenced below:

Air Force: (314) 538-7243

Army: (314) 538-7261

Army Reserve and NRPC Personnel Administration Center: (314) 538-7733

Navy, Marine Corps, and Coast Guard: (314) 538-7141

NOTE:

The full number referenced is the commercial number for DSN--drop 314

The NRPC charges a small fee for certain types of service. In most instances, the NRPC cannot figure service fee costs in advance. If a request involves a service charge, the center tells the requester of the charge.

8.3.4. Restrictions on Release of Information. Service personnel may get almost any information from their own records. The next of kin, if the veteran has died, and authorized Federal offices with an official purpose, may get most types of information from a military service or medical record. Other requesters must have a release signed by the veteran. Employers and others needing proof of

military service may accept as authentic the information shown on Armed Forces documents (such as DD Form 214, **Armed Forces of the United States Report of Transfer or Discharge**) at the time a service person left the military.

8.3.5. Using SF 127, Request for Official Personnel Folder (Separated Employee). Use SF 127 to request the NRPC (Civilian Personnel Records) to send civilian personnel records of former military personnel. Send a copy to the Federal records center in duplicate.

8.3.6. Use DD Form 877, Request for Medical/Dental Records or Information, to request medical and dental records from the NPRC.

8.3.7. Removing Records Permanently. You may not permanently remove records that you have borrowed from any Federal records center or staging area. **EXCEPTION:** With the written approval of the RM, or the CRM for inactivated organizations. Send written approval to the Federal records center or RM with OF 11 for the records. If the records center retires the records again at a later date, prepare a new set of SFs 135 and handle them as a new retirement action.

8.3.8. Returning Borrowed Records. The head of the borrowing office must ensure that borrowers return records to the records center or staging area.

8.3.9. Loaning Already Borrowed Records. Borrowers do not ordinarily loan out records that they have already borrowed from a Federal records center or staging area. If borrowers must provide papers from borrowed files to other agencies or offices they:

- Promptly notifies the Federal records center or RM.
- State the reasons for needing to loan out the borrowed records.
- Describe the records in question.
- Provide an approximate date of return.
- Do not lend Air Force official files to outside Air Force activities except on rare occasions.
- Get a signature for release on a SF 135.
- Get permission from the NARA. Preferably, make copies for other the interested person.

8.3.10. Addressing Inquiries. To keep rerouting to a minimum, send inquiries on retired organization and installation records directly to the Federal records center maintaining the records for the period involved. Attachment 1 helps you decide where to address inquiries. Attachment 2 is a list of regional records centers.

8.3.11. Withdrawing Records by Reactivated Installations and Units. Federal records centers and RMs approve requests for records by reactivated units or installations for records to help with administration under the following conditions:

- The loans initially last for a 3-month period, with the privilege of renewal.
- The Federal records center or RM may recall the loans.

Chapter 9

CHANGES PROCEDURES

9.1. Changes to AFI 37-138 and AFMAN 37-139:

9.1.1. Amend or reaccomplish files plans and the files disposition control label, to reflect new disposition standards or add additional records series. Review inactive files to ensure that personnel update dispositions according to new or revised standards. Amend the SF135 for staging area records to show changes.

9.2. Suggesting Changes, Additions, or Deletions to AFI 37-138 and AFMAN 37-139. Send suggestions on AF Form 847 to make comments and suggested improvements in this instruction and AF Form 525 to request changes to tables or rules in AFMAN 37-139 through the RM and the CRM to SAF/AAIQ, 1610 Air Force Pentagon, Washington DC 20330-1610.

9.2.1. Using AF Form 525. Use AF Form 525 for suggesting changes, additions, or deletions to AFMAN 37-139. Prepare four copies; keep one in suspense. Send three copies through the RM to the CRM. Coordinate the suggestion with appropriate personnel at one level before sending it to the next higher level.

