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**1. General.** Eielson AFB records serve a crucial role in supporting the mission by ensuring information is available to support effective decision making through authoritative information and to protect the legal rights of the Air Force, our employees, and the public. Records document official business, serve as the memory of the organization, provide a record of past events, and are the basis for future actions. This publication defines the roles and responsibilities to effectively manage Eielson AFB records and establishes the Eielson AFB program for Records Management (RM).

1.1. Eielson AFB units at all levels have a requirement to document their organizations, functions, policies, procedures, and activities. These records must be preserved by implementing effective life-cycle management procedures and must be managed systematically to ensure they are complete, accurate, trustworthy, and easily accessible. Every group and/or squadron unit must manage its records to comply with legal accountability requirements.

1.2. The keys to an effective Records Management Program is the integrity of the filing system and effectively resourced and trained personnel. The filing system ensures a standard methodology for filing, storing, retrieving, and ultimately disposing of records according to published retention schedules. Criteria for establishing an inventory of record is provided in AFMAN 33-363 along with the Air Force Records Disposition System (AF RDS). The AF RDS is located in the AFRIMS located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

**2. Definition of Records.** Consistent with the definition of records used in 44 U.S.C. § 3301 records include — “all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal Law or in connection with the transaction of public business and is preserved or is appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policy, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. Materials exempt from the definition of records include extra copies of documents kept only for reference, stocks of publications and processed documents, and library or museum materials intended solely for reference or exhibit.”

**3. Roles and Responsibilities.** The Secretary of the Air Force (SAF) and Air Force Chief Information Officer (CIO) have overall responsibility for the Air Force Records Management Program. The Policy and Compliance Division (SAF/A6PP) develops policy and guidance and administers procedures necessary to implement the Air Force Records Management Program. The Air Force Records Officer (AFRO) administers the program for the CIO, represents the SAF on records management issues, and oversees the legal requirements for the management of Air Force records.

3.1. Effective management of records for an organization, the scope and size of Eielson AFB, requires a network of records professionals. The network of roles include the Base Records Managers (BRM) and Records Inventory Managers (RIMs).

**4. Commanders.** Commanders and civilian directors at all levels must implement the AF Records Management Program for their organizations IAW this instruction. They must have a working knowledge of the Federal Records Act, E-Government Act including privacy aspects, the Paperwork Reduction Act, and the Federal Information Quality Act. They are responsible for the physical and legal custody of all records within their organization. Commanders must also complete the Chief of the Office of Records and Functional Area Records Manager courses on Advanced Distributed Learning Service (ADLS). Commanders and civilian directors:

4.1. Have responsibility for the physical and legal custody of all records within their organization and for ensuring the proper management of all records IAW the AF Records Management policy and guidance.

4.2. Host Base Wing Commander shall appoint in writing a BRM to manage the Records Management Program. The appointment memorandum shall be provided to their respective Command Records Managers (CRM)/Air Force Records Managers (ARM). The minimum recommended grade for the primary BRM is a GS-09 or E-7 (7-level).

4.3. Directs the BRM to conduct a base RM program self-assessment every 24 months and provide signed report of self-assessment to CRM/ARM upon request.

4.4. Maintains a base staging facility, ensuring the facility is compliant with Title 36, Code of Federal Regulations (CFR), Parks, Forests, and Public Property, Chapter XII, National Archives and Records Administration, Part 1234, Electronic Record Management Facility Standards, and that funding is available to cover costs associated with transfer to AFRO authorized records centers.

4.5. Group and/or squadron commanders shall appoint RIMs in writing and provide appointment letters to the BRM. Depending upon span of control, the recommended minimum grade is a GS-05 or E-4 (5-level). Each group and/or squadron is required to have a RIM. Multiple RIMs may be required based on the complexities of the mission and the size of the organization. The RIM shall have overall understanding of the functions being performed by the organization and the types of records required to accurately document its functional procedures and activities. If the appointed RIM is a military member, an alternate RIM is required to ensure coverage during extended periods of absence due to training and/or deployment.

