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Communications and Information

RECORDS MANAGEMENT TRAINING

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This Instruction assigns responsibilities, directs actions, provides guidance, and prescribes procedures in support of 50th Space Wing activities to include tenant organizations, in conjunction with Air Force Policy Directive (AFPD) 37-1, *Air Force Information Management*, Air Force Manual (AFMAN) 37-123, *Management of Records*, AFMAN 37-139, *Records Disposition Schedule*, Air Force Instruction (AFI) 37-138, *Records Disposition—Procedures and Responsibilities*, AFI 33-322, *Air Force Records Management Program*, the basic duties of records custodians and general guidance for records management. A listing of Records Management definitions, directives, and forms can be found in **Attachment 1**, **Attachment 2**, and **Attachment 3** of this instruction.

Direct any questions, comments, or recommendations concerning this instruction to the Schriever Air Force Base (SAFB) Base Records Management Office, 50 SCS/SCSIR, 300 O'Malley Ave, Ste 7, SAFB CO 80912-3007.

SUMMARY OF REVISIONS

This instruction supersedes 50th Space Wing Handbook 33-302, dated 18 Nov 96. It updates paragraphs **2.1.**, **2.2.**, **2.3.**, **5.**, 7.1, 7.3, **9.2.**, 10.1, and 14.2.

1. General. The goal of this program is to instruct Functional Area Records Managers (FARMS), Chiefs of Offices of Record (CORs), and Records Custodians (RCs) on proper procedures to maintain official records and proper disposition of those records in accordance with applicable Air Force and Command directives and policies.

2. Responsibilities.

2.1. **Base Records Manager (RM).** The Base RM provides assistance and training to the Functional Area Records Managers (FARM), the COR, and Records Custodian (RC). Base RM personnel will conduct initial or refresher records management training for the base populace on a quarterly basis.

Records Information Management System (RIMS) training is offered on a one-on-one basis. (Contact Base RM Office to schedule an appointment.) The Base Records Management personnel will conduct a staff assistance visit to each office of record, as a minimum, once every 24 months. A follow-up visit will be conducted within 30 days after initial visit if program is found to be “unsatisfactory.” Records Management personnel shall provide initial records management training to new FARMs and records technicians within 30 calendar days of their appointment.

2.2. Functional Area Records Manager (FARM). Each base-level unit, principal staff office within an Air Force organization, and contractor must appoint a FARM in writing, to include name, grade or rank, telephone number, and office symbol. Large units may appoint more than one FARM. The unit commander or equivalent shall sign appointment letter. The FARM serves as the point-of-contact (POC) for, and monitors the RM program of the unit or functional area, and serves as liaison with the Base RM. This individual ascertains each office of record, receives a Staff Assistant Visit (SAV) once every 12 months. It is the FARM’s responsibility to ensure offices of record promptly retire eligible records and maintain accountability of such records. This person must also schedule training for personnel newly assigned to maintain and dispose of records. The FARM shall maintain a file on each RC (appointment letter, most current RM SAV, FARM SAV, as a minimum). Unit FARMs are responsible for scheduling such training.

2.3. Chief of Office of Record (COR). The COR is the highest ranking person in an office. This responsibility cannot be delegated. The COR is responsible for physical and legal custody of all records. The office creates or receives all records regardless of their physical characteristics, including identifying appropriate disposition authorities for records the office maintains IAW AFI 37-138 and AFMAN 37-139. This individual must ensure valuable records are permanently preserved and disposal of temporary records is accomplished according to AFMAN 37-139. The COR reviews all requests for nonstandard filing equipment or supplies, except powered equipment. The COR approves or disapproves each request for nonstandard filing equipment or supplies, coordinates with the RM, and sends approved requests to the supply activity for necessary action.

2.4. Records Custodian (RC). The RC maintains, services, and disposes of office records. This person establishes and maintains files, promptly disposes of records when retention requirements have been met, and is able to reference and retrieve records as required.

3. Records and the Law. Persons who willfully destroy or damage official records are subject to penalties under U.S. Criminal Code, 18 U.S.C. 2071. There are three mandates (federal laws on governing records): (1) Federal Records Act, USC Title 44, Chapters 29, 31, and 33; (2) Freedom of Information Act, USC Title 5, Chapter 552; and (3) Privacy Act, USC Title 5, Chapter 552a. Any person found guilty of one or all of the code’s acts may be subject to a fine of no more than \$2,000, imprisonment of no more than three (3) years, forfeiture of his or her office, and may be disqualified from holding any office in the U.S. Government. Personnel will not destroy any record unless they, by their description, content, and function, fall within one of the authorizations listed in AFMAN 37-139, and their retention period has expired. Personnel will not destroy records on the basis of individual opinion that records have no value.