9.2.1.1. The CRM works with other MAJCOMs or FOAs records managers who have a prime or joint interest in the records before sending the suggestion to SAF/AAIQ. The CRM works with the command history office on suggestions relating to historical records and permanent records. The CRM works with the judge advocate's office on suggestions relating to the legal rights of individuals or the Air Force. Show the coordination of the judge advocate on the AF Form 525. The CRM indicates in item 17 if the records are Privacy Act records. Send two copies of approved recommendations to SAF/AAIQ.

9.3. Completely Justify All Changes:

9.3.1. If a proposed new or revised directive requires records not covered in AFMAN 37-139 or if changes to disposition standards are necessary because of changes in procedures, the OPR sends AF Form 525 with the draft of the directive to records management offices. The OPR may delay the draft of the directive while submitting AF Form 525 but includes with AF Form 525 a qualifying statement, such as: "Proposed disposition is tentative while we determine the needs of users." In such instances, the RM or CRM holds AF Form 525 for at least 6 months and then asks the OPR to confirm the proposed disposition.

9.3.2. Completely justify all suggestions to keep records permanently or to increase an existing retention period. Justify the permanent retention of records in terms of their value for historical administration or for research, organizational changes, or protecting the legal rights of persons and the Government. In many instances, this type of justification requires a painstaking and searching analysis and evaluation and strong cooperation between records management personnel and subject matter specialists, legal advisors, and historians. Try to determine how many Air Force records are really essential; whether they effectively document Air Force activities and transactions; whether the Air Force can reduce retention periods; and how many so-called "permanent" records are of real enduring value. Since "enduring value" means keeping the records indefinitely (eventually offered for deposit

to the National Archives of the United States), analysts accept that "permanent is forever." No routine techniques can simplify the evaluation of permanent records. No substitute exists for a thorough and careful analysis by competent individuals.

9.3.3. Completely justify records that protect the legal and financial rights of personnel and the Air Force. Coordinate the items on legal rights with the judge advocate's office. Send its comments with the AF Form 525. The National Archives and Records Administration (NARA) needs these comments to make an informed decision on the retention value of the records.

9.3.4. You must also dispose of electronic media (such as computer tapes, disks, diskettes, punch cards and so forth) that generate paper or microform records (see AFMAN 37-123, chapter).

ROBERT J. McCORMICK
Administrative Assistant

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

HOI 4-30, *Air Staff and Offices of the Secretary of the Air Force (SAF) Records Management Program*

AFI 10-208, *Continuity of Development and Implementation* (formerly AFR 28-3)

AFI 16-201, *Foreign Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations* (formerly AFR 200-9)

AFI 24-204, *Preparing Hazardous Materials for Military Air Shipment* (formerly AFR 71-4)

AFI 31-401, *Information Security Program Management* (formerly DoD 5200.1-R/AFR 205-1)

AFI 34-123, *Private Organizations on Air Force Installations* (formerly AFR 34-4)

AFI 36-208, *Military Personnel Records Systems* (formerly AFR 35-44)

AFPD 37-1, *Air Force Information Management*

AFI 37-122, *Air Force Records Management Program* (formerly AFR 4-74)

AFI 37-123, *Management of Records* (formerly AFR 4-34)

AFI 37-125, *Official Mail, Small Parcel and Distribution Management* (formerly AFR 4-50)

AFI 37-131, *Freedom of Information Act Program* (formerly AFR 4-33)

AFI 37-132, *Privacy Act Program* (formerly AFR 12-35)

AFMAN 37-139, *Disposition of Records--Standards* (formerly AFR 4-20, vol 2)

AFDIR 37-144, *Privacy Act System of Records* (formerly AFP 4-36)

USAFINTEL 201-1, *The Security, Use, and Dissemination of Sensitive Compartmented Information*