4.6. Upon notification that an appointed RIM is unable to fulfill his/her duty due to circumstances removing him/her from his/her normal duty for more than ninety (90) days (e.g. Permanent Change of Station (PCS), temporary duty (TDY), etc.), RIMs shall be replaced 30 days prior to departure date to allow sufficient time for training and integration into the program.

4.7. Will support and ensure AF Records Management data calls and records searches are conducted and completed IAW defined requirements.

4.8. Will ensure RIMs have appropriate clearance to access classified records (paper/electronic), to include sensitive compartmental information facilities (SCIF), to ensure proper oversight of classified records and to comply with AF Records Management data calls and records searches. The BRM and RIMs have a valid need to access AF records for the purpose of ensuring compliance with records management policy and guidance.

4.9. Ensure all records and record locations are correctly documented in the AFRIMS for the group/squadron. Develop an organizational inventory of record and approves by digitally signing the inventory of record coversheet.

4.10. Ensure a thorough office-wide search for all data calls (e.g. record searches), to include active and inactive, physical and electronically stored final and draft documentary materials both classified and unclassified.

4.11. Ensure internal Record Inventory Inspections are conducted every 24 months by the designated RIM for the section within his/her purview for physical and electronic records.

4.12. Ensure all corrective actions are closed within 30 days of receipt of the records inspection by the BRM.

4.13. Ensure vital records are identified and establishes a restoration and disaster recovery plan for paper and electronic records. Ensure identified vital records are included in the base, agency or MAJCOM emergency preparedness plans.

**5. Records Users.** Defined as all military, civilian, foreign nationals employed by the Department of the Air Force and contractors:

5.1. Complete RIM training on an annual basis to meet requirements directed in DoDD 5015.2.

5.2. Create and declare records that sufficiently document the function, organization, administration, policies and procedures are filed IAW office procedures.

5.3. Notify the office RIM upon notification of retirement, separation, or change of assignment.

5.4. Comply with BRM/RIM during an official records search request to search using provided specific terms for all information including paper, non-electronic, and electronic within his or her assigned workspace, on his or her respective government provided desktop/laptop computer, and personal government e-mail accounts/.psts/and files in time to meet assigned suspense. The search will include all information, regardless of classification or format. All information in the custody, possession, or control of the Air Force is subject to the discovery process and may contain potentially relevant information. Notify the RIM when the search has been completed. If responsive information is found, notify the BRM as soon as possible for preservation guidance. Any potentially relevant information shall immediately be suspended from additional modification or destruction.

5.5. Must inform the BRM of any actual or potential unlawful or inadvertent removal, change, or destruction of Air Force records.

5.6. Must distinguish records from non-record materials and maintain personal papers separately.

5.7. Ensure official records containing FOUO, sensitive, classified, Privacy Act, or Personally Identifiable Information (PII) are properly marked and ensure records are filed so only personnel who have a valid need to know have access.

5.8. Have knowledge of the E-Government Act including privacy aspects, the Paperwork Reduction Act, and the Federal Information Quality Act.

5.9. Are responsible for the physical and legal custody of all records the office creates or receives, regardless of their physical characteristics.

5.10. Ensure the office creates and captures essential records, permanently preserve valuable records, promptly stage eligible records and dispose of temporary records according to the RDS. Determine records access and enforce RM compliance.

5.11. Upon assignment to the base, receive an orientation to the office, including at a minimum, what records are created and managed by the office, location of files, office filing procedures, and vital records, if applicable. Assist in providing office orientation to newly assigned personnel to include electronic records management (ERM).

5.12. Coordinate with the RIM to promptly and properly transfer eligible records to the base staging area or the designated Federal Records Center (FRC). Work with the RIM to create the Standard Form (SF) 135s utilizing the Staging module in AFRIMS.

5.13. Be proficient on the equipment used for storing and retrieving records.

**6. Base Records Manager (BRM).** The BRM administers the installation records management program. Recommended minimum grade for the primary is GS-09 or E-7 (7-level), depending upon span of control. His/her duties fall into three major areas: providing assistance, managing staging areas, and training.

