

**BY ORDER OF THE
SUPERINTENDENT**



**AIR FORCE INSTRUCTION 33-364
HQ UNITED STATES AIR FORCE
ACADEMY
Supplement**

15 NOVEMBER 2011

Communications and Information

**RECORDS DISPOSITION - PROCEDURES
AND RESPONSIBILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Air Force Instruction (AFI) 33-364, *Records Disposition-Procedures and Responsibilities*, 22 December 2006, is supplemented as follows. This supplement applies to all United States Air Force Academy (USAFA) units and tenant units in accordance with applicable Host Tenant Agreements. This supplement does not apply to the Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Refer recommended changes and conflicts between this and other publications to USAFA/A6 (FOIA), 5136 Community Center Drive, USAF Academy CO 80840, on Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and are disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This revision removes office symbols of the Base Records Manager and clarifies information in paragraph 7.2.2.1.

2.6. Route request for special permissions through the USAFA Base Records Management office.

5.1.2. When a prescribing directive conflicts with disposition standards in the AFRIMS RDS, contact the USAFA Base Records Management office for clarification. Retain the records in question pending resolution. When writing local publications (operating instructions,

instructions, supplements, etc.), do not include record retention or disposition instructions. Always refer to the AFRIMS RDS for appropriate retention and disposition instructions.

Table 5.1.

Note 6: Permission is granted for offices of record to retain small volumes of 2-year records in their current files until eligible for disposal or retirement provided additional filing equipment is not required. If reference requirements justify, submit a request for a waiver to retain other records in the current file area for the full retention period of up to 8 years. Submit the request, using the format at Attachment 4, through your Functional Area Records Manager (FARM) to the USAFA Base Records Manager. Approved waiver must be revalidated every 2 years.

5.2.2.1. (Added) Records of Historical Value. Records that may have a significant impact on the history of the USAF Academy must be made available for microfilming or Digital Scanning and inclusion in the holdings of the Special Collections Division (HQ USAFA/DFLIB/SPC). These documents include, but are not limited to, precedent files, special projects, and other documents reflecting policy formulation. Record Custodians will notify HQ USAFA/DFLIB/SPC of any documents that may fall into this category. Personnel from HQ USAFA/DFLIB/SPC will review the documents and, if considered of value, charge them out from the office of record, have them microfilmed, and return them in their original file arrangement to the office of record.

5.10.1. Upon expiration of the retention period, process exposed X-rays and other types of film which have been determined to contain recoverable precious metal in accordance with AFMAN 23-110 Volume 6, Chapter 4, USAFA Supplement, *Precious Metal Recovery Program (PMRP)*.

5.10.2.1. Process film bearing recoverable precious metal in accordance with AFMAN 23-110, Volume 6, Chapter 4, USAFA Supplement, *Precious Metal Recovery Program (PMRP)*. Paper products should be disposed of through the Academy Recycling Program. Clearly mark the material as Privacy Act and shred or destroy IAW AFI 33-332_USAFASUP, *Privacy Act Program*. Originators must safeguard Privacy Act material until it is transferred.

7.2.2.1. Accountability must always be maintained when transferring records from one office of record to another. The transferring office will prepare a staging request through AFRIMS. The transferring office will obtain a signature from the receiving office in block 4 of the SF 135 and provide a copy to the receiving office, the FARM, and the USAFA Base Records Manager. The USAFA Base Records Manager will reassign the records from the transferring office's file plan to the receiving office's file plan.

8.3.1. White Tuck Bottom Boxes (NSN 8115-00-117-8249) will be used for records placed in the USAFA Records Staging Area. Do not seal the bottom with tape, as it is self-sealed when records are inserted. DO NOT mark on the outside of the boxes.

8.9.2. Submit a Staging Request from AFRIMS with the instructions provided at O:\TRAINING GUIDES\Procedures for Staging Records in AFRIMS.docx. DO NOT intermingle different year records on the same staging request. Provide an AFRIMS index of all folders for records with a disposition of 5 years or more whenever possible.

8.9.2.1. Upon approval of the Staging Request, the USAFA Base Records Management office will assign an accession number/location and provide detailed instructions for transferring the records to the Staging Area.

9.2.1. Transfer records to the USAFA Records Staging Area, located in the north end of building 8110, room M105B, as soon as possible.

9.4. The USAFA Records Staging Area personnel are available by appointment Monday - Friday from 0730 to 1530 to receive approved staging requests on Standard Form 135 and research records requested on Reference Request Form OF 11.

TAMRA L. RANK, Colonel, USAF
Vice Superintendent

Attachment 4 (Added)**SAMPLE RETENTION OF RECORDS WAIVER MEMORANDUM**

MEMORANDUM FOR 10 CS/SCXPCR

FROM: xxxxxxxxxxxxxxxx

SUBJECT: Retention of Records Waiver

1. Request permission to retain (Title of Record Series), Item Number xx on our File Plan, dated xxxxxxx, the full retention period (x years), as established by AFRIMS RDS, Table xx-xx, Rule x. Additional space and/or equipment will not be needed.
2. Justification for the requested retention is as follows: (Sample – Records required in office for reference)
3. The records will be destroyed or salvaged at the end of the designated retention period.

Chief of Office of Records Signature