36 Code of Federal Regulations, Chapter XII, Subchapter B, *Records Management*

18 United States Code, Chapter 101, Section 2071, *Records and Reports*

44 United States Code, 3101-3107 and 3301-3314, *National Archives and Records Management*

44 United States Code, Chapter 31, *Records Management by Federal Agencies*

44 United States Code, Chapter 33, *Disposal of Records*

Abbreviations and Acronyms

ANG—Air National Guard

CFR—Code of Federal Regulation

COR—Chief of the Office of Record

CRM—Command Records Managers

DFARS—Defense Federal Acquisition Regulation Supplement

DFAS—Defense Finance and Accounting Service

DRMO—Defense Reutilization and Marketing Office

DRU—Direct Reporting Unit

FAR—Federal Acquisition Regulation

FARM—Functional area records manager

FIRMR—Federal Information Resources Management Regulation

FOA—Field Operating Agency

FRC—Federal Records Center

GAO—General Accounting Office

GSA—General Services Agency

HQ USAF—Headquarters United States Air Force

MAJCOM—Major Command

NARA—National Archives and Records Administration

NATO—North Atlantic Treaty Organization

NPRC—National Personnel Records Center

NSN—National Stock Number

OF—Optional Form

OPR—Office (or Officer) of Primary Responsibility

OSAF—Office of the Secretary of the Air Force

RM—Records Manager

SAF/AAIQ—Secretary of the Air Force, Administrative Communications & Records Management Division, Directorate of Information Management

SF—Standard Form

U.S.C.—United States Code

WNRC—Washington National Records Center

Terms

Appraisal—The process of determining the value and thus the final disposition of a record, making it either temporary or permanent (Federal Records Management Glossary). The National Archives and Records Administration (NARA) is the only federal agency with the authority to appraise government records.

Command Records Manager (CRM)—Records managers at MAJCOM, FOA, DRU, and Unified or Specified Commands for which the Air Force is the executive agent.

Disposition—(1) A comprehensive term that includes destruction, salvage, or donation; transfer to staging area or records center; transfer from one organization to another; (2) Actions taken with inactive

records. These actions may include erasure of data, transfer to a records center, or transfer to the National Archives (Chapter XII of Title 36 of the Code of Federal Regulations, Part 1234).

Disposition Instructions—Precise instructions in AFMAN 37-139, specifying the date or event for cutoff, transfer, retirement, or destruction of records.

Documentation—(1) The act or process of substantiating by recording actions and/or decision. (2) Records required to plan, develop, operate, maintain, and use electronic records and software. Included are systems specifications, file specifications, codebooks, record layouts, user guides, and output specifications.

Electronic Records—Records stored in a form that only a computer can process (Federal Records Management Glossary: 1993).

FARM—Functional area records manager. The FARM is the point of contact and monitors the Records Management Program within his or her functional area.

File—In electronic recordkeeping, an organized collection of related data, usually arranged into logical records that are stored together and treated as a unit.

Nonrecord—Information materials that are not part of the legal definition of a record. Includes extra copies of documents kept only for convenience of reference, stocks of publications and of processed documents, and library of museum materials intended solely for reference or exhibition (Federal Records Management Glossary: 1989).

Official Record—Recorded information, regardless of media, maintained by an agency to comply with its legal obligations or created as a result of its transactions of public business. Excluded as records are library and museum materials, extra copies of documents preserved for convenience or references, stocks of publications, and blank forms.

Permanent Records—Records the Archivist of the United States has appraised and approved for permanent retention by the Government of the United States, and for accessioning into the National Archives.

Preservation—(1) The provision of adequate facilities to protect, care for, or maintain records; (2) Specific measures, individual and collective, undertaken to maintain, repair, restore, or protect records (Federal Records Management Glossary: 1989).

Records—"All books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included." (Title 44 U.S.C. 3301)

Record copy—The official or file document that you so mark and recognize, complete with enclosures or related papers.

Retention Period—The length of time the Air Force keeps a record before disposing of it according to the disposition schedules. Records not authorized for a specific disposition have a retention period of

"permanent."

Scheduling—The process of developing a schedule for the disposition of the records, using AF Form 525, **Records Disposition Recommendation**, so the disposition instructions can be published in AFMAN 37-139.

Series of Records—A group of related records having a distinct title, application, and disposition schedule which are covered by the same table and rule from AFMAN 37-139.

