

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**HEADQUARTERS OPERATING  
INSTRUCTION 33-17**



**26 JANUARY 2021**

**HEADQUARTERS AIR FORCE  
RECORDS MANAGEMENT PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 33-3, *Air Force Information Management* and must be used in conjunction per Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*. It applies to all Headquarters Air Force (HAF) military, civilian employees, and contractor personnel. Send recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Form 847, *Recommendation for Change of Publication* to the following workflow box: [SAF.AA.HAF.Records.MGT.Workflow@us.af.mil](mailto:SAF.AA.HAF.Records.MGT.Workflow@us.af.mil). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). 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 instruction has been substantially revised and should be reviewed thoroughly.

**1. Overview.** Records play a vital role in managing and operating Air Force activities. In simple terms, records document official business, serve as the memory of the organization, record past events, and are the basis for future actions. Every Air Force activity must manage its records to achieve legal and regulatory accountability requirements. This HOI provides guidance to HAF organizations to manage their records federal regulations and Air Force

policies. Furthermore, unless an organization submits their own Records Management (RM) plan, per AFI 33-322, paragraph 2.2.3.9., Attachment 2 of this HOI will serve as the RM plan for the HAF.

## 2. Responsibilities.

### 2.1. HAF Records Manager (SAF/AAI) shall:

2.1.1. Serve as the Command and Base Records Manager for HAF organizations and fulfill the responsibilities detailed in AFI 33-322, paragraph 2.2.6. and 2.2.7.

2.1.2. Provide liaison between HAF two-letter organizations, the Air Force Records Officer (AFRO), and Federal Records Centers (FRCs) on transfers, accessions, and destruction of records.

2.1.3. Conduct staff assistance visits (SAVs) on HAF two-letter organizations RM program at least once every 24 months to provide direction, guidance, and corrective actions on any deficiencies found (see [Chapter 3](#) of this HOI for SAV guidance).

2.1.4. Coordinate and ensure records searches are completed when the Air Force is required by law or other legal authority to search for records pertaining to specific subjects or events (see [Chapter 4](#) of this HOI for records search guidance).

2.1.5. Coordinate requests from the FRC for disposal of records with the HAF unit/office which generated the records.

2.1.6. Assign roles in Archives and Records Centers Information System (ARCIS) to Unit RM point of contacts (POCs) to allow them to transfer and request records from the FRC and provide assistance for these processes when needed.

2.1.7. Approve transfer requests in ARCIS as “Agency Official” and downloads the system generated SF-135, Records Transmittal and Receipt, to keep as the HAF recordkeeping copy.

2.1.8. Review and evaluate documentation used to survey Electronic Information Systems (EISs) under the HAF CIO’s portfolio using the Air Force Information Technology Investment Portfolio Suite (ITIPS) or other AFRO designated equivalent system to ensure records contained therein are assigned an approved RDS. If no RDS exist, coordinate with Unit Records Management (RM) Point of Contact (POC) to generate an Air Force Form 525, *Records Disposition Recommendation*.

2.1.9. Establish AFRIMS accounts for Unit RM POCs and provide them with system training.

2.1.10. Provide HAF RM training to Unit RM POCs, Office RM POCs, Commanders/Civilian Directors, entering and exiting senior leaders, and all users and ensures training is tracked on the HAF RM SharePoint site (<https://usaf.dps.mil/sites/HAFCIO/hafrm/Initial%20Records%20Management%20POC%20Training/Home.aspx>).

2.1.11. Establish guidance for managing unstructured electronic records as specified in [paragraph A2.3.4](#) in this HOI.

2.1.12. Coordinate with HAF organizations when notified by the National Archives and Records Administration (NARA) when permanent records are eligible to be accessioned. If there are any objections to the transfer, written justification must be provided to the HAF Records Office, otherwise the records will be transferred from the RDS.

2.1.13. Implement guidance from AFRO to ensure senior leader's emails are preserved NARA's Capstone Approach.

2.1.14. Review and validate retention of records and data in Privacy Act System of Records Notices and Privacy Impact Assessments from systems within the HAF Chief Information Officer portfolio.

2.1.15. Investigates reports of lost records or unauthorized destructions of records and provides guidance to HAF RM POCS per AFI33-322 para 6.1.6.2.1.

