BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING

374TH AIRLIFT WING INSTRUCTION 33-304

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Communications and Information

CENTRAL DESTRUCTION FACILITY (CDF) USE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Manual (AFMAN) 37-104, *Managing Information to Support the Air Force Mission* (to be converted to AFMAN 33-304). Outlines procedures followed by all users for the destruction of official records as prescribed by the Air Force Records Disposition Schedule (RDS). It applies to all organizations having a requirement to utilize the Central Destruction Facility (CDF). It provides scheduling information, instructions for operation, safety, and security procedures to be followed. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force RDS located at **https://afrims.amc.af.mil/**. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

1. General. The CDF will be used to destroy classified material, For Official Use Only (FOUO), and Privacy Act (PA) information in the form of paper products, key tape, and optical media (CD and/or DVD). Office shredders approved for the destruction of classified and unclassified material may be used when feasible.

2. Key Control. The 374th Communications Squadron Chief of Records Management (374 CS/SCSR) exercises control of the keys to Building 4350. Personnel having a need to destroy classified or unclassified material at the CDF will sign for and return the keys to 374 CS/SCSR.

3. Responsibilities. 374 CS/SCSR is responsible for managing the CDF. 374 CS/SCSR exercises supervision over the operation, maintenance, training, and use of the CDF located in Building 4350.

3.1. Users will:

3.1.1. Ensure promptness for scheduled time of use.

3.1.2. Ensure that at least two persons are available during destruction operations.

3.1.3. Retain responsibility for control, safeguarding, and certification of destruction of classified and unclassified material.

3.1.4. Wear hearing protection and eye goggles whenever equipment is in operation.

3.1.5. Avoid overloading disintegrator by feeding documents at a rate which is incompatible with the power output.

3.1.6. Ensure that refuse bags are deposited in the dumpster located outside of Building 4350.

3.1.7. Conduct a security inspection of equipment and ensure CDF and surrounding areas are cleaned and all waste removed prior to departing from the CDF.

3.1.8. After cleanup, secure building and return keys to 374 CS/SCSR.

3.2. The 374 CS/SCSR will:

3.2.1. Schedule appointments to ensure maximum usage and availability of the CDF.

3.2.2. Maintain a log on all users of the CDF.

3.2.3. Ensure that only trained personnel are given access to the keys to Building 4350.

3.2.4. Publish notices periodically in the Yokota Samurai Bulletin regarding location and availability of the CDF, and advising when equipment is down for maintenance.

3.2.5. Permanently post a copy of operating instructions and any other security and safety procedures in a conspicuous location in the facility.

3.2.6. Schedule regular preventive maintenance of the CDF.

4. Availability. The CDF is available for destruction of material outlined in AFI 31-401, *Information Security Program Management*; Department of Defense (DoD) Regulation 5400.7/Air Force Supplement 1, *DoD Freedom of Information Act Program*; and Air Force Instruction (AFI) 33-332, *Air Force Privacy Act Program*, to organizations on an appointment basis Monday through Friday, 0800-1500. To schedule an appointment for use of the CDF contact 374 CS/SCSR at 225-8644.

5. Security. Users must protect, safeguard, and certify the destruction of their classified material. Security violations will be reported immediately to user's unit security manager and 374th Security Forces Squadron Information Security (374 SFS/S5IP) at DSN 225-8325. Classified material safeguards, accountability and destruction procedures are prescribed in AFI 31-401.

6. Safety. Due to the potentially hazardous effects of the equipment, the following safety precautions cannot be overemphasized:

6.1. Do not wear jewelry that could be caught in or on equipment.

6.2. Ensure that hearing and eye protection (furnished) are worn when operating the shredder.

6.3. NEVER allow horseplay in the CDF.

7. Hours of Operation: The CDF is operated from 0800 to 1500 Monday through Friday.

8. Adopted Form. AF Form 847, *Recommendation for Change of Publication.*

SCOTT P. GOODWIN, Colonel, USAF
Commander