Attachment 2**GUIDE TO RECORDS CENTERS, DEPOSITORIES, AND THE LOCATION OF RETIRED AIR FORCE RECORDS****A2.1.** National Personnel Records Center (MPR), 9700 Page Ave, St Louis MO 63132-5100:

A2.1.1. Inactive permanent and temporary organizational documentation:

- From 1916-1966:
 - Research and development records.
 - Claims files.
 - Record sets of regulations, manuals, letters, staff digests, bulletins, and operating instructions.
 - General correspondence by major and major subordinate command headquarters.

NOTES:

For those records after 1966, see chapter 6.

- From 1916-1967:
 - Record sets of administrative orders (such as general, special, aeronautical, movement, and reserve orders).
 - Personnel action forms involving duty status changes.
 - Courts-martial orders.
 - Special courts-martial records not involving a bad conduct discharge.
 - Individual training records, including hospital intern and resident training.
 - Radiation and radium therapy clinical record forms.
 - Operating room schedules, medical research and experimental files, and medical professional papers.

NOTE:

For those after 1967, see chapter 6.

- 1942-1951 sick reports.
- 1951-1957 excused-from-duty reports.
 - September 1947-June 1966 morning reports.

A2.1.2. Military personnel and medical records of Regular, Reserve, and Air National Guard personnel, and deceased retired officers and enlisted personnel who have left the Air Force and its predecessor organizations (Army Air Force, Air Corps, Air Service, and Aviation Section of the Signal Corps).

A2.1.3. Master personnel and medical records of officers and enlisted personnel who retired with pay, including the inpatient and outpatient records of their treatment at a service medical facility.

EXCEPTION: (Generals and personnel on the temporary disability retirement list [TDRL]).

A2.1.4. Military personnel and medical records of Air National Guard enlisted personnel who have left the National Guard since 1 January 1953.

A2.1.5. Clinical records of Air Force personnel on active duty and other military personnel, including retired, who received treatment at an Air Force medical facility. Inpatient medical records of dependents of Air Force personnel who received treatment at a Naval medical facility. Outpatient medical records of Public Health Service and Coast and Geodetic Survey personnel on active duty or retired and their dependents who received treatment at an Air Force medical facility. Medical records of cadets and midshipmen of service academies who received treatment at an Air Force medical facility. Outpatient service and dental health records for retired Air Force military members.

A2.1.6. Interim X-rays for Air Force military personnel taken at US Naval medical facilities; X-rays taken of military personnel at USAF medical facilities before the X-rays were eligible for destruction. Diagnostic X-rays (5-year records) of retired Air Force members, mammograms, and 50-year X-ray records from closing bases.

A2.1.7. Individual pay records for retired personnel and records designating trustees to receive money on behalf of mentally incompetent personnel before and including 1967. (For those records after 1967, see paragraph A2.1.4.)

A2.1.8. Decoration files listing all decorations to Air Force personnel.

A2.1.9. Leave records for civilian employees who left the Air Force from 1961-1967. For those after 1967, see chapter 2.

A2.1.10. Veterans Administration (VA) beneficiaries' clinical and outpatient medical and dental treatment records, including X-ray film of VA outpatient clinics from 1968 to the present. For those for 1967 and before, see chapter 3.

A2.2. National Personnel Records Center (CPR), 111 Winnebago St, St Louis MO 63118:

A2.2.1. Official personnel folders of civilian employees who have left the Air Force and comparable files collected before the setting up of Official Personnel Folders. Service record cards (SF 7, **Service Record**, or its equivalent) of employees who left or transferred from inactivated stations (those cards still within their 3-year retention period). Individual earnings and service cards. Medical treatment folders (clinical and dental records) on dependents of Air Force military personnel and civilian employees who received treatment at an Army or Air Force medical facility. Medical treatment folders of non-military foreign nationals and dependents of allied or neutral Armed Forces personnel who received treatment at an Army or Air Force medical facility.

A2.2.2. Inpatient medical records of Public Health Service and Coast and Geodetic personnel on active duty or retired and their dependents who received treatment at an Air Force medical facility. Outpatient medical records of dependents of Air Force personnel who received treatment at a Naval medical facility. Medical records of congressmen who received treatment at Air Force medical facilities. Final (for both entrance to and separation from the military) X-ray film for officers and airmen on enlistment, appointment, student status at Air Force and US military academies, relief from active duty, disability, and disqualification for Reserve enlistment and flying status. Leave records of discontinued installations for the current 10-year period. Selective service records of World War I, including policy files and personnel records and the records of local and appeal board members.

