



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>.

OPR: 10 CS/SCBD (Mr. James J. Jurasek)
Supersedes AFI 37-122_USAFA Sup 1,
24 July 1994

Certified by: 10 CS/SCB (Major Michael J. Polley)
Pages: 4
Distribution: F

AFI 33-322, 1 December 1998, is supplemented as follows:

SUMMARY OF REVISIONS

Adds E-mail messages to list of records (paragraph **2.**); prohibits destruction of E-mail messages without proper authority, and lays responsibility for preservation of record copy of E-mail messages on the originator (paragraph **3.2.1.**); specifies who the Command Records Manager (CRM) and Base Records Manager (RM) are (paragraph **3.5.**); clarifies services available in the Document Imaging Service Center (paragraph **5.3.**); requires Academy agencies that initiate contracts to include 10 CS/SCBD as a mandatory coordinator (paragraph **5.5.**); adds continuing education for records custodians every 24 months (paragraph 6.3.1.1). A bar (|) indicates revisions from the previous edition.

2. In addition to the types of records listed above, AFI 33-119, *Electronic Mail (E-Mail Management and Use*, paragraph 8, requires Air Force Activities to identify and preserve records created on e-mail systems.

2.1. (Added) Originators of E-mail messages that contain information that serves as adequate and proper documentation of the organization's functions, policies, decisions, procedures, and transactions must ensure an official record copy is printed and filed in the organizations paper file and maintained in accordance with the appropriate Table and Rule in AFMAN 37-139 and this instruction. Special effort must be made to prevent destruction or disposition of E-mail records in mailboxes, on hard drives, or diskettes prior to printing a record copy.

2.1.1. (Added) E-mail messages are records when they meet both of the following conditions:

2.1.1.1. (Added) They are made or received by an agency of the United States Government under federal law or in connection with the transaction of agency business. For example, the originator of an E-mail, letter, or any other media that would state the organization's policy, a decision, procedures, etc, would be responsible for printing and assuring a copy is filed in the organizations official file. Organizations that

receive this information would file because of the value of the information it contains. E-mails, letters, etc, that talk to a picnic, sport events, etc. would not need to be file unless you choose to file in transitory.

2.1.1.2. (Added) They are preserved, or are appropriate for preservation, as evidence of the agency's or organization's activities, or because of the value of the information they contain.

3.2.1. In accordance with AFI 33-119, you must systematically manage, store, and then destroy E-mail records, like federal records in any other media (**identified in AFI 33-322, paragraph 2. of the basic and this supplement**) after their usefulness has expired. Proper authority for destruction of E-mail is in accordance with AFMAN 37-129, table 037-18, rule 24, which states E-mail may be deleted from the E-mail system after printing and filing according to the file plan. AFMAN 37-129 has table and rules for all media that is used. If in doubt of what rule applies, contact your records custodian, your FARM, or call the Academy Records Management Office at 3-2797 for guidance.

3.2.1.1. (Added) Preserve the content, context, and structure of records in a useable format for their authorized retention period. A complete E-mail record will include the message itself, attachments (e.g., word processing and other electronic documents transmitted with the message), and transmission date (e.g., originator, recipients, addresses, date, and time).

3.2.1.2. (Added) Make records easily assessable by individuals who have a business need to access them.

3.2.1.3. (Added) Arrange E-mail records in accordance with the approved file plan. This applies to letters and any other media used.

3.2.1.4. (Added) Preserve E-mail system and transmission data that identified users by codes, nicknames, addresses, and distribution lists to ensure you can identify the originator and recipients of record messages.

3.2.1.5. (Added) Preserve receipts and acknowledgements that show delivery and dispositions status (e.g., delivered, opened, replied, deleted, etc) of a message. Maintain them with the original official E-mail record.

3.5. The CRM for the Air Force Academy is the Chief, Records Management and Administrative Communications (10 CS/SCBD) who is also the RM.

5.3. The Document Imaging Service Center (10 CS/SCBDI) is available for microfilming or CD-ROM scanning of valuable records of long term or permanent retention which require frequent reference. Customers interested in this service should contact 10 CS/SCBD or 10 CS/SCBDI for assistance.

5.5. Academy agencies or organizations initiating contracts must include 10 CS/SCBD as a mandatory coordinating agency to ensure all Air Force and federal records keeping requirements are addressed in the contract.

