



**24 February 1997**

**Information Management**

**MANAGEMENT OF RECORDS**

---

**NOTICE:** This publication is available digitally on the HQ AFRC WWW site at <http://www.afrc.af.mil>. and the AFRCEPL (CD-ROM), published monthly.

---

OPR: HQ AFRC/IMQD  
(Mary Hebert)  
Supersedes AFR 4-34, 10 November 1989, AFR  
4-35, 1 July 1991, and AFMAN  
37-123, AFRES Sup,  
28 August 1995.

Certified by: HQ AFRC/IM  
(Col Joseph F. Teiber, Jr.)  
Pages: 3  
Distribution: F

---

This supplement implements and extends the guidance of Air Force Manual (AFMAN) 37-123, 31 August 1994. The AFMAN is published word-for-word without editorial review. Air Force Reserve Command supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction. It is intended for office of primary responsibility (OPR) of documents affected by this supplement.

**SUMMARY OF REVISIONS**

This revision updates references and provides new guidance for the storage of electronic records. A ( | ) indicates revisions from the previous edition.

2.2. Indicate "Filed with item #\_\_" in column C of the file plan for interfiled series. Place the appropriate disposition control label on the disposition guide card.

2.2.1. The records manager approves the file maintenance and disposition plan by signing or stamping their name on the file plan. List all records for which an office is responsible on the file plan. Do not include wall charts, base bulletins, general reference publications, technical, or specialized reference material on the file plan. **EXCEPTION:** Base IM files the record set of the base bulletin. Listing numerous subdivisions under a record series is optional. **EXAMPLE:** plans, operating budget account numbers, classification records by series, and various unit-type programs.

2.2.2. Record technicians are responsible for marking the applicable cutoff instructions on the RIMS disposition control label. Within this command, list handbooks/continuity books on the file plan using T37-14, R10. Records which are never filed do not require a disposition control label, such as, security control records (SFs 700/701/702), T31-4, R9, which are maintained on the safe or door.

3.2.5. Ensure record series which are filed by Privacy Act information, such as, name and social security number, is an approved Privacy Act system of records according to AFI 37-132 and AFDIR 37-144.

3.4. Within this command, do not use standardized file plans.

3.7.6. Use any reasonable method to label files if filing equipment does not have drawer labeling capability.

4.1.1. Additional examples exempt from file coding include record sets of orders, read/message files, publications and forms record sets, personnel information files, mobility records, pay records, supervisor's employee work folders, and equipment custodian records. Large volumes of single type records such as accountable container receipts, delivery and purchase order receipts, supply listings, personnel data system (PDS) products, case files, and logs are also exempt from file coding.

4.3. Records technicians, with proper security clearances, ensure records in safes are maintained according to current directives.

4.4. Prepare new file folders and disposition guide cards as required for the new year files by 15 January or 15 October, as appropriate. Offices of record that operate on a fiscal year basis such as contracting, finance, and recruiting may establish and maintain files on a fiscal year basis. **EXCEPTION:** Civilian pay records which are maintained by calendar year.

7.1.2. See AFI 33-119, *Electronic Mail (E-Mail) Management and Use*, for guidance on maintaining e-mail official records.

7.3.2. Send proposals for electronic records systems to HQ AFRC/IMQD through the servicing records manager.

7.3.2.2. Review electronic record systems during records management staff assistance visits.

7.3.7. The OPR advises the CSO of the applicable table and rule from AFMAN 37-139.

7.3.7.1. (Added) Coordinate with the CRM through the servicing records manager prior to purchasing records management software.

7.10. All records must be disposed of according to AFMAN 37-139, regardless of the media.

7.12. Identify electronic records on the file plan by placing an "E" in the "location" block of the file plan.

7.12.3.3. **OPTION:** Replace the use of the AFVA 205-15 on the outside of the computer with an internal (batch file) warning.

7.13.2.1.5. Backup electronic records regularly to safeguard against the loss of information due to equipment malfunction or human error. When storing records on hard disk, always back them up on diskette, magnetic tape, an approved optical disk system, or removable hard disk each time you update the record.

7.30. (Added) Do not send e-mail containing Privacy Act information unless the recipient must have the information to perform duties consistent with the purposes of the Privacy Act system of records. Privacy Act information is defined as SBU (sensitive but unclassified) information and must be encrypted prior to transmission.

7.31. (Added) If using electronic "folders" to store official records on either the LAN or on an individual hard drive, each "folder" will include the file plan item number as part of the label identifier. Account for records stored on shared directories on the file plan of the OPR responsible for the records. Ensure

records technicians follow the same disposition instructions for records filed electronically as for paper records.

DAVID S. SIBLEY, Brig Gen, USAFR  
Assistant Vice Commander