A2.2.3. General Accounting Office (GAO) accounts and other combined files of accounting papers on the receipts and disbursements (including transcripts of pay) of the Department of the Army, including Army Air Force and the Department of the Air Force after September 1947. Vouchers, payrolls, final statements, and related financial files covering the period from 1936 to 30 June 1949; payrolls for Reservists paid training assemblies and 2-week active duty training through 31 March 1951. Control ledgers for each GAO disbursing officer's accounts, the disbursing records, and related papers. Files containing data pertinent to pay and deductions (such as from pay for allotments). Leave records for Air Force civilian personnel who left the Air Force after 1967. (For those records before 1967, see paragraph A2.1).

A2.2.4. Federal Records Center, 2312 E. Bannister Rd, Kansas City MO 64131 and the National Archives-Central Plains Region, 2312 E. Bannister Rd, Kansas City MO 64131: VA outpatient clinics keep outpatient medical records for 3 years before transferring them to the Kansas City Federal Archives and Records Center (FARC). However, Air Force personnel no longer destroy medical records after 12 years. Since 1979, the VA has had a moratorium on destroying medical records, while the Air Force evaluates a longer retention period. In the meantime, personnel don't destroy medical records at the Kansas City FARC (and all other facilities).

A2.2.5. Federal Records Center, Building 48, Denver Federal Center, P.O. Box 25307, Denver CO 80225 and the National Archives-Rocky Mountain Region, Building 48, Denver Federal Center, P.O. Box 25307, Denver CO 80225. Audited accounts of the Air Force, including: Original copies of accounting and finance officers' disbursing accounts, including all vouchers, capital papers, statements of accountability, and supporting documents. All military pay record jackets for both active duty and members who have left the Air Force before 1980. Personal financial records for members who left the Air Force before 1980. Original military pay orders and JUMPS source documents that accounting and finance offices have sent to the Air Force Accounting and Finance Center. Original substantiating documents for the Air Reserve Pay and Allowance System (ARPAS) that ARPAS payroll offices have sent to the Air Force Accounting and Finance Center. Pay records of Air Force retired personnel whose accounts were terminated after 1967. (See paragraph A1 for pay records for accounts terminated before 1968.) Records designating trustees to receive money on behalf of mentally incompetent personnel if termination of the trusteeship occurred after 1967. (See paragraph A2.1 for records for trusteeships terminated before 1968.) Original copies of contracts with supporting documents before 31 March 1974. Original microform of the JUMPS master military pay account for active duty members. Original microform of the Retiree and Annuitant Master File History for retired members and their annuitants. Original microform of the ARPAS quarterly history containing AF Reserve and ANG members' pay accounts. (See paragraph A1.2.12 for keeping records at the Air Force Accounting and Finance Center before retiring them to Denver Federal Archives and Records Center.)

A2.2.6. Federal Records Center, 1557 St Joseph Ave, East Point GA 30344 and the National Archives-Southeast Region, 1557 St Joseph Ave, East Point, GA 30344: Shipment records before 1 January 1959, consisting of troop movement records, household goods shipment records, transportation requests, car record books, inbound and outbound bills of lading, and bill of lading registers. Shipment records since January 1959, consisting of troop movement records and transportation requests. Selective service records of World War I under the Selective Service Act of 1917, consisting of registration cards of male persons born on or after 12 September 1873 and before 12 September 1900 and classification records.

A2.2.7. Washington National Records Center, Washington DC 20409: Inactive records from 1955 to the present of the Secretary of the Air Force and HQ USAF, including the Office of the Secretary, general and special staffs, other headquarters offices, boards, and committees, and joint organizations in which the Air Force was the executive agent. GAO accounts, including transcripts of pay vouchers, payrolls, final statements, and related financial files of the Department of the Army, including the Army Air Force, before 1 January 1936. Files of the Judge Advocate General's Office (such as courts-martial registers, card indexes, courts-martial activities, general courts-martial records, and special courts-martial records involving a bad conduct discharge and litigation and claims files). Mortuary and cemetery files since 1966 that Air Force field mortuary offices retired. (For those before 1966, see paragraph A2.1.)