6.1. Providing Assistance:

6.1.1. Provides direct support to Wing Commander and implements and oversees the Records Management program in coordination with Commanders across the base.

6.1.2. Directs RIMs to conduct non-FOIA records management data calls and record searches upon receipt of an official request from the CRM or ARM.

6.1.3. Ensures all RIMs complete and report responses to non-FOIA records searches in AFRIMS before closing out base response in AFRIMS.

6.1.4. Ensures appropriate network permissions for RIMs and records users upon completion of training.

6.1.5. Coordinates on the local base Disaster and Recovery Plan to account for the Vital Records Program. At a minimum, plan will include a description of how vital records are protected and recovered during a disaster or link to the vital records plan.

6.1.6. Reviews all support agreements for records management issues.

6.1.7. Enforces the federal mandate of the E-Government Act of 2002, requiring electronic processes be applied to records created and maintained electronically that have a retention disposition of 10 years or less. If records are to be maintained electronically, ensure Records Professionals verify OPRs have authoritative guidance pertaining to legal recognition and validity before approving transfer (i.e. scanning documents) to electronic form. This includes protecting the scanned paper records from destruction until such authoritative guidance is provided.

6.1.8. Reviews wing directives and forms before publication to ensure compliance with records management directives. Ensures records generated by directives and information collections (forms) are scheduled.

6.1.9. Works with the Inspector General (IG) to identify areas requiring special review by command IG teams and provide compliance evaluation criteria and standards for functional area inspectors.

6.1.10. Provides guidance to tenants and RIMs on local support agreements for program assistance, training, electronic records storage (where applicable), inspections, staging, or records shipping services.

6.1.11. Oversees the implementation of the AFRIMS according to AFMAN 33-363.

6.1.12. Accomplishes initial training upon appointment and maintains proficiency by completing the Information Protection module of Total Force Awareness Training (TFAT) and annual role-based training (T-1).

6.1.13. Ensures Commanders and/or RIMs conduct internal records inventory inspections annually for physical and electronic records.

6.1.14. Directs subordinate RIMs and/or other records users to conduct non-FOIA records management data calls and records searches upon receipt of an official request from the AFRO.

6.1.15. Serves as the approval authority for RIMs' account requests for AFRIMS.

6.1.16. Develops role-based training for RIMs and provides base-specific training at newcomers' briefings. Courses will be reviewed at least every six months to ensure content is relevant and appropriate actions taken, if any. Provides additional training when requested.

6.1.17. Implements procedures for processing and approving inventory of records. The BRM is the inventory of record approval/disapproval authority in AFRIMS.

6.1.18. Periodically conducts an electronic records review to ensure proper maintenance and utilization of ERM at all levels. The BRM will send a report of findings to each RIM. RIMs will notify affected records office and the appropriate records users will make corrections as necessary.

6.1.19. Conducts self-assessment of base Records Management Program every 24 months. Self-assessment shall be signed by the Wing Commander and a copy of the report of self-assessment provided to the CRM/ARM upon request.

## 6.2. Managing Staging Areas:

6.2.1. Manages a staging area for temporary storage of records pending destruction or transfer to FRC including centralized storage of electronically stored inactive records.

6.2.2. Provides records staging service for Air Force tenant activities or other DoD tenants as provided for in a support agreement.

6.2.3. Ensures base and tenant units retrieve records from staging area and conduct proper shredding according to the designated RDS.

6.2.4. Maintains custody of and accountability for staged records, and accountability for records transferred to other agencies or FRCs by maintaining the SF 135, *Records Transmittal and Receipt*, in AFRIMS and an official copy on ERM drive or AFRO approved system, as prescribed in AFI 33-364.

6.2.5. Conducts an annual inventory of records in base staging area and validates holdings staged to FRC(s).

6.2.6. Makes the determination as to whether records have met criteria for disposition. Where required, the BRM negotiates contracts for the disposal of paper-based records stored in the staging area.

