BY ORDER OF THE COMMANDER, MINOT AFB

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MINOT AFB Supplement

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Communications and Information

RECORDS MANAGEMENT PROGRAM

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AFI 33-322, 7 October 2003, is supplemented as follows: This supplement contains guidance and procedures for managing the Records Management Program. It mandates central repositories for Electronic Records Management (ERM), requires FARMs to perform SAVs at 9 to 12 month intervals following the Records Management Visit and followup on RM SAVs, outlines FARM, COR, and RC training and responsibilities, and requires each organization to appoint a primary and alternate FARM. It applies to all organizations in which Records Management acts as host. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*, route AF IMT 847s from the field through the Base Publishing Manager. Ensure records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (to be replaced by AFMAN 33-363), and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://afrims.amc.af.mil**. Contact supporting records managers as required. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This revision identifies the base's central repositories for ERM, specifies Records Professional Training, updates list of activities which must appoint FARMs, mandates FARM review of unit publications, and addresses alternate RCs.

6.1.3. Official electronic records will be maintained within the ERM structure (wing/group/squadron/office) on the designated MAFB central electronic repositories. Mib-fs91sw01 and Mib-fs5bw01 are the MAFB central electronic repositories designated as the storage space for the 91st Space Wing and 5th Bomb Wing unclassified electronic records. Mibfs5cs1 is the MAFB central electronic repository for both wings' classified electronic records. Records Professionals (CORs, FARMs, and RCs) must continuously monitor the structure, permissions, and usage of the official files area on the NIPRNET and SIPRNET.

6.3. **Training.** FARMs and RCs will attend Records Maintenance and Disposition Classroom Training after completion of the required AF Records Management Computer Based Training (CBT) unless they have previously received classroom training. Verification of Records Maintenance and Disposition Training must be presented upon request. At the Base Records Manager's (BRM's) or FARM's discretion, RCs having a general lack of knowledge of the Records Maintenance and Disposition Program during the Records Management or FARM SAV will attend in-house Records Maintenance and Disposition Training.

7. **Functional Area Records Managers.** The commander or staff agency chief of each activity listed below will appoint a primary and alternate FARM. Individuals appointed should have reasonable prospects for one-year retainability at Minot AFB. Appointments will be accomplished by memorandum. The FARMs will also be Privacy Act and Freedom of Information Act Monitors for their organizations. An example of the appointment is located in the FARM Program Handbook. The memorandum will contain the individual's office symbol, duty phone, e-mail address, and whether the individuals have or have not received Records Maintenance and Disposition Classroom Training. A copy of the FARM's RM CBT certificates must be attached to the FARM appointment letter. A replacement FARM will be appointed within 10 days after departure of the previous FARM. FARMs should be at the squadron, group, or staff agency level, be a Client Support Administrator (CSA) or have the support of a unit CSA, and be an office of record.

5 BW/CC (BW Staff Offices)

5 CPTS/CC

5 MDG/CC

5 MSG/CC (Includes CES, CONS, CS, FSS, LRS, SFS)

5 FSS/A1W

5 MXG/CC (Includes AMXS, MOS, MUNS, MXS)

5 OG/CC (Includes 5 OSS & 23 BS)

91 SW/CC (Includes 91 SW Staff Offices)

91 MXG/CC

91 OSS (Includes 91 OG)

54 HS/CC

740 MS/CC

741 MS/CC

742 MS/CC

91 MSFS/CC

91 SSPTS/CC (Includes 91 SFG)

91 MMXS/CC

791 MSFS/CC

91 MOS/CC

7.4. FARMs will perform a SAV on each office of record within their area of responsibility every 24 months at approximately 9 to 12 months following the RM visit. FARMs will maintain a FARM Program Handbook as issued to each FARM by the RM. The handbook will contain only the information listed at the table of contents.

7.8. (Added) FARMS will: Review unit publications for records management and PA requirements and help the CORs and RCs in preparing AF Form 525, *Records Disposition Recommendation,* for newly established records. Identify and provide assistance to offices who maintain records but are not established as an office of record. Ensure RCs prepare file plans in AF-RIMS. Review Records Management SAV reports and follow-up on discrepancies identified in the SAV reports. Coordinate on SFs 135, *Records Transmittal and Receipt*, by signing in block 2 before sending to the RM.

8. **Chief of the Office of Record (COR).** The office of record will notify 5 CS/SCSR of a newly assigned COR through the FARM by memorandum. Notification will be within 10 days of assignment.

9. **Records Custodian (RC).** Individuals appointed as RCs must have reasonable prospects for one-year retainability at Minot AFB. Appoint a records custodian NLT 10 days after departure of the previous custodian. Use Minot Form 19, *Records Management Actions*, signed by the COR to appoint a RC and delete or add an office of record, report/request training, and appointment date. Three copies are required; one for the office of record, one for the FARM, and original for Records Management. An alternate RC will not be appointed at Minot AFB; however, offices of record can internally designate additional RM trained personnel to assist the RC with filing. The Minot Form 19 is an electronic form and may be obtained from the Minot AFB publications and forms webpage through the AF Portal.

9.7. (Added) Form Prescribed. Minot Form 19, *Records Management Actions* (paragraph **9.**).

JOEL S. WESTA, Colonel, USAF
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