

**BY ORDER OF THE COMMANDER
PACIFIC AIR FORCES**



AIR FORCE INSTRUCTION 37-138

**PACIFIC AIR FORCES COMMAND
Supplement 1**

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Information Management

**RECORDS DISPOSITION--PROCEDURES AND
RESPONSIBILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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SUMMARY OF REVISIONS

This revision requires base Records Managers to conduct an annual inventory of inactive records maintained inside and outside the staging area, adds requirement for offices of record to identify Vital Records on SF Forms 135 when sending records to the staging area, and obligates Base RMs to identify boxes maintained in the staging area that contain Vital Records. New or revised material is indicated by an asterisk (*).

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

2.2. Personal/private papers relating solely to an individual's private affairs should not be maintained in government-owned office space/equipment.

2.2.3.1. Keep work-related personal papers to a minimum. They are subject to review by supervisory and RM personnel in the performance of official records management duties. They may be kept in office filing equipment as long as they are labeled "work-related personal papers" and separated from the official files. Do not identify work-related personal papers on the file plan or purchase additional filing equipment solely to house them.

2.4. (Third Bullet). Use procedures in paragraph 2.6. when removing records. The COR may grant agency approval by completing block 2 on the SF 135.

2.11. Electronic records maintained on floppy disks, hard drives, LANs, etc., with a retention period of 2-8 years may be retained in offices of record until eligible for destruction as long as the office of record can provide retrieval, use, and print capability through the end of the life cycle. For 9-year electronic

records and beyond, paper copies must be provided to federal records centers through the base Records Manager. Identify where electronic records are maintained in the "LOCATION" portion of the file plan.

2.11.2. (Added) Refer to HQ PACAF ERM Interim Solutions Guide for managing electronic records. It's available via the Internet (<http://www.hqpacaf.af.mil/sc/im/records/records.htm>) or your base Records Manager.

2.12.3. (Added) A *Vital Records Program* includes the policies, plans, and procedures developed and implemented and the resources needed to identify, use, and protect essential records to meet responsibilities under national security emergencies or other emergency/disaster conditions or to protect the Government's rights or those of its citizens.

2.12.3.1. (Added) Commanders, in conjunction with Base Records Managers (RMs) and Functional Area Records Managers (FARMs), will:

2.12.3.1.1. (Added) Establish a *Vital Records Program* to ensure official records located in base staging areas and offices of record are protected during emergencies, contingencies, and natural disasters. Consider the informational content of records series and electronic records systems when identifying vital records. Only the most recent and complete source of the vital information needs to be treated as vital records.

2.12.3.1.2. (Added) Inform all concerned staff about vital records and survey respective organizations to identify those records that warrant added protection.

2.12.3.1.3. (Added) Develop procedures/checklists to ensure protection of all records in the event of fire, broken water pipes, etc., in addition to natural disasters common to the local area.

2.12.3.1.4. (Added) Coordinate vital records protection procedures/guidance with the Base Disaster Preparedness Office and incorporate protection procedures in local OPLANs.

2.12.3.1.5. (Added) Ensure offices of record identify vital records on respective file plans.

2.12.3.1.6. (Added) Make equipment needed to read vital records or copies of vital records available in case of emergency or disaster. For electronic records systems, agencies must ensure system documentation adequate to operate the system and access the records will be available in case of emergency or disaster.

2.12.3.2.7. (Added) Ensure retrieval procedures for vital records require only routine effort to locate needed information, especially since individuals unfamiliar with the records may need to use them during an emergency or disaster.

2.12.3.2.8. (Added) Incorporate vital records protection procedures into local records management training courses.

2.12.3.2.9. (Added) Identify shipments of Vital Records by placing a "V" in column f, Record Series, of SF Form 135. Additionally, Base RMs must be able to readily identify boxes of Vital Records that are maintained within the staging area.

Table 3.1. Items 11,13,15. Transfer inactive calendar year records to the base staging area not later than 1 April and fiscal year records not later than 31 Dec.

Table 3.1. Note 4. Classified records will be retained in the office of record until eligible for destruction or retirement to the appropriate records center. Offices of record must prepare SF Form 135s for classi-

fied records holdings and forward them to the FARM/RM. RMs will account for classified record holdings via the RIMS Staging Area Module.

Table 3.1. Note 5. Contact the host base RM to determine if staging area space is available.

Table 3.1. Note 6. CORs may retain records with a 2-year retention period without RM approval as long as no additional office space or filing equipment is needed. Inactive records must be cutoff and maintained in annual blocks in the inactive file.

Table 3.1. Note 9. Within PACAF, 3-year to permanent records needed for frequent reference may be maintained in the office of record or staging area for longer periods prior to transfer or retirement. Offices of record must prepare and forward SF Form 135 as scheduled and RMs will account for these records via the RIMS Staging Area Module.

6.4.2.7. RMs at bases indicated below may use the base staging area as a collection point to combine small volumes of 9-year to permanent records from other bases and retire them to the appropriate FRC.

Elmendorf AFB	For all PACAF bases in Alaska
Hickam AFB	For all PACAF bases in Hawaii/Guam
Osan AB	For all PACAF bases in Korea
Yokota AB	For all PACAF bases in Japan

6.8. Ensure all FOUO documents are marked IAW AFI 37-131/PACAF Sup 1, paragraph 26.1.2.

7.8.2. RMs will use the RIMS Staging Area Module to account for all staging area holdings, to include inactive records (unclassified, classified, and electronic), maintained in offices of record when RMs have given approval.

7.10. (Added) Base RMs must conduct an annual inventory of inactive records maintained inside and outside the staging area.

BERNARD K. SKOCH, Colonel, USAF
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