A2.2.8. Inactive permanent and temporary organizational records: From 1967 to present: Research and development records; claims files; record sets of regulations, manuals, letters, staff digests, bulletins, headquarters operating instructions, and general correspondence files for major and major subordinate command headquarters. (For those records before 1967, see paragraph A2.1.) From 1958 to the present: Record sets of administrative orders (such as special, aeronautical, movement, and reserve orders); personnel action forms involving duty status changes; courts-martial orders; special courts-martial records not involving a bad conduct discharge; individual training records, including hospital intern and resident training; radiation and radium therapy clinical records forms; operating room schedules; medical research and experimental files; and medical professional papers. (For those records before 1966, see paragraph A2.1.)

A2.2.9. AFMPC (Military Personnel Records Division), Randolph AFB TX 78150 (See AFI 36-2608, formerly AFR 35-44.)

A2.2.10. Air Reserve Personnel Center, Denver CO 80280: Military personnel and medical records for Air Force Reserve officers below the grade of general not serving on extended active duty and for living retired AF Reserve members, including Air National Guard officers, in a nonpay status. Files of Air Force officers discharged and immediately commissioned in the Air Force Reserve; and the master personnel files for retired personnel in a pay status and holding a Reserve commission. Military personnel and medical records for Air Force Reserve personnel not serving on extended active duty; Air National Guard personnel who left the National Guard with a remaining Reserve obligation and those who accepted an Air Force Reserve appointment; Reserve and Air National Guard personnel on the retired (nonpay) list.

A2.2.11. Defense Accounting and Finance Agency, formerly Air Force Accounting and Finance Center (AFAFC), Denver CO 80279. Original copies of accounting and finance officers (AFO) disbursing accounts, including all vouchers, capital papers, statements of accountability, and supporting documents, and original military pay orders and JUMPS source documents submitted by AFOs. The Defense Accounting and Finance Agency retires these records to the Denver Federal Archives and Records Center 18 months from the date of the account. Original substantiating documents that ARPAS payroll offices have sent for the Air Reserve Pay and Allowance System (ARPAS). The Defense Accounting and Finance Agency retires these records to the Denver Federal Archives and Records Center 18 months from the date of the account. Pay records of all Air Force retired personnel. The Defense Accounting and Finance Agency retires these records to the Denver Federal Archives and Records Center 1 year after termination of the pay account. Records designating trustees to receive money on behalf of mentally incompetent personnel. The Defense Finance and Accounting Agency retires these records to the Denver Federal Archives and Records Center 1 year

after termination of trusteeship. Don't send originals of contracts with supporting documents to DFAS. DFAS has retired all contracts that it received before 31 March 1974 to the Denver Federal Archives and Records Center. DFAS retires the original microform of the JUMPS master military pay account, Retiree and Annuitant Master File History, and ARPAS quarterly history to the Denver Federal Archives and Records Center immediately after creation. DFAS keeps operational copies for 3 to 6 years and then destroys them.

A2.2.12. USAF Academy/RR, Colorado Springs CO 80840. Personnel records of Air Force Academy cadets. USAF Academy/RR retires these records to the Rocky Mountain Federal Regional Archives, Denver, CO.

A2.2.13. Air Force Historical Research Agency (AFHRA), Maxwell AFB AL 36112. Unit histories and supporting documents, monographs, historical studies and reports, for the Air Force and its predecessor organizations (Army Air Force, Air Corps, Air Service, and Aviation Section of the Signal Corps) spanning the life of the Air Force from 1907.

A2.2.14. Military Repository, Military Dog Records, Military Dog Veterinary Service, Wilford Hall USAF Hospital, Lackland AFB TX 78236. Files for sentry dogs from 1957 to present. Organizations keep these records during a dog's assignment. Lackland AFB keeps these records when the dogs undergo training and retraining, transfer to a nonmilitary agency, or die.