6.2.7. Ensures vital records maintained in the staging area are readily identified and properly documented in AFRIMS as to their location in the staging area.

### 6.3. Training:

6.3.1. Commanders and designated RIMs will receive RM training conducted by the BRM. All training materials will be posted by the BRM on the base SharePoint site. Individuals in/out-processing from the base will coordinate with their supervisor to ensure official records are maintained in the office IAW AFI 33-364, *Records Disposition-Procedures and Responsibilities*. Commanders must also complete the Chief of the Office of Records and Functional Area Records Manager courses on ADLS.

6.3.2. Commanders and designated RIMs will provide training to members of their unit.

6.3.3. Accomplishes initial training upon appointment and maintains proficiency by completing the Information Protection module of TFAT and annual role-based training.

6.3.4. Trains all RIMs within three months of assignment, including tenant activities' personnel. ANG RIMs will be trained within six months of appointment.

6.3.5. Training shall include command-unique or local operating procedures or requirements, particularly where electronic storage processes are implemented.

6.3.6. Records Management Team. Records Management Team members (designated alternate BRMs) are the liaison between the BRM and the RIM.

6.3.7. Team members will assist the BRM with ensuring units are conducting internal inspections. Follow up coordination will occur within 30 calendar days after the initial inspection.

6.3.8. Team members will provide training as required and upon request.

**7. Records Inventory Manager (RIM).** Serves as the point of contact for and monitors the Records Management Program of their unit or functional area. Shall have knowledge of the categories of records created and used by the units under his/her functional area. Serves as liaison with the BRM for his/her functional area. The RIM:

7.1. Accomplishes initial training upon appointment and maintains proficiency by completing the Information Protection module of TFAT and annual role-based training.

7.2. Assists in preparing files maintenance and disposition plans.

7.3. Assists offices of record to retire eligible records.

7.4. Guides and assists organization personnel in maintaining and disposing of records.

7.5. Creates and maintains the organization's master inventory of record in AFRIMS; accounts for all inventory of record locations, physically and electronically.

7.6. Schedules attendance for all records professionals in their unit or functional area to take base records management classroom, hands on, or one-on-one training sessions.

7.7. Assists the BRM in providing guidance on using document imaging systems and electronic storage media for records. Evaluates the effect of document imaging and electronic storage on creating, transferring, storing, retrieving, and disposing of office records. Reports problems to the BRM.

7.8. Knows and implements the records maintenance, use, and disposition policies and procedures for records maintained.

7.9. Consults with the BRM as necessary on problems that affect creating, maintaining, using, and disposing of records.

7.10. Reviews record and non-record drives to ensure proper records management practices and procedures.

7.11. Coordinates with BRM in conducting non-FOIA records management data calls and record searches upon receipt of an official request.

7.12. Responds to questions on records requirements and the RDS.

7.13. Provides RM training to newly assigned personnel.

7.14. Assists/instructs users on how to create a shortcut to their respective electronic inventory of record.

7.15. Conducts an internal Records Inventory Inspection on physical and electronic records for their assigned area(s) every 24 months to ensure proper maintenance and utilization of ERM. Must provide a copy to the BRM.

7.16. Coordinates with records users to ensure that the permission levels on the folders within their unit's electronic files area are correct. RIMs provide an ERM Permissions spreadsheet to the unit Cyber Security Liaison (CSL) to indicate all users of the inventory of record by indicating the security groups, names, email addresses and rights (read only/modify) of the individuals who will have access to the electronic files. RIMs must update and resubmit the spreadsheet as personnel change. CSL will grant/remove the proper access levels to the appropriate individuals within their organizations. Documents which contain FOUO and/or Privacy Act (PA) information will be restricted to those users with a need to know using security groups. The RIM and records users need to identify and make sure those folders are properly secured to appropriate individuals. The BRM will inspect the permission levels during the periodic ERM reviews to ensure compliance.

**8. Inspections.** The BRM will create a standard checklist for units to use to assess their RM process every 24 months.

