

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AF INSTRUCTION 37-138

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

14 JULY 1994

Information Management

**RECORDS DISPOSITION--PROCEDURES
AND RESPONSIBILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 37-138, 31 March 1994, is supplemented as follows:

Table 3.1. Note 6. Provided additional space or equipment is not required, an office of record may keep 1/2 cubic foot or less of 2- to 8-year records in its office until eligible for destruction. Annotate the disposition control label "See AFI 37-138, AETC Sup 1, Table 3.1, Note 6" as authority. Transfer larger volumes to the staging area unless the records manager (RM) grants a waiver.

3.5.1.1. Contact SAF/AAIQ through HQ AETC/IMX (Records).

3.5.3. In addition to requirements of the basic directive, if 2- to 8-year retention records are lost, destroyed, or damaged, send a memorandum containing facts and circumstances to the RM through the appropriate functional area records manager (FARM).

5.2.1.1. Send the list of records to arrive at HQ AETC/IMX (Records) not more than 21 months and not less than 18 months before the projected inactivation/closure date. Provide the following information in column or table format: table and rule, series description, volume, and disposition dates. Leave a space of at least 1 1/2 inches at the right for instructions on possible early destruction.

6.3.2. Records technicians (RT) ensure that all temporary records within a container have the same retention period before transferring to the staging area. For amounts less than 1 cubic foot, comply with instructions of the local RM.

6.4. The RT corrects packing, filing, and other irregularities noted at the staging area.

6.4.2.7. RMs may combine special orders to make a cubic-foot shipment.

6.4.3. (Added) FARMs review SF 135, **Records Transmittal and Receipt**, for compliance with instructions and correct all discrepancies noted before transferring records to the staging area.

6.6.1.1. (Added) Fold manila (tan) boxes with print on the bottom. RTs and FARMs use 3-inch masking tape to seal boxes going to staging areas to permit reuse. Do not tape the top flaps; fold or interlock them.

6.6.1.2. (Added) Fold white, tuck-bottom boxes according to assembly instructions at attachment 4 (Added) RTs and FARMs do not tape the top flaps; fold or interlock them; do not use black felt tip markers to mark the boxes.

6.6.2.2. Mark boxes going to the base staging area with pencil to allow reuse of boxes.

6.9.4. Use a memorandum of transmittal to retire entrance and separation x rays (AFR 4-20, volume 2, table 160-4, rules 1 through 7). Civilian personnel flights retire appropriated and nonappropriated funds personnel records to records centers, using memorandums of transmittal. Ensure the name, date of birth, and Social Security number on each personnel folder label are correct before shipping. Keep the signed receipt with the transmittal memorandum.

Table 6.1. Item 1. After records have been shipped to a records center, the responsible base RM sends one reproduced copy of the SF 135 to HQ AETC/IMX (Records) showing the receipt, accession, and location of each accession or records series retired.

7.2.1. At the discretion of the RM, recruiting groups, CCAF, HQ AFROTC, and 336 TRSS may store noncurrent records in a staging area near or on the host base or in available filing equipment in the activity if it is cost effective. Regardless of the place of storage, the responsible AETC RM retires all eligible non-current AETC records to the appropriate records center.

7.8.1. With the exception of records identified below, transfer eligible calendar and fiscal year records to the staging area no later than 3 months after the annual cutoff. Records retained in the accumulating office of record until eligible for immediate retirement to a records center (for example, clinical, dental, health, and psychiatric treatment records) are transferred annually to the staging area by 1 February. Units of the 336 TRSS and recruiting squadrons transfer records with a retention period of 9 or more years to the parent activity by 1 April, 1 year after the annual cutoff.