6.1.6. See paragraphs **7.3.1. (Added)** and **7.3.2. (Added)**.

6.1.9. Regularly scheduled SAVs will be performed by a 10 CS/SCBDR representative with assistance provided by each organization's FARM to ensure all offices of record are visited.

6.1.9.1. (Added) Fifty percent of the visits will be performed jointly by a 10 CS/SCBDR representative and the organization's FARM. The remaining 50 percent of the visits will be performed by the FARM immediately following the joint visits.

6.1.9.2. (Added) 10 CS/SCBDR will send the proposed schedule to the respective FARM and record custodians for the offices to be visited at least 4-6 weeks in advance. The visit schedule will identify specific

offices to be visited by both 10 CS/SCBDR and the FARM. Those offices not visited jointly in a given period will be visited jointly in the next cycle.

6.1.9.3. (Added) 10 CS/SCBDR will prepare visit reports on joint visits, and FARMS will prepare reports on the visits they perform alone. When all visits are completed, 10 CS/SCBDR will provide the commander with a summary of findings.

6.1.9.4. (Added) USAFA Form 54, **USAFA Records Management Staff Assistant Visit Checklist/ Functional Area Records Manager (FARM) Checklist**, will be used for all visits.

6.3.1. Record management training will be held every 2 months on the last Wednesday of the month. 10 CS/SCBDR will send FARMS a quarterly listing identifying those individuals who require initial or continuing records education and training. 10 CS/SCBDR will complete AF Form 1256, **Certificate of Training**, on all attendees and send to the FARMS who in turn will forward on to the respective supervisor.

6.3.1.1. (Added) Continuing records education and training will be provided for record custodians who have not had training within the last 24 months.

6.3.1.2. (Added) All organizations with more than one office of record will appoint a FARM. Organizations with 10 or more offices of record may appoint additional FARMS. Appoint FARMS by memorandum or E-mail to 10 CS/SCBDR, and list all offices of record for which each FARM is responsible. FARM's will be trained on a one-on-one basis by request to 10 CS/SCBDR. The rank/grade of a FARM should be commensurate with the size and responsibility entailed with the organization's record management program.

7.3.1. (Added) New File Plans. After reviewing the plan for accuracy and completeness, FARMS will initial and forward the plan to 10 CS/SCBDR for final review, approval, and entry into the centralized Academy Records Information Management System (RIMS) database. After entry, 10 CS/SCBDR will print the file plan and any associated labels and return them to the respective FARM for distribution to the office of record. A second copy of the file plan will be furnished to the FARM for their files.

7.3.2. (Added) Revised File Plans. Ensure that any changes, additions, or deletions to the plan are highlighted in yellow for ease of identification before forwarding to 10 CS/SCBDR for actions listed above. Make sure only one table and rule is used for any new items added to the plan.

7.5. FARMS must ensure established turn-in suspense dates are met.

7.8. (Added) Each FARM will maintain the following records for each office of record they are responsible for:

7.8.1. (Added) A copy of the current Files Maintenance & Disposition Plan.

7.8.2. (Added) Copies of USAFA Form 54 on the latest 10 CS/SCBDR and FARM visits.

7.8.3. (Added) Copies of any waiver letters permitting retention of records in office.

7.9. (Added) The FARM is also responsible for annotating the Quarterly FARM Report with names of current record custodians and chief of office of records (COR) and returning the updated report to 10 CS/SCBDR by the established suspense date.

8.7. CORs appoint Records Custodians by memorandum or E-mail to 10 CS/SCBDR and the appropriate FARM. The COR states in the memorandum or E-mail the records technician's name, office symbol,

building and room number, duty phone number, and whether or not the technician has completed records management training at the Academy and the date of training, if applicable.

9.1. Records Custodians also ensure that originators of E-mail messages sent in the conduct of official business are aware that an official record copy must be printed, scheduled in accordance with AFMAN 37-139, and filed in the office's official file.

12. (Added) Forms:

12.1. Prescribed. USAFA Form 54, **USAFA Records Management Staff Assistant Visit Checklist/ Functional Area Records Manager (FARM) Checklist.**

12.2. Adopted. AF Form 1256, **Certificate of Training.**

STEVEN C. MUHS, Lt Col, USAF
Commander, 10th Communications Squadron