8.1. Checklists will be filed in the unit, unless requested by the BRM. The BRM, commander, and/or the unit RIM will ensure the Management Internal Control Toolset (MICT) is being utilized as an ongoing assessment to facilitate effective monitoring of a unit's RM process.

**9. Naming convention for electronic files and attachments.** Labeling, naming, and filing conventions for e-records must be short and simple.

9.1. When creating a file name the following must be considered: create unique file names. Duplicate file names will cause problems. File names must be simple and easy to understand. File names must not exceed 60 characters.

9.1.1. Use only alpha-numeric characters. Avoid using special characters such as: ? / \$ % & ^ # . \ : < > . Special characters are often reserved for use by the operating system.

9.1.2. Dates must follow the ISO 8601 standard of YYYY-MM-DD, YYYY\_MM\_DD, or YYYYMMDD. This maintains chronological order. If dates of creation are used, these can make following retention schedules easier.

9.2. Order the pieces of information or elements being used to create the file name in the most logical order based on retrieval methods. For example, use the date first on events that are time specific or reoccurring, and use the name of the event for events that are infrequent and will be easier to find by name rather than date.

9.2.1. Based on the content/purpose of the file, they may be filed: alphabetical, chronological, geographical, numerical, or organizational.

9.2.2. Sample Naming Conventions:

**Table 1. Alphabetical.**

What-is-it_Unit-Office_YYYYMMDD	Explanation
GPCApptLtr_6CS-SCXR_20160911	GPC appointment letter for 6CS/SCXR dated 11 Sep 16

**Table 2. Chronological.**

YYYYMMDD_Unit-Office_What-is-it	Explanation
20160901_6CS-SCXK_FacMgrApptLtr	Facility Manager Appt Ltr for 6CS/SCXK dated 01 SEP 2016
20160916_6CS-CSS_StaffMtgSlides	6 CS/CSS Staff Meeting Slides

**Table 3. Geographical.**

Where-is-it_What-is-it_Unit-Office_YYMMDD	Explanation
Bldg262_FacMgrApptLtr_6CS-SCX_20160901	Facility Manager Appt Ltr for Building 262

**Table 4. Numerical.**

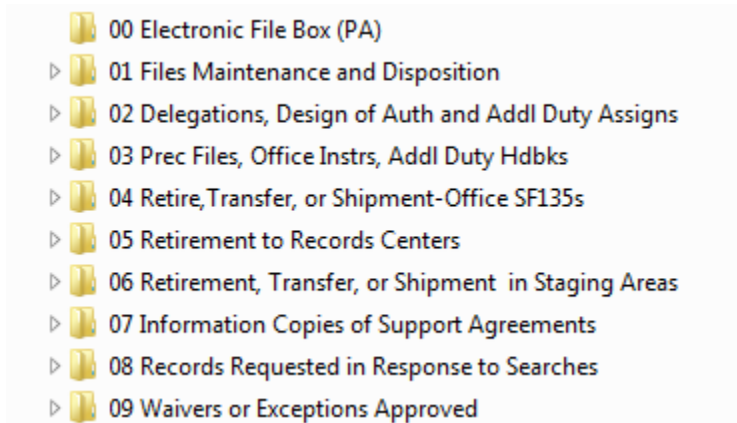
Number_What-is-it_Unit-Office	Explanation
123456_HP-Elitebook_6CS	HP Elitebook laptop with serial number 123456

**Table 5. Organizational.**

Unit-Office_What-is-it_YYYYMMDD	Explanation
6CS-SCXK_FacMgr-ApptLtr_20160901	Facility Manager Appt Ltr for 6CS/SCXK dated 01 SEP 2016

9.3. Folder numbers will be utilized to agree with the inventory of record sequence created in AFRIMS for each office of record.

**Figure 1. Sample ERM Folder Naming Conventions.**



**10. Record Searches.** Upon receipt of a litigation hold or other records search request, the BRM will forward a copy of the request to the Wing Commander and the relevant Unit Commander, as well as the designated RIM for execution IAW AFMAN 33-363.

