



**RECORDS DISPOSITION PROCEDURES AND  
RESPONSIBILITIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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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 37-138, 31 March 1994, is supplemented as follows:**

**2.2.** (PACAF Sup1) (3 WG). This includes electronic storage devices/systems (hard drives, removable/external disks, CDs, tapes, microfilm, sound recordings, and so forth), regardless of the storage media.

**2.2.3.1.** (PACAF Sup1) (3 WG). Work-related personal papers/information must not interfere, in any manner, with operating or storage space needed for official files, regardless of the media, and must be removed when necessary.

**2.12.3.1.5.** (PACAF Sup1) (3 WG). Offices of record will identify vital records series on their file plan with a "V" under the V/R column heading of the plan, using the procedures prescribed by the Records Information Management System, defined in AFMAN 37-123, *Management of Records*, Chapter 2, *Records Information Management System*.

**3.1.2.** Individuals do not make personal decisions to destroy Air Force records. Only legal disposition authorities outlined in AFMAN 37-139, *Records Disposition Schedule*, and those in other directives authorized by this instruction may be used to dispose of Air Force records, including supporting or related records.

**Table 3.1, Note 9.** Prepare SF 135, *Records Transmittal and Receipt*, according to Figure 6.3 and annotate or attach a copy of any extension of retention period/staging waivers upon approval by the appropriate authority; there is no Figure 6.4.

**3.4.2.** The local Records Manager (RM), in coordination with the command records manager (CRM) and office of primary responsibility (OPR), may eliminate the menace. Advise the CRM in writing of actions taken.

**3.5.1.** The OPR for the record will promptly report any lost, damaged, or destroyed Air Force records to the RM at 3 CS/SCBR, 552-1395. The information outlined in bullets at the end of paragraphs 3.5.1.1 and 3.5.3, basic, must be provided in the report.

**3.5.1.1.** The RM will coordinate with the CRM for guidance and report information requested in bullets at the end of paragraphs 3.5.1.1 and 3.5.3, basic, to the CRM.

**3.5.3.** The RM promptly submits reports to HQ PACAF/SCXPR on discovery or notification of unlawful removal, defacing, alteration, or destruction of records.

**3.7.** Base organizations submit requests through the base RM and CRM, in turn, to higher headquarters.

**3.7.4.** The base RM will contact the CRM for guidance prior to any offerings.

**3.8.2.** The base RM will submit requests through the CRM to higher headquarters.

**3.10.2.1.** Privacy Act/For Official Use Only (FOUO) material placed in recycle bins must also be destroyed in the same manner, or protected in accordance with DoD 5400.7-R, Chapter 4, *DoD Freedom of Information Act Program*. Under no circumstances will undestroyed Privacy Act or FOUO material be placed in recycle bins or turned over to the base recycling contractor without the contract agreement as required by DoD 5400.7-R/AF Supplement, paragraph C4.5.2.2 and AFI 33-332, *Air Force Privacy Act Program*, paragraph 7.3.3. **WARNING:** The current base-recycling contract **does not** contain any such clause/agreement requiring the contractor to safeguard any sensitive material/information such as Privacy Act or FOUO. Consequently, the following or equivalent bold label will be placed on the top of all office recycling bins throughout the installation. Preprinted labels are available at 3 CS/SCBR, 552-1395.

**WARNING!**

**TEAR UP/DESTROY**

**FOUO/PRIVACY ACT MATERIAL**

**BEFORE DEPOSIT**

**(Ref: DoD 5400.7-R, para C4.5.2/AFI 33-332, para 7.3)**

**4.6.** The current basic reference is DoD 5400.7-R/AF Supplement, Chapter 4. The AFI 37-131 is obsolete.

**5.1.** Complete SFs 135 and ensure both the gaining and losing unit, as well as the local base RM, receive a copy for tracer actions on all transactions involving the transfer, receipt, or retirement of official records.

**6.1.1.1.** Use the white, tuck-bottom, NSN 8115-00-117-8249 for all full-box shipments or transfers to the base staging area. The half-size box, NSN 8115-00-117-8338, or large opaque mailing envelopes, may be used as appropriate for shipments of less than a full box.

**6.3.** For additional guidance on base records staging procedures, see electronic website: "<https://infonet/orgs/3wg/3sptg/3cs/scb/records/stagerec.htm>."

**6.8.** (PACAF Sup1) (3 WG). Correct reference is DoD 5400.7-R/AF Supplement, Chapter 4.

**8.3.** The base records staging area is located at 6230 Arctic Warrior Drive (rear of field training detachment (FTD) building, near the base service station). It's not open on a daily basis, and is only open as needed on an appointment basis, for records storage and retrieval or maintenance actions. The staging area hours for routine storage or retrieval actions are 0800 - 1100 Tuesdays, and 1300 - 1600 Thursdays by pre-arranged appointment on a first-come-first-served basis. Urgent/emergency retrieval service will be provided as needed upon request. Contact Base Records Management, 3 CS/SCBR, 10-471 20th Street, Suite 115, or phone 552-2692/4382 to make an appointment.

DOUGLAS M. FRASER, Brigadier General, USAF  
Commander