4. Building a File Plan. A file plan is initially prepared when an office of record is established. To create a Records Information Management System (RIMS) file plan the FARM must know, as a minimum, who the COR and RC will be, unit designation, item number, table and rule, and location if the records are located separate from the main files. Reference AFI 33-322 (see [Attachment 4](#) for more detailed instructions.) When determining file plan requirements, draft a file plan by obtaining inputs from personnel

assigned to the office. Direct personnel to review AFMAN 37-139. Review those tables/rules that pertain to their functions (i.e., Safety, Operations, Personnel, and Information Management). Do not re-accomplish an existing file plan; make pencil corrections as needed. Re-accomplish only if major changes are required due to reorganization of the office, realignment of functions, or when making pencil changes is no longer feasible. Resubmit the file plan to the FARM for approval. FARM will approve and submit to Base RM.

5. Privacy Act (PA) Records. Records that are retrieved by a personal identifier, i.e. name, SSAN, must be indicated in the right column of the file plan by "PA", no other markings are required. This is accomplished by entering "(P/A)" in the *Location Column* on the file plan followed by location of the records if maintained away from the main files. Folders containing PA material must be annotated, front and back, with Privacy Act labels.

6. Placing RIMS Labels On Files. Any individual that files, maintains, or disposes of official government records is authorized to have RIMS on his/her computer.

6.1. **Disposition Labels.** Records Management personnel shall provide customer assistance in locating disposition instructions and/or table and rules for specific records. Once a disposition label is placed on a guide card, it is called a disposition guide card. Disposition guide cards remain in the current files area to permit their reuse. These labels are normally placed on guide cards in the first (left) tab position. They may also be placed in the second (middle) or third (right) position if desired. The labels must be placed consistently throughout the files. For labels kept in alternate locations, place the disposition card on or in the container or binder where records are kept when it cannot be placed in front of a series due to location of the file. Only one card is required for multiple record series sets. Placing the label on the first container is sufficient.

6.2. **File Folder Labels.** Labels are normally placed on folders in the first (left) tab position. However, as with disposition labels, they may be placed in the second or third position. Place them consistently throughout the files. Annotate the current year on the label if the record cutoff is by calendar or fiscal year. Place a second folder in behind the first when a folder becomes full. Annotate the full folder with inclusive dates of records contained therein. Annotate the second folder with the date of first document placed into it.

6.3. **Subdivisions.** Each subdivision under a record series must carry the item number followed by either a numerical or letter subdivision breakout and an assigned title. Example: 3-A, 3-A-1, 3-A-2, or 3-1, 3-1-1, 3-1-2, and so forth. Remain consistent throughout the files. Records must also be related to the main series (i.e., same disposition table and rule). Labels may be placed in any position suitable to user needs. The only requirement is to be consistent throughout the files (i.e., if placed in third or far right position, place others in same position throughout). **Note:** Ensure the current year is annotated in pencil on the subdivision label if the record(s) are cut off by calendar year or fiscal year.

7. Filing Arrangement. Files should be arranged to permit ease of filing and retrieval. Record series may be subdivided if file volume complicates handling. Basic filing arrangements are listed on [Attachment 5](#). Place file folders used most often at the beginning of the filing system. File folders retrieved less frequently should be placed towards the rear of the files. Specific files are addressed in [Attachment 6](#). The following items are required to be included in folder number one (1) of an office or record's file plan: approved file plan signed by the COR, training certificate for record custodian(s), any waiver letter in affect, and a copy of the most recent SAV.

8. Filing Classified Records. Classified records are to be safeguarded IAW AFI 31-401, *Information Security Program*, and AFMAN 37-123. **Note:** Records Custodians should be familiar with all governing security publications.

8.1. Classified material must be filed in an approved security container separate from unclassified materials, except when necessary to maintain continuity of a particular transaction or event, or if the volume of unclassified material is too small to justify establishing separate files. Extra copies of classified records are not filed unless needed to support a case file.

8.2. The highest classification of records being filed must be annotated on the folder tab. In addition, annotate the classification on the first folder label if space permits. Maintain label and file designations the same as folders containing unclassified material. Each folder containing classified material must be marked front and back, top and bottom with the highest marking.