DAVID A. MINEAU, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 36, CFR, *Parks, Forests, and Public Property*, Chapter XII, *National Archives and Records Administration*, Subchapter B, *Records Management*

Title 36, CFR, *Parks, Forests, and Public Property*, Chapter XII, *National Archives and Records Administration*, Part 1234, *Electronic Record Management Facility Standards*

DoDD 5000.01, *The Defense Acquisition System*, May 12, 2003 (certified current as of November 20, 2007)

DoDD 5015.2, *DoD Records Management Program*, March 6, 2000 (certified current November 21, 2003)

DoD 5015.02-STD, *Design Criteria Standard for Electronic Records Management Software Applications*, 25 April 2007

DoDD 5100.3, *Support of the Headquarters of Combatant and Subordinate Joint Commands*, November 15, 1999, Change 1, March 23, 2000, Change 2, December 5, 2003 (certified current March 24, 2004)

AFPD 33-3, *Information Management*, 8 Sep 2011

AFI 33-141, *Air Force Information Technology Portfolio Management and IT Investment Review*, 23 Dec 2008

AFI 33-321, *Authentication of Air Force Records*, 3 Aug 2011

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFI 33-364, *Records Disposition - Procedures and Responsibilities*, 22 Dec 2006

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFI 63-101, *Acquisition and Sustainment Life Cycle Management*, 8 Apr 2009

***Adopted Forms***

Standard Form 135, *Records Transmittal and Receipt*, July 1985

AF Form 525, *Records Disposition Recommendation*, 1 Jul 1999

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

AF Form 1341, *Electronic Record Inventory*, 1 Jan 1995

***Abbreviations and Acronyms***

**ADLS**—Advanced Distributed Learning Service

**AF CIO**—Air Force Chief Information Officer

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive  
**AFRIMS**—Air Force Records Information Management System  
**AFRO**—Air Force Records Officer  
**AOR**—Area of Responsibility  
**ARM**—Agency Records Manager  
**BRM**—Base Records Manager  
**CFR**—Code of Federal Regulations  
**CRM**—Command Records Manager  
**CSL**—Cyber Security Liaison  
**DoD**—Department of Defense  
**DoDD**—Department of Defense Directive  
**DRU**—Direct Reporting Unit  
**ERA**—Electronic Records Archives  
**ERM**—Electronic Records Management  
**FOA**—Field Operating Agency  
**FRC**—Federal Records Centers  
**IAW**—In Accordance With  
**IG**—Inspector General  
**ISO**—Information System Owner  
**IT**—Information Technology  
**MAJCOM**—Major Command  
**MICT**—Management Internal Control Toolset  
**NARA**—National Archives and Records Administration  
**OPR**—Office of Primary Responsibility  
**PA**—Privacy Act  
**PM**—Program Manager  
**RDS**—Records Disposition Schedule  
**RIM**—Records Inventory Manager  
**RM**—Records Managers  
**SAF**—Secretary of the Air Force  
**SCIF**—Sensitive Compartmental Information Facility  
**SF**—Standard Form

**TFAT**—Total Force Awareness Training

**U.S.C**—United States Code

### *Terms*

**Agency Records Manager (ARM)**—Records managers at FOAs, DRUs, and Combatant Commands for which the Air Force is the executive agent.

**Area of Responsibility (AOR)**—The geographical area associated with a combatant command within which a combatant commander has authority to plan and conduct operations.

**Certifying Official**—Electronic Records Archives role assigned to the individual who will certify that the agency is officially submitting a Records Schedule to NARA for approval. The paper equivalent of this role is the person who signs in Box 6 of the paper Request for Records Disposition Authority (SF 115).

**Command Records Manager (CRM)**—Records managers responsible for management and oversight of MAJCOM records programs centrally located at the AFNIC, with the exception of the ANG CRM.