## 2.2. HAF Two-Letter Organization (Military or Civilian leader) shall:

2.2.1. Implement the RM program within 60 days of the date of this publication or within 60 days of assignment per AFI 33-322 and this instruction.

2.2.2. Appoint, in writing, a primary Unit RM POC and an alternate for their two-letter organization to accomplish the requirements detailed in AFI 33-322, paragraph 2.2.3. for their organization (senior leaders are ultimately responsible for the RM program within their organization). Appointment letter templates are available on the HAF RM SharePoint site (<https://usaf.dps.mil/sites/HAFICIO/hafrm/Records%20Management%20Appointment%20Letters/Home.aspx>), click on "Sample Unit RM POC Appointment Letter."

2.2.2.1. Ensure the Unit RM POC appointment letter is uploaded to HAF RM SharePoint Site (<https://usaf.dps.mil/sites/HAFICIO/hafrm/Records%20Management%20Appointment%20Letters/Home.aspx>). Notify Office of the Administrative Assistant to the Secretary of the Air Force, Information Management Directorate, Policy and Chief Information Officer Support Division (SAF/AII) within 5 working days when there is any change in Unit RM POC and ensure an updated appointment letter is uploaded.

2.2.3. Ensure Unit RM POC receives specialized RM training within 90 days of appointment.

2.2.4. Complete the required HAF All Users RM Training located on the HAF RM SharePoint site (<https://usaf.dps.mil/sites/HAFICIO/hafrm/SitePages/Home.aspx>) annually and the Senior Leader (General Officer (GO)/Senior Executive Service (SES) RM Training when entering the position and transitioning/retiring.

2.2.5. Ensure all members within their organization complete HAF All Users RM training annually.

2.2.6. Ensure Unit RM POC initiates corrective actions to deficiencies identified during SAVs as outlined in [Chapter 3](#) of this HOI.

2.2.7. Ensure a prompt and thorough organization/unit-wide search for all data calls (e.g. record searches/litigation holds), to include active and inactive, physical and electronically stored final and draft documentary materials both classified and unclassified.

**2.3. HAF Three/Four-Letter Organization (Military or Civilian Directors, or equivalent) shall:**

2.3.1. Implement an RM program within 60 days of the date of this publication or within 60 days of assignment per AFI 33-322 and this instruction.

2.3.2. Appoint, in writing, a primary Office RM POC and an alternate for their three/four-letter organization/office to accomplish the duties specified in [paragraph 2.5](#) (Three/four-letter Commanders/Civilian Directors are ultimately responsible for the RM program within their organization/office).

2.3.3. Ensure the appointment letter is forwarded to the appropriate Unit RM POC. If there is any change in Office RM POCs ensure a new appointment letter is sent to the Unit RM POC. The current list of Unit RM POCs is stored on the HAF RM SharePoint Site

(<https://usaf.dps.mil/sites/HAFCIO/hafrm/Records%20Management%20Appointment%20Letters/Home.aspx>).

2.3.4. Ensure Office RM POC completes specialized RM POC training within 90 days of appointment.

2.3.5. Complete the required HAF All User RM Training detailed on the HAF RM SharePoint site (<https://usaf.dps.mil/sites/HAFCIO/hafrm/SitePages/Home.aspx>) annually and the Senior Leader (GO/SES) RM Training (if applicable) when entering the position and transitioning/retiring.

2.3.6. Ensure all members within their organization/office complete HAF All User RM Training annually.

2.3.7. Ensure Office RM POC initiates corrective actions to deficiencies identified during SAVs as outlined in [Chapter 3](#) of this HOI.

2.3.8. Reviews organization/office inventory of records with Office RM POC and signs the cover sheet making it official.

2.3.9. Ensure a thorough organization/unit-wide search for all data calls (e.g. record searches/litigation holds), to include active and inactive, physical and electronically stored final and draft documentary materials both classified and unclassified, when required.

2.3.10. Ensure HAF Action Officers/OPRs promote the creation of electronic records/processes, instead of non-electronic creation of records for their respective publications.

#### 2.4. Unit RM POC shall:

2.4.1. Monitor the RM program for all assigned offices and perform the duties assigned in AFI 33-322 paragraph 2.2.3. as assigned by their two-letter Organization Commander/Civilian Director.