8.3. Place a cross-reference sheet (DD Form 2861) in both folders when separate folders for classified and unclassified records are retained on the same subject. Substitute a cross-reference sheet for the classified record when adding a classified record to a voluminous unclassified file. File the classified record separately in an approved security container. Classified entries are not to be made on the cross-reference sheet.

9. File Coding.

9.1. Records to be filed should be marked in the upper right hand corner with the word "File," followed by the item number from the file plan (the record series number and/or subdivision number or letter), and initials of the action officer. Records that are obviously ready for filing immediately after they are created or received do not require file coding. Use pencil when file coding. Examples of these documents might include:

9.1.1. Suspense copies of mail control forms (AF Form 12).

9.1.2. Subjective material filed in read and message files.

9.1.3. Signed receipts for classified documents loaned or transferred (AF Form 310).

9.1.4. Message and Read File.

9.2. **Cross-referencing.** There are situations when a document has more than one subject or code under which it could be filed. Consider cross-referencing the document between two conflicting files when this occurs. This can be done to ensure quick and easy document retrieval but is not required. There are two methods for cross-referencing:

9.2.1. Extra or Fast Copy. This document is file coded with the primary file code. Mark an "X" directly beneath the code, followed by the file code number where the extra or fast copy will be filed. Circle the code to indicate (1) where the extra or fast copy is to be filed and (2) that it is an extra or fast copy.

9.2.2. DD Form 2861, *Cross Reference*. This form references the document in question and specifies its location.

10. Labeling File Drawers. Each file drawer must contain an outside label identifying its contents. Current files should include the word "Active" on each label, and identify the record series numbers contained in the drawer(s). The word "Inactive" is sufficient for inactive files identification. Record series

numbers do not need to be identified if all files are in the same drawer. Active or inactive files are sufficient designations for such situations.

11. End-of-Year Actions. These actions must be taken at the end of each year (31 December for calendar year and 30 September for fiscal year) to prepare files for the coming year:

11.1. Review. Review perpetual files to ensure only current material are filed. Remove and destroy superseded, obsolete, and no longer needed materials. Remember, DO NOT transfer perpetual type records to inactive files. It is recommended that offices of record perform unit self-inspections on offices of record semi-annually.

11.2. Cut off. Cut off active files with retention of one (1) year or more and transfer to inactive files. Ensure a disposition control label remains with the cutoff files.

11.3. Transfer. Transfer previous year's inactive files with a retention of more than two (2) years to the base staging area using Standard Form (SF) 135. All Schriever AFB records are staged at Peterson AFB CO. The SAFB RM or Information Management Lead is required to sign all SFs 135 prior to transfer of records to the Peterson Staging Facility. (Refer to AFI 37-138 for more information concerning the shipping and staging of records.)

11.4. Destroy. Destroy series in previous year's inactive files with a retention period of one (1) year, which have been held the required time.

12. Electronic Records Keeping. Electronic records are comprised of computer files that remain on a system and not maintained as hard copies (See [Attachment 10](#)).

13. Special RM Interest Items.

13.1. Reference AFMAN 37-123, Management of Records, paragraph 5.5, Procedures for Requesting and Controlling Filing Equipment and Nonstandard Filing Supplies.

13.2. The COR reviews each request for nonstandard filing equipment or supplies, except powered equipment. The COR approves (letter) or disapproves each request for nonstandard filing equipment or supplies. Coordinates with the FARM to the RM, if six-part folders are used to hold records, unless prescribed by Air Force directives (i.e., Supervisor's Work Folder, Equipment Custodian's CA/CRL folder). The series item from the file plan that will be housing six-part folders must be identified and justification provided for use. The FARM will endorse the letter and send it to the RM or Information Lead for review. The letter will be filed with the pertinent file plan (Item #1 – first folder).

13.3. **First Folder In All File Plans.** This is the most important folder in the files. It shall contain a file plan approved by the RM, be signed by the COR, and identify the RC. It shall also contain the RC's training certificate, any waiver letters pertaining to the files, and a copy of the last RM and FARM SAV.

SUZANNE M. VAUTRINOT, Colonel, USAF
Commander, 50th Space Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Terms***

ACTIVE RECORDS—Records used frequently in conducting current business. They remain active, regardless of age, until they are cut off.

