

**BY ORDER OF THE INSTALLATION
COMMANDER**



AIR FORCE INSTRUCTION 37-138

MACDILL AIR FORCE BASE

Supplement 1

12 MARCH 2004

Information Management

**RECORDS DISPOSITION—PROCEDURES
AND RESPONSIBILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 37-138, 31 March 1994, is supplemented as follows.

SUMMARY OF REVISIONS

This revision adds the requirement to designate certain records on the file plan as vital records; adds the requirement for disposal date when submitting request for retention of records (**Table 3.1.**, NOTE 6); deletes the requirement to tape boxes prior to staging.; adds the requirement to dispose of Privacy Act (PA), For Official Use Only (FOUO), critical, sensitive, and restricted material by shredding prior to recycling (para **3.10.2.1.**); adds instructions for marking staging boxes (para **6.6.2.2.**); and supplements para **7.3.** A bar (|) indicates new or revised material since previous edition.

2.12.2.10. (Added) At a minimum, all offices of record should include on-the-job training (OJT) records, permanent records, long term records (over eight years), mobility records, and supervisor employee work folders as vital on the office file plan.

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

NOTE 4. Classified records will not be transferred to the Base Records Staging Area, but will be retained in the current files area until eligible for retirement to a Federal Records Center or destruction, whichever applies.

NOTE 6. Provided no additional space or filing equipment will be required, records with a retention period of:

Two years may be retained in the current files area until eligible for disposal.

Three to eight years may be retained in the current files area until eligible for disposal upon written approval of the Base Records Manager. Requests for retention of records in current files area will be submitted in letter format, and will include (1) description of records and table and rule for disposition; (2) volume of records to be kept; (3) statement that no additional space or filing equipment will be required; (4) reason why retention is desired; and (5) disposal date of records.

NOTE 8. If, because of a lack of space or filing equipment, early transfer of non-current records is desired, prepare SF 135, **Records Transmittal Receipt**, as prescribed in Chapter 6, Figure 6.3, and contact the base records manager for an appointment to turn in records.

3.10.2.1. All PA and FOUO material, as well as critical, sensitive, and restricted material will be destroyed by shredding prior to being recycled.

6.1. **Shipping Containers.** Only authorized one cubic foot staging boxes will be accepted for staging.

6.6.1. Boxes will be interlocked at the top. Boxes are not to be taped close.

6.6.2.2. Boxes will be marked as follows: If Privacy Act records are included, you must annotate (PA) with a red magic marker on the front of the box, top center. Use a black magic marker for all other markings. In the upper left hand corner, annotate your organization and office symbol. Annotate box number X of X in the upper right hand corner. There will be no other markings on the front of the box. Boxes with markings other than these will not be accepted into the staging area.

7.3. **Using Staging Areas.** The SF 135 will accurately reflect the contents of the records to be staged. Boxes will be spot checked to ensure the contents match the description of records recorded on SF 135. Boxes that contain PA material will contain a PA statement on the SF 135. If these requirements are not met, boxes will not be staged.

7.4. **Supervising Staging Areas.** The Base Staging Area is collocated with the Records Management Office; therefore, only a telephone call is required to ensure personnel are available for reference service.

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