2.4.2. Complete initial specialized RM POC Training within 90 days of appointment and annual specialized RM POC Training thereafter and upload the training certificate to the HAF RM SharePoint site (<https://usaf.dps.mil/sites/HAFICIO/hafrm/Initial%20Records%20Management%20POC%20Training/Home.aspx>).

2.4.3. Track HAF All User RM Training for their unit on the HAF RM SharePoint site (<https://usaf.dps.mil/sites/HAFICIO/hafrm/Initial%20Records%20Management%20POC%20Training/Home.aspx>).

2.4.4. Coordinate on all new RDSs, or changes to an existing RDS, on a Form 525. The Form 525 is prepared and submitted to the HAF RM Office. Ensure Form 525 is coordinated by all relevant stakeholders, including AF/HO and AF/JA, prior to submission to the HAF RM Office.

2.4.5. Create, maintain, review and approve inventory of records in AFRIMS for assigned offices. Ensure inventory of records identifies all files in the office.

2.4.6. Assist offices in arranging shipments of records to the FRC; assure boxes are properly packed and marked. **Note:** The FRC will no longer accept paper records after December 31, 2022 per Office of Management and Budget (OMB) Memorandum M-19-21, *Transition to Electronic Records*. Unit RM POC must ensure all eligible temporary and permanent paper records are transferred by this date.

2.4.7. Make all record transfer requests and records review requests through ARCIS. Training for ARCIS is available on the FRC website (<https://www.archives.gov/frc/training>).

2.4.8. Conduct office SAVs with assigned offices at least once every 24 months using checklists provided through AFRIMS, prepare reports of findings in AFRIMS and establish a suspense for corrective actions to be taken including improvements in the creation, use, preservation, and authorized destruction of electronic records.

2.4.9. Ensure records search procedures, discovery, and litigation hold processes are performed (see **Chapter 4** of this HOI).

2.4.10. Work with the Information Technology Portfolio Manager(s) of IT investments to ensure proper RDSs are applied in ITIPS. The RM questions in ITIPS must be completed prior to the HAF RM validation.

2.4.11. Review their two-letter directives and forms before publication to ensure records generated by publications and forms are scheduled.

2.4.12. Executive Services Division (HAF/ES) RM POCs provide RM support to the offices of Secretary of the Air Force and Chief of Staff of the Air Force.

2.4.13. Brief senior leaders (GOs/SESs) within their organization of the NARA Capstone requirement to preserve their emails permanently and guide them to the HAF RM SharePoint for Senior Leader Enter/Exit RM Training when entering the position and transitioning/retiring.

**2.5. Office RM POC shall:**

2.5.1. Be responsible for the RM program within their organization/office and a POC for any frontline questions from members in their organization/office. Consults with the organization/office, Commander/Civilian Director and Unit RM POC on any problems with their RM program.

2.5.2. Complete initial specialized RM POC Training within 90 days of appointment and annual specialized RM POC Training thereafter and upload the training certificate to the HAF RM SharePoint site (<https://usaf.dps.mil/sites/HAFICIO/hafrm/Initial%20Records%20Management%20POC%20Training/Home.aspx>).

2.5.3. Track HAF All User RM training for their organization/office on the HAF RM SharePoint site (<https://usaf.dps.mil/sites/HAFICIO/hafrm/Initial%20Records%20Management%20POC%20Training/Home.aspx>).

2.5.4. Create an inventory of records for their organization/office, submit it to the Unit RM POC for approval in AFRIMS, and obtain organization/office Commander/Civilian Director's signature on the cover sheet.

2.5.5. Review records annually and destroy or transfer eligible records.

2.5.6. Request technical assistance from Unit RM POC on any record transfers to the FRC.

2.5.7. Maintain accountability for records on temporary loan from the FRC.

2.5.8. Complete any corrective actions identified during a SAV by the suspense date given.

2.5.9. Ensure electronic and non-electronic records with personally identifiable information are protected and restricted to individuals who are properly authorized and have a valid need-to-know from AFI 33-332 *Air Force Privacy and Civil Liberties Program*.

2.5.10. Brief senior leaders (GOs/SESs) within their organization of the NARA Capstone requirement to preserve their emails permanently and guide them to the HAF RM SharePoint for Senior Leader Enter/Exit RM Training when entering the position and transitioning/retiring.