A2.2.15. Defense Mapping Agency, Aerospace Center, St. Louis AF Station MO 63118. Originals of compilation instructions and histories; specification and research reports; charging source files; reproduction negatives of certain cartographic items. Complete sets of printed, photoprocessed, and similarly produced charts and maps, aeronautical information publications.

A2.2.16. Air Force Inspection Agency, formerly Air Force Inspections and Safety Center, Norton AFB CA 92409: Aircraft, missile, explosive, life support accident, and incident records. Flight records. Ground accident records. Inspection records.

A2.2.17. Personnel Investigation Control Center, Defense Investigative Service, ATTN: DO620, P.O. Box 454, Baltimore MD 21203. All DoD personnel security investigations.

A2.2.18. Director, Federal Bureau of Investigation, Identity Section, Washington DC 20535. Complete set of fingerprints of applicants, inductees, and enlistees in the Air Force.

A2.2.19. Medical Director, American Red Cross, Washington DC 20006. Dental, inpatient, and outpatient clinical records, including X-ray films, for members of the American Red Cross who received treatment at Air Force medical facilities.

A2.2.20. Director, Department of Education (in which the school is located). Section Six school records, consisting of the school register, elementary school cumulative record cards, and other school records. (Individual schools keep records for as long as they operate.)

A2.2.21. Veterans Administration Center, 520 Ponce de Leon Ave, San Juan PR 00918. Medical records, including X-ray film, of VA beneficiaries who received treatment before 1966 at an Air Force medical treatment facility located in Puerto Rico.

A2.2.22. Veterans Administration Regional Office. Air Force military personnel clinical records for hospital patients (or nonpatients) who left the Air Force or retired for disability reasons while in a patient status remain with the VA regional office servicing the area in which the patient resides if the patient has applied for VA benefits.

A2.2.23. Special Intelligence Central Repository, AIA/IMI (formerly AFIC/IMOR and previously known as ESC/DAD), San Antonio TX 78243. Communications security (COMSEC) and special intelligence documentation that has a retention period of more than 8 years and that personnel created within the Air Force according to USAFINTEL 201-1.

A2.2.24. National Climatic Center, Attn: CIB, Federal Building, Asheville NC 28801. Records as described in the weather tables of AFMAN 37-139.

A2.2.25. National Geophysical and Solar-Terrestrial Data Center, Boulder CO 80302. Records as described in the weather tables of AFMAN 37-139.

A2.2.26. National Space Sciences Data Center, Greenbelt MD 20770. Documentation as described in the weather tables of AFMAN 37-139.

Attachment 3

REGIONAL ARCHIVES AND RECORDS CENTERS

Part 1--Federal Records Centers

Table A3.1. Addresses of Federal Records Centers and Regional Archives and Areas They Serve.

Addresses	Areas Served
National Personnel Records Center(Military Personnel Records)9700 Page AvenueSt Louis MO 62132-5100	Designated records of Department of Defense and US Coast Guard
National Personnel Records Center(Civilian Personnel Records)111 Winnebago StreetSt Louis MO 63118	Entire Federal Government for personnel records of separated federal employees and volunteers; pay records of all federal employees; medical records of civilian employees of the Army, Navy, Air Force; records of agencies in greater St Louis area (Missouri only)
Washington National Records CenterWashington DC 20409Shipping Address:Washington National Records Center, GSA	District of Columbia, Maryland, Virginia, West Virginia (except US Court records), Azores, Europe, Africa, Middle East
Federal Records Center380 Trapelo Road-Waltham MA 02154	Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island, Greenland, Iceland, Labrador
Federal Records CenterBldg 22, Military Ocean TerminalBayonne NJ 07002-5388	New York, New Jersey, Puerto Rico, Virgin Islands, Panama (Canal Zone)
Federal Records Center5000 Wissahickon AvenuePhiladelphia PA 19144	Delaware, Pennsylvania, and US Court records for Maryland, Virginia, West Virginia
Federal Records Center1557 St Joseph AvenueEast Point GA 30344	Kentucky, North Carolina, South Carolina, Tennessee, Mississippi, Alabama, Georgia, Florida
Federal Records Center7358 South Pulaski Road-Chicago IL 60629	Illinois, Wisconsin, Minnesota, and US Court records for Indiana, Michigan, Ohio
Federal Records Center3150 Springboro RoadDayton OH 45439	Indiana, Michigan, Ohio, except US Court Records
Federal Records Center2312 East Bannister Road-Kansas City MO 64131	Kansas, Nebraska, Iowa, Missouri (except greater St Louis area)
Federal Records Center501 West Felix StreetP.O. Box 6216Fort Worth TX 76115Shipping Address only:4900 Hemphill StreetBuilding 1, Dock 1Fort Worth TX 76115	Texas, Oklahoma, Arkansas, Louisiana, New Mexico
Federal Records CenterBuilding 48, Denver Federal CenterP.O. Box 25307Denver CO 80225	North Dakota, South Dakota, Colorado, Wyoming, Utah, Montana