INACTIVE RECORDS—Records that have been cut off and are being maintained in the current files area for required retention awaiting final disposition according to AFMAN 37-139.

CURRENT FILES AREA—Office spaces that personnel use to maintain active and inactive records.

CUT OFF—(Re: AFI 37-138, Table 3.1.) A designated point-in-time when records are placed in the inactive file; or at the end or completion of a specific action or event.

DISPOSITION—A comprehensive term which includes destruction, salvage, or donation; transfer from one organization to another; transfer to a staging area or Federal Records Center; transfer to the National Archives.

OFFICE OF RECORD—An office that has primary responsibility for maintaining and disposing of records it creates and receives in performing its office function.

PERPETUAL RECORDS—Records, which remain in the active files until its purpose has been served, no longer needed, or superseded. These records do not have a specific “year” cut off date and will never be placed in the inactive files. Example: Letter of Delegation.

RECORDS—Records include all books, papers, maps, photographs, machine-readable materials, x-rays, or other documentary materials, regardless of physical form or characteristic, created or received by an agency of the United States Government.

RECORDS SERIES—A group of records or other records media relating to the same subject and identified with a particular table and rule in AFMAN 37-139.

RETENTION PERIODS—The lengths of time personnel keep records after cut off before final disposition is made. All retention periods begin after cut off.

RECORDS INFORMATION MANAGEMENT SYSTEM (RIMS)—This system is comprised of software that allows automated production of files plans and assorted labeling.

VITAL RECORDS—Those records essential to the continued functioning of an organization during and after an emergency, and also those essential to the protection of the rights and interests of appropriate organizations and individuals.

Attachment 2**KNOW THESE DIRECTIVES**

AFI 33-322, *Records Management Program*. Defines roles and responsibilities at all levels; deletes specific process statements to be incorporated in other instructions; adds requirements applicable to contractor records; adds responsibility for record custody to the chief of an office of record; and clarifies support agreement requirements for tenant units.

AFMAN 37-123, *Management of Records*. Explains how to set up and maintain current files.

AFI 37-138, *Records Disposition—Procedures and Responsibilities*. Provides policies, objectives, and procedures for disposing of records; retirement or transfer of records; establishment and use of staging areas; and access to information from non-current records.

AFMAN 37-139, *Records Disposition Schedule*. Contains decision logic tables (DLT) that provide for disposition of records created or accumulated by all activities within the command.

Attachment 3**RECORDS MANAGEMENT (RM) FORMS**

AF FORM 241 – MICROFICHE CHARGE-OUT RECORD. Used for removing microfiche from the files for an extended period.

AF FORM 525 – RECORDS DISPOSITION RECOMMENDATION. Records Custodians, Chief of the Office of Records, or action officers prepare this form when recommending changes, additions, or deletions to AFMAN 37-139.

AF FORMS 614 & 614A – CHARGE-OUT RECORD. Use as substitute when a record is removed from the files. Expedites refilling when returned. AF Form 614A is small in size (8x5¼), BUT used in the same manner as the AF Form 614, in appropriate containers (such as card files). The AF Form 614 is placed in the same position where the file was removed for easy access and refilling.

STANDARD FORMS 135 & 135A – RECORDS TRANSMITTAL AND RECEIPT. Used when transferring records to another organization, to a staging area, or to a Federal Records Center. This form serves as both a packing list and receipt for the transferred records. The SF 135A is a continuation sheet and is used when more than one page is required.

OPTIONAL FORM 11 – REFERENCE REQUEST – FEDERAL RECORDS CENTER. Used to request information from, or loan of, records from records centers and base staging area.

DD FORM 2861 – CROSS-REFERENCE. Used by Records Custodians. This form is filed in place of a record as a cross-reference and shows the location of the basic record.

Attachment 4**RETENTION AND RETIREMENT STANDARDS FOR ACTIVE AIR FORCE ACTIVITIES****AFI 37-138, TABLE 3.1.**

Before implementing RIMS, RCs are required to determine proper cut off instructions and prepare disposition control labels. RIMS will provide you with appropriate disposition instructions. Therefore, it is important to understand how to use AFI 37-138, Table 3.1. It consists of five columns with headings designated as A, B, C, D, and E.

COLUMN A. Shows the total retention period.

COLUMN B. Covers the organizational level, either HQ Air Force, below HQ Air Force or any Air Force activity.

COLUMN C. Indicates when to cut off records based on the retention period in Column A. This column indicates when the records no longer belong in the active files.