**Disposable**—Temporary and approved by NARA for disposal, either immediately or after a specified retention period.

**Disposition**—(1) A comprehensive term that includes destruction, salvage, or donation; transfer to a staging area or records center; transfer from one organization to another; (2) Actions taken with inactive records. These actions may include erasure of data, transfer to a records center, or transfer to the National Archives (Title 36, CFR, Chapter XII, Part 1234).

**Disposition Instructions**—Precise instructions in the Air Force RDS located in AFRIMS, specifying the date or event for cutoff, transfer, retirement, or destruction of records.

**Electronic Records Archives**—ERA is a technology system designed to preserve and manage NARA's electronic records and to manage the lifecycle of paper records and other holdings, including support for records retention schedules and the accessioning process for all Federal records.

**Electronic Transfer Staff**—A role in ERA that is used to package and transmit electronic files to ERA via an electronic transfer method to the Transfer Approving Official.

**File**—An organized collection of related data, usually arranged into logical records that are stored together and treated as a unit.

**Office of Primary Responsibility (OPR)**—Any headquarters, agency, or activity having primary functional interest in, and responsibility for, a specific action, project, plan, program, or problem.

**Office of Record**—An office within an organization, defined by its mission or function, that is responsible for the creation and management of records that sufficiently document its function, organization, administration, policies and procedures. Recommend geographically separated offices be identified as individual offices of record. At headquarters level, the span of control for an office of record must be no larger than a staff agency or branch; at squadron level, the span of control for an office of record must be at or below flight level.

**Personal papers**—Include family and personal correspondence and materials documenting professional activities and outside business or political pursuits. These materials belong to the individual, and the government exerts no control over them. Personal papers shall be clearly designated as such and kept separate from Air Force records.

**Program Manager (PM)**—The individual specifically designated to be responsible for the life cycle management of a system or end item. The PM is vested with full authority, responsibility, and resources to execute and support an approved Air Force program. The PM is accountable for credible cost, schedule, and performance reporting to the Milestone Decision Authority (DoDD 5000.01, *The Defense Acquisition System*). Throughout this document the term—Program Manager is used for consistency with DoD policy and documentation. Air Force organizations may use—System Program Manager, as an equivalent to the DoDD 5000.01-PM, term. (AFI 63-101, *Acquisition and Sustainment Lifecycle Management*).

**Records**—Records include all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, created or received by the Air Force in connection with the transaction of public business and preserved or appropriate for preservation by the Air Force as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Air Force or because of the informational value of the data in them. Library and museum materials made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included. Records are media neutral. Different content types such as e-mail, data in IT systems, web pages, and instant messaging, etc. may be considered an Air Force record if they meet this definition.

**Records Inventory Manager**—Person designated within an office of record to manage the internal record keeping program, having guardianship and control of records.

**Records Professional**—Individual whose area of expertise advances beyond introductory records management. The term record professional encompasses AFRO, CRM, ARM, BRM, and RIM. RP skills extend beyond familiarity to intermediate or advanced record management.

**Records Scheduler**—Role in ERA assigned to users who prepare records retention schedules for submission to the Certifying Official for approval.

**Retire**—The transfer of inactive records to a Federal Records Center (FRC).

**Routine Use**—A disclosure of records to individuals or agencies outside DoD for a use that is compatible with the purpose for which the Air Force created the records.

**Scheduled**—Having final retention approved by NARA. Scheduling provides mandatory instructions for what to do with records (and non-record materials) no longer needed for current government business.

**Transfer Approving Official**—A role in ERA assigned to users who have authority to approve Transfer Requests and the Legal Transfer Instruments on behalf of the agency. The paper equivalent of this role is the person who signs in Box 2A of the paper Agreement to Transfer Records to the National Archives of the United States (SF 258).

**Transferring Official**—A role in ERA assigned to users who will create Transfer Requests and submit them to the Transfer Approving Official for approval.

**Users**—All Air Force personnel to include military active duty, reserve, guard, civilian, foreign national's employed by the Department of the Air Force and Air Force contractor employees.

**Working Documents/Drafts**—Documentary materials in any media or format that have not been signed or officially released; can be altered and are discoverable in response to litigation or FOIA request.