2.6. **Action Officer (AO).** AO's are responsible for the proper handling of each record within his/her area of responsibility and shall:

2.6.1. Become familiar with the concepts and practice of distinguishing between drafts and final records.

2.6.2. Ensure all drafts and records under his/her purview are maintained and filed according to the approved inventory of records.

2.6.3. Manage each record's movement throughout the HAF staffing process per HOI 33-3, *Correspondence Preparation, Control, and Tracking*.

2.6.4. Ensure Task Management Tool (TMT) related records are stored in an approved location, as detailed in [paragraph A2.3.4](#) in this HOI, and in an approved format within 10 working days of the TMT taskers' final closure. Action officers will refer to the RDS for disposition guidance on records from TMT taskers.

2.6.5. Work with his/her Unit/Office RM POC to familiarize themselves with their appropriate tables and rules and the associated RDS. With their subject matter expertise, timely assist the Unit/Office RM POC, HAF Records Manager, and Air Force Records Officer in updating, revising, simplifying, and consolidating existing records disposition schedules.

2.7. **Users.** All users shall:

2.7.1. Complete HAF All Users RM Training upon initial employment and annually thereafter located on the HAF RM SharePoint site (<https://usaf.dps.mil/sites/HAFCIO/hafrm/Initial%20Records%20Management%20POC%20Training/Home.aspx>).

2.7.2. Ensure they are compliant with the responsibilities detailed in AFI 33-322 paragraph 2.2.4. for all users.

### 3. Staff Assistance Visits (SAVs).

3.1. **Purpose.** The SAV fulfills the requirements outlined in AFI 33-322, paragraph 2.2.3.10.4. and evaluates and provides assistance to unit/office RM programs. The SAV is performed once every 24 months.

3.2. **SAV Scheduling.** SAVs will be scheduled by the HAF Records Manager (when conducting SAVs on units) or the Unit RM POC (when conducting SAVs on offices) 30 days in advance (when possible). AFRIMS will be used for scheduling by selecting the SAV menu, specifying the Unit/Office, and then clicking "Schedule New." A date is then selected and saved and an AFRIMS generated email will be sent to the Unit/Office RM POCs announcing the SAV date.

3.3. **Date of SAV.** On the SAV date, the HAF Records Manager/Unit RM POC will review the Unit's/Office's RM program for compliance by analyzing the information recorded in AFRIMS and observing records filing practices.

3.4. **SAV Checklist.** The SAV Checklist contains a series of YES/NO questions which survey the unit/office's records management practices for compliance with current RM policy. The assessor will check either YES, NO, or N/A and complete the comments section with observations, along with required corrective actions for each checklist item. To access

the unit/office SAV checklist in AFRIMS select the SAV menu, then specify the unit/office, click on the unit/office, then click “View Blank Checklist.”

**3.5. SAV Review.** Once the SAV Checklist is populated, the HAF Records Manager/Unit RM POC will mark the SAV for review in AFRIMS. An automatic email will notify the Unit RM POC/Office RM POC that the SAV Checklist is ready for review. The email will contain a hyperlink to the SAV location in AFRIMS where the Unit RM POC/Office RM POC can view the populated checklist and post comments in response to the populated checklist. The Unit RM POC/Office RM POC will be given 5 working days to post a response to the SAV Checklist in AFRIMS. Posting a response is optional but encouraged. To comment on the SAV findings, click “View Responses,” then “Add Response.”

**3.6. SAV Completion.** After the 5-day review period, the HAF Records Manager/Unit RM POC will mark the SAV Checklist complete. An official SAV report with the attached checklist will be sent from the SAF/AAL Director/Unit Director to the Unit Director/Office Director requesting corrective actions for observed discrepancies. The unit/office will be given no less than a suspense date of 30 working days to correct findings. The official SAV report will be sent and the suspense tracked using TMT.

**4. Records Searches.** Periodically, the Air Force is required to conduct a search for records pertaining to a specific subject or event and to provide relevant records to requesting agency/organization. These types of requests are generally triggered by a subpoena or other legal action from the Judicial Branch, and/or Legislative and Executive Branches of government.

