



**RECORDS DISPOSITION—PROCEDURES
AND RESPONSIBILITIES**

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AFI 37-138, 31 March 1994, is supplemented as follows: (AMC bases may issue supplements; send drafts to HQ AMC/IMP for review before issuance. This supplement does not apply to Air National Guard and United States Air Force Reserve units.)

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

2.12. **Vital Records During Emergency.** The Chief of Record (COR) is responsible for identifying vital records on their file plan. Identification will be accomplished within the Record Information Management System (RIMS) during initial creation or changes to the file plan.

Table 3.1. Retention and Retirement Standards for Active Air Force Activities.

NOTE 6. Hold records with a retention period of 2 years or less in the accumulating office current files area unless additional filing equipment is required. Transfer records with a retention period of more than 2 years to the staging area one year after cutoff, unless otherwise approved by the RM. Request a waiver to retain 3 to 8 year records from the RM.

NOTE 9. NARA is approval authority. Send requests to SAF/AAIQ and provide an information copy to the CRM.

3.2.2. Use local staging area. Provide the SF 135 to the base RM only.

3.4.2. Local RM may eliminate the menace without approval of CRM. Advise CRM, in writing, of actions taken.

3.5.1.1. Call the CRM for guidance. Report information requested in bullets 1 through 3 to the CRM.

3.5.3. The RM submits reports to HQ AMC/IMPM immediately on discovery or notification of unlawful removal, defacing, alteration, or destruction of records.

3.7. **Transfer to the National Archives.** Organizations submit requests through the base RM and CRM to SAF/AAIG.

3.7.4. Base RMs contact the CRM for guidance.

3.8.2. Base RMs submit requests through the CRM to SAF/AAIQ.

7.5.3. (Added) The base staging area or space saving equipment will be used to store official government records **ONLY**. The staging area will not be used to store office equipment, computers, supplies, mobility equipment, etc.

7.10. (Added) **Security of Staged Records.** Staging areas and space saving equipment will be secured to prevent unauthorized access to staging records during duty and nonduty hours. Access will be restricted to the base records manager and staff.

7.10.1. (Added) If located in shared area, the base staging area will be secured from intruders by installing chain link fencing or other material to prevent access into the area.

7.10.2. (Added) When collocated with other offices, space saving equipment will be secured from intruders by locking the shelving units or securing a room housing the equipment. No other users will have access to the shelving units.

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