

**BY ORDER OF THE INSTALLATION
COMMANDER**



AIR FORCE MANUAL 37-123

MACDILL AIR FORCE BASE

Supplement 1

18 APRIL 2003

Information Management

MANAGEMENT OF RECORDS

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 6 CS/SCBR (MSgt Valinho)
Supersedes AFMAN 37-123 MAFBS1,
27 June 1995

Certified by: 6 CS/CC (Lt Col O'Rear)
Pages: 2
Distribution: F

AFMAN 37-123, 31 August 1994, is supplemented as follows:

SUMMARY OF REVISIONS

This revision adds the requirement for MacDill Form 21, **Records Management Status/Control**; deletes reference to Records Information Management System (RIMS) software (para 2.1.); and deletes reference to AFR 4-20, Vol II (para 3.).

1.2. See AFI 33-322, *Records Management Program*, for the specific duties and responsibilities.

2.1.3. (Added) . Form Prescribed: MACD Form 21. Each Functional Area Records Manager (FARM) is responsible for annotating MACD Form 21. The form is a records management tool to easily track Staff Assistance Visits, appoint a Privacy Act Monitor, and list other pertinent information for each office of record. A current form will be kept in the FARM folder and a copy forwarded to the 6th Communications Squadron, Base Records Manager (6 CS/SCBR).

NOTE: Figure 3.1. Sample File Drawer. Strongly recommend the use of alpha rather than numerical characters. By using alpha characters, you lower the chances of misfiling, i.e., 2-A is less likely to be misfiled, whereas 2-1 may be misfiled in item 21.

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

AFI 33-322, *Records Management Program*

DAVID M. SNYDER, Colonel, USAF
Commander