Addresses	Areas Served
Federal Records Center 1000 Commodore Drive- San Bruno CA 94066	Nevada (except Clark County), California (except Southern California), American Samoa
Federal Records Center 24000 Avila Road P.O. Box 6719 Laguna Niguel CA 92677-6719	Arizona, Clark County of Nevada, Southern California - Counties of San Luis, Obispo, Kern, San Bernadino, Santa Barbara, Ventura, Los Angeles, Riverside, Orange, Imperial, Inyo, San Diego
Federal Records Center 6125 Sand Point Way, NE Seattle WA 98115	Washington, Oregon, Idaho, Alaska, Hawaii, Pacific Ocean area (except Samoa)
Part 2--Regional Archives	
Addresses	Areas Served
National Archives-New England Region 380 Trapelo Road Waltham MA 02154	Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island, Greenland, Iceland, Labrador
National Archives-Northeast Region 201 Varick Street, 12th Floor New York NY 10014-4811	New York, New Jersey, Puerto Rico, Virgin Islands, Panama (Canal Zone)
National Archives-Mid Atlantic Region 9th and Market Streets, Room 1350 Philadelphia PA 19107	Delaware, Pennsylvania, and US Court Records for Maryland, Virginia, West Virginia
National Archives-Southeast Region 1557 St Joseph Avenue East Point GA 30344	Kentucky, North Carolina, South Carolina, Tennessee, Mississippi, Alabama, Georgia, Florida
National Archives-Great Lakes Region 7358 South Pulaski Road Chicago IL 60629	Illinois, Wisconsin, Minnesota, and US Court records for Indiana, Michigan, Ohio
National Archives-Central Plains Region 2312 East Bannister Road Kansas City MO 64131	Kansas, Nebraska, Iowa, Missouri (except greater St Louis area)
National Archives-Southwest Region 501 West Felix Street P.O. Box 6216 Fort Worth TX 76115	Texas, Oklahoma, Arkansas, Louisiana, New Mexico
National Archives-Rocky Mountain Region Building 48, Denver Federal Center P.O. Box 25307 Denver CO 80225	North Dakota, South Dakota, Colorado, Wyoming, Utah, Montana
National Archives-Pacific Southwest Region 24000 Avila Road P.O. Box 6719 Laguna Niguel CA 92656	Arizona, Clark County of Nevada, Southern California - Counties of San Luis, Obispo, Kern, San Bernadino, Santa Barbara, Ventura, Los Angeles, Riverside, Orange, Imperial, Inyo, San Diego
National Archives-Pacific Sierra Region 1000 Commodore Drive San Bruno CA 94066	Nevada (except Clark County), California (except Southern California), American Samoa
National Archives-Pacific Northwest Region 6125 Sand Point Way, NE Seattle WA 98115	Washington, Oregon, Idaho, Hawaii, Pacific Ocean area (except Samoa)
National Archives-Alaska Region 654 West Third Avenue Anchorage AK 99501	Alaska