**4.1. Records Searches Procedures.** Records search procedures are found in AFI 33-322, chapter 9 and must be followed along with this HOI. Records searches will be initiated by the AFRO through AFRIMS and assigned to the appropriate units and offices where the records are most likely to be located. A description of the records being requested will be given in AFRIMS along with a suspense date for the search to be completed. A TMT tasker will also be sent to organizations from the HAF Records Office instructing organizations to conduct the search and report their findings in AFRIMS (the RM POC will input neither classified information nor high-risk Personally Identifiable Information (PII) or Controlled Unclassified Information (CUI) in the response in AFRIMS in order to prevent spillage or a breach, respectively).

4.1.1. Unit/Office RM POC will provide guidance to Record Holders (personnel who may have custody, possession, or control of records relevant to discovery and litigation hold proceedings) on procedures to search assigned workspaces and their assigned desktop/laptop computers for potentially relevant information.

4.1.1.1. Record Holders will search all locations where they reasonably believe relevant records may be, including file cabinets, assigned workspaces, shared drives, local drives, government and personal e-mail accounts, SharePoint, EISs, and FRCs. The Record Holders will conduct searches within the assigned suspense time (see AFI 33-322, paragraph 9.7.7.1.).

4.1.1.2. A link to procedures on how to perform a search of assigned computers and Microsoft Outlook files will be included at the bottom of the details portion of all record searches loaded in the AFRIMS (see AFI 33-322 paragraph 9.3.1.).



4.1.2. If a records search is required of a departed Capstone Official's (GO/SES) e-mail account, contact the HAF Records Office for guidance.

4.1.3. Unit/Office RM POCs will report negative and positive findings in AFRIMS.

4.2. **Positive Findings.** Any positive findings must be reported in AFRIMS. The records must be separated and placed in a clearly marked folder to prevent deletion or destruction until called upon to transfer the records to the appropriate party.

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

36 CFR Chapter XII, Subchapter B, *Records Management*

OMB M-19-21, *Transition to Electronic Records*, 28 June 2019

NARA Bulletin 2017-01, *Agency Records Management Training Requirements*, 29 November 2016

AFPD 33-3, *Information Management*, 21 June 2016

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

AFGM 2020-16-01, *Air Force Guidance Memorandum for Controlled Unclassified Information (CUI)*, 23 July 2020

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

Standard Form (SF) 135, *Records Transmittal and Receipt*

AF Form 525, *Records Disposition Recommendation*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFRIMS**—Air Force Records Information Management System

**AFRO**—Air Force Records Officer

**AO**—Action Officer

**ARCIS**—Archives and Records Centers Information System

**EIS**—Electronic Information System

**ERM**—Electronic Record Management

**ETP**—Exception to Policy

**FRC**—Federal Records Center

**GO**—General Officer

**HAF**—Headquarters Air Force (includes the Secretariat and Air Staff)

**HOI**—Headquarters Operating Instruction

**ITIPS**—Information Technology Investment Portfolio Suite

**NARA**—National Archives and Records Administration

**OMB**—Office of Management and Budget

**PII**—Personally Identifiable Information

**POC**—Point of Contact

**RDS**—Record Disposition Schedule

**RM**—Records Management

**SAV**—Staff Assistance Visit

**SES**—Senior Executive Service

**SPO**—SharePoint Online

**TMT**—Task Management Tool

***RM Terms***

**A complete list of RM terms is available on the HAF RM SharePoint site: <https://usaf.dps.mil/:b:/r/sites/HAFCIO/hafrm/RM%20Training%20Resources/rm-glossary-of-terms.pdf?csf=1&web=1&e=RMuKys>**

## Attachment 2

### HAF RECORDS MANAGEMENT PLAN

**A2.1.** This attachment serves as the HAF RM Plan and fulfills the requirement specified in AFI 33-322 paragraph 2.2.3.9.

**A2.2. Structure.** The structure for the HAF RM Plan is identified in **Chapter 2** of this HOI, which details the roles and responsibilities for the HAF RM program.

**A2.3. Records Lifecycle.** Beginning 1 January 2023, all temporary and permanent records must be managed electronically per OMB M-19-21. Organizations must adjust any processes that create paper temporary and permanent records to processes that create records in an electronic format.

A2.3.1. **If** temporary records are initially generated in paper format, they shall be scanned into an electronic format and then managed in electronic format for the remainder of the record's lifecycle per 36 CFR §1236.30.

A2.3.2. Permanent records must be created in electronic format. If permanent records are created in paper format, the records cannot be scanned into an electronic format to serve as the official record until new federal regulations are published detailing the process (see question 13 at <https://www.archives.gov/records-mgmt/faqs/digitization-regulation>).

