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This publication applies to all host, associate, and temporary duty (TDY) organizations on Elmendorf AFB, including the Air National Guard and US Air Force Reserve members and units.

**AFI 33-322, 1 December 1998, is supplemented as follows:**

**1.1.** Commanders and staff agency chiefs implement records management programs by ensuring a functional area records manager (FARM) is appointed as required, trained by the Base Records Manager, and is given adequate authority, support, and resources to ensure program compliance and effectiveness. The key to an effective records management program is the integrity of the filing system as outlined and implemented by an approved, comprehensive file plan that captures and effectively manages all official records the office/activity creates, receives or otherwise maintains in the conduct of its official business--a system that ensures no alteration of a record and provides reasonable assuredness of easy location and retrieval at a later date.

**2.** Note the basic definition includes all official records, "regardless of physical form or characteristics," which includes e-mail and other electronic records as well. A general rule of thumb is that if the document/information was created at government expense, documents a communication or business activity of the government, and has any future reference value to the recipient/holder in the conduct of official business, then it should be maintained and preserved as an official record under federal records laws.

**3.2.1.** Violation of Title 18, U. S. C., Section 207 includes the deletion of e-mail or other electronic information/data via use of the delete function on a computer without first determining its status/qualifications as an official record. Failure to capture/preserve official records from obsolete, abandoned, degaussed or turned-in/transferred computer equipment or software could also constitute a violation.

**3.2.3.** See AFI 37-138, Chapter 2, paragraph 2.2, concerning the identification, separation, and maintenance of "personal" papers.

**3.7.** The Elmendorf base records manager is assigned to 3 CS/SCBR, 10471 20th Street, Suite 115, telephone 552-1395/Fax 552-2609.

**6.1.1.** The base records manager also advises and assists commanders and staff agency chiefs in implementing viable records management programs within their functional areas in accordance with basic paragraph 1.1. This includes determining the need for, and qualifications of, a FARM and establishment of appropriate offices of record consistent with the organizational structure and/or unit manning document (UMD) of their units.

**6.1.3.** (PACAF). The PACAF Electronic Records Management Interim Solutions Guide will be followed pending acquisition and full implementation of records management application (RMA) software, projected for FY2003.

**6.1.6.** (PACAF). The chief of the office of record (COR) will approve the file plan for his or her office, by signing the official hardcopy after it has been technically developed and approved in the records information management system (RIMS) in coordination with the records custodian (RC) and FARM. The COR's guidance/instructions for approval of the file plan can be found at the following website: [https://infonet/orgs/3wg/3sptg/3cs/scb/records/images/COR\\_TRNG\\_files/frame.htm](https://infonet/orgs/3wg/3sptg/3cs/scb/records/images/COR_TRNG_files/frame.htm).

**6.1.8.** (PACAF). The HQ ALCOM has an appointed records manager and manages its records under supervision of their parent command. The base RM provides training, technical assistance, and records staging area support via host-tenant support agreement (HTSA).

**6.1.9.** A staff assistance visit (SAV) by either the FARM or RM meets this requirement. Base records management SAVs to a FARM will include 25 percent of the functional area offices.

**6.2.** The staging area is located at 6230 Arctic Warrior Dr. See AFI 37-138//Wg Sup 1, paragraph 8.3, for operating details

**6.3.1.** (PACAF). Records custodian training processes including the lesson plan and training outline, are described at: [https://infonet/orgs/3wg/3sptg/3cs/scb/records/records\\_management\\_training.htm](https://infonet/orgs/3wg/3sptg/3cs/scb/records/records_management_training.htm) . Training completion and certification is documented on a 3 CS/SCBR overprinted AF Form 797, *Job Qualification Standard Continuation/Command JQS*, and AF Form 1256, *Certificate of Training*. File the AF Form 797 in the individuals AF Form 623, *OJT Record*, or the "Supervisor's Employee Work Folder" for civilians. Individuals successfully completing training are certified proficient by 3 CS/SCBR, Base Records Management, in managing records and security permissions on the elm-erm server, creating shortcuts in Microsoft Outlook, and creating a file plan using the RIMS. Records Custodian proficiency will be reviewed during Base Records Management or FARM staff assistance visits.

