



**Communications and Information
RECORDS MANAGEMENT PROGRAM**

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The OPR for this supplement is 21 SCS/SCXIR (Mr. Charles Springs). This supplement implements and extends the guidance for Air Force Instruction (AFI) 33-322, *Records Management Program*, 7 October 2003. This supplement describes 21st Space Wing (SW) procedures for use in conjunction with the basic AFI. This supplement applies to all 21 SW units, Geographically Separated Units (GSUs), tenant units, and Headquarters Air Force Space Command that have a support agreement in effect with the 21 SW for Records Management support. This supplement does not apply to the US Air Force Reserves or the Air National Guard. All records created as a result of prescribed processes will be maintained and disposed of in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This is a total rewrite of the 21st Space Wing Supplement 1. It redefines roles and responsibilities at all levels and brings the supplement in line with the new Air Force Instruction.

6. Base Records Manager (BRM). The 721st Mission Support Group (MSG) and 821st Air Base Group (ABG) Records Managers (RMs) serve as Assistant Records Managers for the 21 SW. However, they are recognized as Base Records Managers for their installations and are responsible for administering Records Management programs under the direction of the 21 SW Base RM (21 SCS/SCXIR).

6.1.5.1. (Added) Establishes organizational and Functional Area Records Manager (FARM) accounts in Web-RIMS.

6.1.5.2. (Added) Makes modifications to organizational and FARM accounts as needed.

6.1.5.3. (Added) Updates Records Custodian (RC) training dates upon completion of initial Records Management training.

6.1.5.4. (Added) Updates Records Management Staff Assistance Visit (SAV) dates in Web-RIMS upon completion of SAVs.

6.1.6. Approves all file plans using Web-RIMS.

6.1.6.1. (Added) Approves file plans within 3 workdays upon request from the FARM.

6.1.11. All Offices of Record within a 21 SW organization receive a SAV every 24 months. Base RM personnel use the HQ AFSPC Checklist 33-22, *Records Management Program*, to document discrepancies noted during the SAV. A copy of the completed checklist is provided to inspected unit commander/heads of staff agencies and FARM. Original is given to the Office of Record inspected. For HQ AFSPC, a copy of the SAV is provided to the FARM and to the 3-letter of that organization. The original copy is provided to the Office of Record inspected.

6.1.11.1. (Added) Unit commanders and heads of staff agencies are encouraged to utilize the wing Self-Inspection Program (SIP) to monitor those items identified as critical discrepancies.

6.1.11.2. (Added) Monitors and follows-up all records management items identified in SIP until closure.

6.1.12. (Added) Provides one-on-one orientation to newly appointed FARMs (i.e., review of file plans, assistance to, and evaluation of Offices of Records).

6.1.13. (Added) 721 MSG and 821 ABG RMs forward copies of SAVs conducted to 21 SCS/SCXIR, 655 West Ent Avenue, Suite 108, Peterson AFB CO 80914-1645.

6.2.1. GSUs will utilize the Peterson AFB Records Staging Area for storage of permanent records.

6.3.1. The 3-month period begins on the date that the Base RM receives the RC and FARM appointment letters.

6.3.1.1. (Added) Base RM records the receipt date of FARM and RC appointment letters and schedules a training date within the first 3-month period.

6.3.4. Base Records Manager issues an AF Form 1256, **Certificate of Training**, for initial Records Management and FARM training.

7. **Functional Area Records Managers (FARM)**. Sends FARM and RC appointment memorandums to Base RM via email, fax, or mail within 10 workdays of appointment. Memorandums will include name, rank, functional office symbol, and duty telephone number.

7.3.1. (Added) FARMs will use the *Email Envelope* button in Web-RIMS to submit file plan approval requests to Base RM.

7.4. Conducts SAVs to each Office of Record every odd numbered year to ensure records management objectives are being met. Uses HQ AFSPC Checklist 33-22, *Records Management Program*, for this purpose. Provides the original to the office visited and a copy to Base RM (21 SCS/SCXIR). Places copy in FARM Handbook.

7.5. Reviews all documents for staging and signs Block 2, Standard Form 135, **Records Transmittal and Receipt**, to ensure records are properly prepared for staging.

7.8. (Added) Maintains a FARM Handbook. Tab handbook accordingly:

Tab 1 – FARM and RC appointment letters

Tab 2 – Training certificates

Tab 3 – Chief of the Office of Record training

Tab 4 – SAVs conducted

Tab 5 – Waiver letters (e.g., use of non-standard filing supplies/equipment, authorization to retain small volume of 2- to 8-year records in current files area),

Tab 6 – File plans for each Office of Record

NOTE: *Base Records Manager cannot approve waiver letters for exceptions to the Records Disposition Schedule (RDS). Use the RDS, Table 37-14, Rule 10, to document this file.*

7.8.1. (Added) Tab out each office maintained in FARM Handbook.

7.9. (Added) Establishes COR and RC user accounts in Web-RIMS.

8.4. Sends appointment letter to the Base RM through the organizational FARM.

8.4.1. (Added) Appointment of FARM and RC can be incorporated on the same appointment letter.

12.3.1. AF Form 1256, **Certificate of Training**.

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