COLUMN D. States retention period record is to remain inactive after it is removed from the active files.

COLUMN E. Provides instructions on what to do with the records once the timeframe in Column D is completed.

“Destroy After One Year” means one year after cut off. The retention period does not begin until the timeframe specified for the cutoff is reached. Example: Records accumulated from 1 Jan – 31 Dec 02 will remain in the active file until 31 Dec 02. They are removed from the active files and placed in an inactive file at that time. The one-year retention begins 1 Jan 03. The records will remain in the inactive files for all of 2003, and will be destroyed on 1 Jan 04.

Item 6 of Table 3.1: Record series with a retention period of one (1) year are cut off on 31 December for calendar year records and 30 September for fiscal year records. They are then held for one (1) year in the inactive files. Destroy them per applicable table and rule in AFMAN 37-139. Remember to follow all notes in Table 3.1.

Attachment 5

BASIC FILING ARRANGEMENTS

There are six methods authorized by the Air Force for filing official records. The RIMS does not include a filing arrangement on the file plan but instead uses the “Location” field to show where files are filed and/or to indicate items that have subdivisions as an attachment. Subdivisions need only to be identified on the file plan in RIMS when they are subjective in nature. The following are the six filing arrangements you may use:

ALPHABETICAL. Used to file documents by names or persons, agencies, etc.

CHRONOLOGICAL. Used to arrange documents by date order sequence, when the date is the usual means of retrieving the document.

NUMERICAL. Used to arrange and file records that are usually identified and retrieved by number, such as vouchers, bill of lading, etc.

ORGANIZATIONAL. As indicated by the title, this is used when grouping documents by the name of the organization.

SUBJECTIVE. Used when filing documents by subject manner.

GEOGRAPHICAL. Use this arrangement to file records—state, country, or city, for example: when the geographical arrangement is the primary means of reference.

Attachment 6

SPECIFIC FILES

In addition to the mission series an office will likely have, there are three series common to all functional areas. These files are transitory files, office administration files, and general correspondence files. In addition, there are four other series an office may or may not have but are worth noting: Case files, technical reference files, precedence files, and personal papers.

TRANSITORY FILE. These records are short-term records that an office maintains for three (3) months or less. They do not contain procedural or policy matters. They involve routine transactions, and may consist of transmittal memorandums or forms; requests for routine information, publications, or supplies; communications correcting reports; or other minor corrections to records.

1. Immediately destroy transitory records that have served their purpose.
2. The folder for the month in which you are filing should be at the front of the series. At the end of the month or beginning of the next month, the folder is “cut off” by placing it behind all of the other transitory folders. This brings the current month’s folder to the front. Destroy contents of that folder so you can begin accumulating current month records.

OFFICE ADMINISTRATIVE FILE (TABLE 37-14, RULE 1). This file consists of records that relate to the internal administration or housekeeping activities of the office (i.e., staffing procedures, expenditure of funds, including budget papers, supplies, services, and equipment requests and receipts)

Office Administrative File should not house records that are part of another series, table, and rule. Some RCs have the tendency to file such items as training, contracts, time cards, etc., as subdivisions under this series instead of using the correct applicable tables and rules.

GENERAL CORRESPONDENCE FILES. General Correspondence Files are records relating to the mission or function for which the office exists. This may be originals or copies of communications, memorandums, and related attachments.

Remember to file only those records in general correspondence, which cannot be identified elsewhere as part of another series.

CASE FILES. These files reflect “case histories” of a person, organization, event, place, project, or other subjects (e.g., contracts, personnel folders).

TECHNICAL REFERENCE MATERIAL. Consists of copies of commercial publications, special reports, and/or studies maintained in an accumulating office such as a “Technical Reference Library.”

PRECEDENT FILES. Consists of extra copies of selected records received or created affecting policies, procedures, and instructions governing performance of the mission of the organization. Keep these files current on a continuing basis by replacing superseded material, removing obsolete material, and adding new material. Records having this disposition are referred to as perpetual files.

PERSONAL PAPERS. These papers are of a private or nonofficial character, pertaining only to an individual’s affairs, but are kept in an office. The individual designates these papers as nonofficial and files them separately from office records. They are not considered official Government records. Please review AFI 37-138 for further information on this matter.

Attachment 7**DECISION LOGIC TABLES (DLTS)****(Re: AFMAN 37-139)**

The DLT consists of four columns with headings designated as A, B, C, and D.