**7.** The FARM will be appointed by written memo to the Base Records Manager (RM). The FARM's squadron commander for a FARM representing a squadron, or a flight commander/chief for a FARM representing a flight must sign memo. Use the format at the base records management web site on the FARM link <https://infonet/orgs/3wg/3sptg/3cs/scb/records/farm-ltr.htm>. Ensure additional information required in the appointment memo is included; forward signed appointment memo to 3 CS/SCBR.

**7.3.** The FARM also assists CORs and RCs in providing a qualitative review and approval of the file plan and sends a copy of the RIMS approved file plan to the RM electronically in a format (specified by the RM) that can be uploaded in the RIMS.

**7.6.** Functional Area Records Managers, and those Chiefs of Office not supported by a FARM refer to [https://infonet/orgs/3wg/3sptg/3cs/scb/records/records\\_management\\_training.htm](https://infonet/orgs/3wg/3sptg/3cs/scb/records/records_management_training.htm) link on the base records management web site to schedule training. "Personnel who maintain and dispose of records" including individuals assigned additional duties such as, Equipment Custodian, Resource Manager, Safety Officer/noncommissioned officer (NCO), Idea Evaluator, Systems Administrators, Security Manager,

Self-inspection Monitor, committee/board chairman, and so forth (personnel who maintain a unique/special set of records not generic to their assigned duty section) must also be trained. It's highly recommended chiefs of office attend Records Custodian training.

**7.8. (Added)** (3WG). Obtains and maintains the current version of the RIMS and other related records management software, as it becomes available (RMA, ERMS, and so forth) and ensures access/dissemination and use throughout the functional area as required.

**7.9. (Added)** (3WG). Maintains a "FARM Work Sheet and Records Custodian Listing" as illustrated at the base records management web site on the "FARM Work Sheet and Records Custodian Listing link". Updates the "Records Custodian Listing" portion as changes occur, and the "FARM Work Sheet" portion each quarter, and sends listing to 3 CS/SCBR by 15 Apr, 15 Jul, 15 Oct, and 15 Jan each year.

**8.3.** Ensure each office of record under their purview (with an established separate OSC/office symbol as outlined/authorized on the UMD) develops, maintains and uses an approved file plan, developed and processed in the RIMS or subsequently approved records management replacement system. The COR authenticates the hardcopy of each file plan under his/her jurisdiction (after electronic approval and printing in RIMS) to consummate final approval prior to implementation.

**8.4.** The COR also completes records management training through self-study, verified and documented by the FARM or RM, as a minimum, and also briefs the RC on office functions to include what records the office keeps, their storage media, and locations.

**8.7.** Appoints a records custodian (RC) by written memo to the FARM or RM, as appropriate, in a format and content specified by the RM. Use the format at the base records management web site on the RC link <https://infonet/orgs/3wg/3sptg/3cs/scb/records/rt.htm>. Also ensures the RC is delegated commensurate authority and provided adequate training, equipment and supplies to accomplish records management requirements and objectives.

**9.1.** Ensures each member of the office staff has a copy of, or ready access to, the approved office file plan and associated records as approved by the COR.

**9.7. (Added)** (3WG). Keeps the COR and FARM or RM as appropriate, informed of any known assignment actions (permanent change of address (PCA), permanent change of station (PCS), separation, retirement, and so forth) far enough in advance to ensure proper and timely replacement and training actions are taken.

**10.** Offices of primary responsibility (OPR) and contracting officers will ensure all proposed contracts are coordinated through the base records manager, 3 CS/SCBR, 10471 20th Street, Suite 115, telephone 552-1395 prior to opening the contract for bid proposals.

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Commander