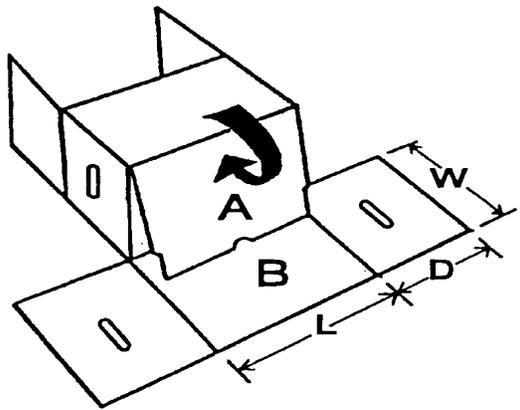
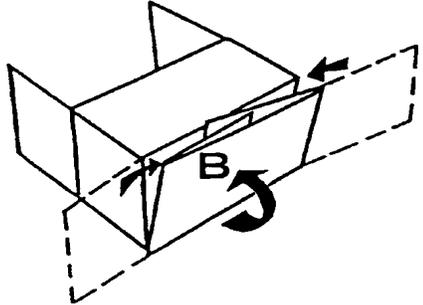
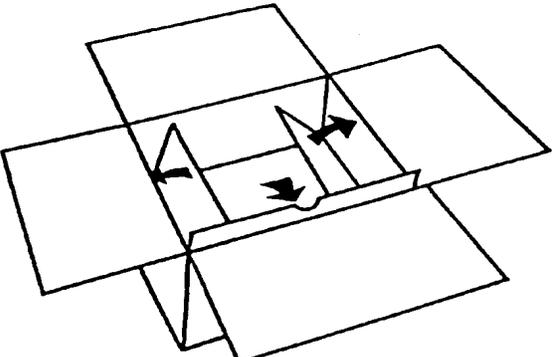
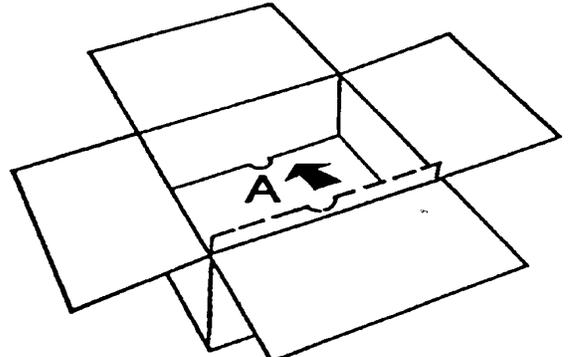
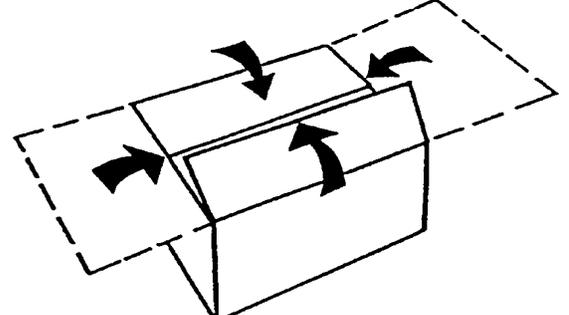
7.9.2.2. Do not intermingle AETC records with records of other major commands (MAJCOM) in an accession to complete a cubic foot in a series. Accessions of more than one MAJCOM may be consolidated on a pallet for shipping. If a unit is inactivated, provide copies of all SFs 135 of records retire to all records centers to that unit's parent MAJCOM.

9.2.1.2. (Added) When an office of primary responsibility (OPR) initiates an AF Form 525, **Records Disposition Recommendation**, RMs complete item 20 to include date, signature block, and signature.

Attachment 4 (Added)

ASSEMBLY INSTRUCTIONS

ASSEMBLY INSTRUCTIONS (ADDED)

 <p>STEP 1. SQUARE UP BOX ON ITS SIDE AND FOLD FLAP 'A' INSIDE</p>	 <p>STEP 2. FOLD EXTENSIONS OVER ON FLAP 'B' AND FOLD TO CLOSED POSITION</p>
 <p>STEP 3. LIFT FLAP TO A VERTICAL POSITION AND THEN LIFT AND FOLD EXTENSIONS OF FLAP 'B' UP AGAINST END WALLS OF BOX</p>	 <p>STEP 4. LOWER FLAP 'A' TO BOTTOM OF BOX</p>
<p>STEP 5. FOLD ALL FLAPS IN TO TOP, SMALL FLAPS FIRST, LARGE FLAPS LAST</p>	

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