COLUMN A. Provides a general description of the documentation. To identify your particular series, read down the column until you come to the category you are looking for.

COLUMN B. This column further describes the documentation identified in Column A. These descriptions also cover general categories of forms and reports. Determine what portions of the description apply to your situation.

COLUMN C. Primarily indicates an organization, level of command, or specific function. If none is indicated, the rule applies to all levels.

COLUMN D. Provides for the final disposition of the documentation based on conditions in Columns A, B, and C. In some cases, Column D may refer you to another table or rule for disposition; if so, cite the reference table and rule on the file plan and disposition control label.

Attachment 8

**SAMPLE FOR REQUEST TO MAINTAIN RECORDS IN CURRENT FILES AREA
(Deviation Memorandum)**

MEMORANDUM FOR (Unit FARM)

FROM: (Requesting Office)

SUBJECT: Request to Maintain Records in Current Files Area

1. Request approval, IAW AFI 37-138, Table 3.1, Note 6, to retain small volumes of records with a 2 to 8-year retention period in the current files until they are eligible for disposal or retirement. (NOTE: State the table and rule and disposition that apply to your files and how long your office intends to keep them). I understand this office is not authorized additional storage equipment to house these records.
2. These documents are frequently referenced and this waiver will eliminate time used in travel between this office and the Peterson AFB Staging Area.
3. Volume(s) accumulated is/are approximately _____ cubic feet.

(Chief of Office's Signature)

1st Ind, (Unit FARM)

TO: 50 SCS/SCSIR

Above request is approved/disapproved. File this memorandum with your file plan.

(FARM's Signature)

Attachment 9

**SAMPLE APPOINTMENT MEMORANDUM FOR FUNCTIONAL AREA RECORDS
MANAGER (FARM) AND RECORDS CUSTODIANS (RC)**

MEMORANDUM FOR 50 SCS/SCSIR

FROM: (Unit)

SUBJECT: Appointment of Functional Area Records Manager (FARM)/Records Custodians
(RC)

The individual(s) listed below is hereby appointed as the Unit FARM or RC for (enter organization) effective this date:

- a. Name: _____
- b. Rank/Grade: _____
- c. Office Symbol: _____
- d. Phone Number(s): _____
- e. Received Records Management Training (enter date and base) _____
- f. Received FARM Orientation: (enter date and base) _____
- g. Request training _____

(Commander's Signature Block)

NOTE: SCHEDULE FARM OR RC TRAINING IF ALL TRAINING HAS NOT BEEN COMPLETED.

Attachment 10

RECORDS MANAGEMENT STANDARDS FOR ELECTRONIC MAIL (E-MAIL)

The Federal Records Act requires the Air Force to identify and preserve records, including records created or received on E-mail systems. Maintain E-mail that contains information that serves as adequate and proper documentation of the organization's functions, policies, decisions, procedures, and transactions. E-mail messages are records when they meet both of the following conditions: (1) They are made or received by an agency of the U.S. Government under Federal Law, or in connection with the transaction of agency business. (2) They are preserved, or are appropriate for preservation, as evidence of the agency's or organization's activities, or because of the value of the information they contain. Systematically manage, store, and destroy E-mail records, like Federal records in any other media, after their usefulness has expired. (Refer to AFI 33-119, *Electronic Mail (E-Mail) Management and Use*, Chapter 8, for further guidance.

ELECTRONIC FILES

Electronic records are data in a form that can be read and processed by a computer and that satisfy the legal definition of a record. A database is still considered an electronic record, even if the output products are converted to paper records. Electronic records may include data files and databases, machine-readable indexes, electronic spreadsheets, and electronic mail and messages. Electronic record keeping involves the use of a computer to create, store, retrieve, analyze, transmit, or delete records.

Maintain electronic files using guidance from AFMAN 37-123. Use your approved RIMS-generated Files Maintenance and Disposition File Plan as the foundation for managing electronic records.

STEP PROCEDURES

1. Annotate "Location" column on file plan to indicate where electronic records are filed.
2. Ensure RIMS file plan is approved and current.
3. Create electronic files by creating folders or directories and sub-directories on a common drive that reflects the item from the RIMS file plan. (It is not necessary to create a directory for each item on the file; only for those items to be filed electronically.)
4. Apply basic records management principles to the maintenance of electronic files. Cut off, purge, dispose, transfer, and file electronic records following the same guidelines used for paper records.