A2.3.3. If managing records electronically is not possible, organizations may request an exception to policy from NARA through the HAF Records Office. If an exception to policy is received and organizations accumulate large volumes of temporary paper records, that organization will be responsible for contracting with commercial storage facilities that meet NARA records storage requirements for their storage needs per OMB M-19-21, paragraph 1.3.

A2.3.4. Unless permanent and temporary electronic records are stored in an RM compliant EIS (per 36 CFR §1236.10) that is registered in ITIPS, those records must be stored on:

A2.3.4.1. The Electronic Record Management (ERM) shared drive (\\begonia\_vnx\ERM\FILE\_PLANS). Folders will be organized per AFI 33-322 paragraph 4.6.2. Unit/Office RM POCs and authorized users will review the inventory of records on the ERM shared drive at least annually to cut-off/execute the RDS instructions.

A2.3.4.1.1. Permissions must be established on the ERM shared drive to allow authorized access but prevent unauthorized access or actions. Users must request access to the ERM shared drive by contacting the HAF RM Office at [SAF.AA.HAF.Records.MGT.Workflow@us.af.mil](mailto:SAF.AA.HAF.Records.MGT.Workflow@us.af.mil). Once approved, the user will open a ticket with the 844th Helpdesk and use the approval e-mail as validation to the helpdesk that the user is approved for access. The 844th Helpdesk will then grant the access.

A2.3.4.1.2. Additionally, records stored on the ERM shared drive containing PII will be protected per AFI 33-332, *Privacy and Civil Liberties Program* and properly marked as Controlled Unclassified Information (CUI) AFGM 2020-16-01.

A2.3.4.2. Office 365 SharePoint Online (SPO) application. Organizations that utilize SPO shall meet the functionality for Records Management Applications specified in 36 CFR §1236.20 when utilizing to store records. Unit/Office RM POCs and authorized users will review the inventory of records on SPO at least annually to cut-off/execute the RDS instructions. Permissions must be established on SPO to allow authorized access but prevent unauthorized access or actions by the Unit RM POC. Additionally, records stored on SPO containing PII will be protected AFI 33-332 and properly marked as CUI AFGM 2020-16-01.

A2.3.5. Records that are created in Electronic Mail (E-Mail) format must be removed from the e-mail system and stored as outlined in [paragraph A2.3.4](#) of this HOI and AFI 33-322 paragraph 4.3.5. Exception: E-mails of Capstone Officials (GOs/SESs) are permanently saved and can remain in the e-mail system per AFI 33-322 paragraph 4.3.5.1.

A2.3.6. Records created through the use of social media shall be captured per AFI 33-322 paragraph 4.9.2. Additionally, training for senior leaders on the topic of social media is specified in paragraph A2.5.

A2.3.7. All inventory of records must be updated with the location of where the electronic records are stored and stored in a location where all members of the organization/office can locate to know where to file records.

**A2.4.** Essential Records are defined as records an agency needs to meet operational responsibilities under national security emergencies or other emergencies conditions or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records) (see 36 CFR §1223.2). Essential Records shall be identified by the organization commander/civilian director and a plan shall be developed per AFI 33-322, paragraph 3.6.

**A2.5.** Training. HAF RM training is provide to all users, RM POCs, and entering/exiting senior leaders. Training is located on the HAF RM SharePoint site (<https://usaf.dps.mil/sites/HAFCIO/hafrm/Initial%20Records%20Management%20POC%20Training/Home.aspx>).

A2.5.1. Users/RM POCs/senior leaders will certify that their training is completed on the site above (**Note:** RM POCs may certify training completion on behalf of users and senior leaders).

A2.5.2. The training that is provided and certified by all HAF members includes:

A2.5.2.1. The topics detailed in NARA Bulletin 2017-01, *Agency Records Management Training Requirements*, which serve as the foundation for the training material. Special topics such as social media and e-mails are addressed in senior leader entering/exiting training.

A2.5.2.2. The responsibilities for authorized and unauthorized removal of documents from the organization by members prior to retiring or transitioning.

**A2.6.** Inspections. Inspections are accomplished through the use of SAVs detailed in [Chapter 3](#) of this HOI.

**A2.7.** Records Searches. Records Searches are conducted per [Chapter 4](#) of this HOI.