

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



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Information Management

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AFMAN 37-139, 1 March 1996, is supplemented as follows:

Table 10-4. Rule 4. Dispose of base-level wartime skills records under this rule.

Table 10-4. Rule 5. Do not include reference plans on file plans.

Table 10-4. Rule 6. Dispose of wartime skills records for HQ AETC staff elements under this rule.

Table 10-11. Rules 1 and 2. Do not include reference copies on file plans.

Table 21-6. Rule 6. Column D. AETC Form 360, **Runway Control Structure (RCS)/Runway Supervisory Unit (RSU) Discrepancy Log**; AETC Form 361, **Runway Control Structure (RCS)/Runway Supervisory Unit (RSU) Discrepancy Tracking Log**; and AFTO Form 95, **Significant Historical Data**, maintained as historical records on each RSU are disposed of according to AETCI 13-201, *Air-space Management and Runway Supervisory Unit (RSU) Operations*, under authority of this rule.

Table 23-10. Rule 3. Do not include this material on file plans.

Table 31-4. Rules 9, 12, and 25. Do not include these documents on file plans.

Table 32-14. Rule 5. Column D. Real property records maintained and cut off on an annual basis are retained in the current files area for a maximum of 15 years, then transferred in increments of 5 years to the local staging area for indefinite retention or disposition.

Table 32-39. Rules 28 and 29. Do not include reference copies on file plans.

Table 34-16. Rule 4. Do not include this material on file plans.

Table 36-12. Rule 2. Dispose of individual controller and trainee records prescribed by AETCI 13-201 under this rule.

Table 36-37. Rule 6. Maintenance and disposition of personnel records of permanent party international personnel are the same as prescribed for international trainees specified in AFR 50-29, *Joint Security Assistance Training (JSAT) Regulation*.

Table 36-37. Rule 12. Column D. Dispose of collateral training records for Basic Military Training (BMT) and Officer Training School (OTS) 6 months after completion of training. Retain OTS collateral student training records for distinguished graduates for 1 year after class completion. Dispose of records collateral to AETC Form 240-5, **Summary Record of Training**, under this rule.

Table 36-37. Rule 18. Dispose of ejection seat indoctrination firing records under this rule.

Table 36-38. Rules 3.01 and 3.04. Column D. Maintain and cut off on a fiscal year basis.

Table 36-38. Rule 5. Dispose of professional military education (PME) records under this rule.

Table 36-40. Rules 1, 2.01, and 3. These rules also apply to record sets of flying training curriculum materials.

Table 36-40. Rules 7 and 8. Do not include nonrecord sets of curriculum materials on file plans unless such sets are required to complete files in offices maintaining record sets.

Table 37-6. Rule 7. Column D. Retain publications bulletins (PB) in master publications libraries for 1 year and then destroy them. Customer account representatives (CAR) retain PBs for a minimum of 90 days. PBs maintained by other than publishing distribution offices (PDO) and CARs are not shown on file plans.

Table 37-7. Rule 9. Destroy record and reference copies of daily and periodic bulletins after 90 days or upon inactivation, whichever is sooner. Offices of primary responsibility (OPR) of published information comply with applicable disposition standards in the basic instruction. Do not include reference copies of bulletins on file plans.

Table 37-10. Rules 3 and 9. Column D. Cut off when form becomes obsolete; then destroy it after 1 year.

Table 37-14. Rule 4. Use this disposition authority only for materials meeting the criteria of this standard.

Table 37-14. Rule 14. Column D. Retain TIG briefs in master publications libraries for 2 years; then destroy them. Do not include TIG briefs on file plans.

Table 37-14. Rules 17 and 18. Do not show organizational charts on file plans.

Table 37-14. Note 2. Do not include wall charts, base bulletins, general reference publications or technical or specialized reference material kept for reference purposes on file plans.

Table 37-15. Rule 29. Column D. Destroy AETC Form 1116, **Personnel Data**, 30 days after reassignment or separation of the individual concerned or after the form has served its purpose, whichever is sooner.

Table 38-3. Activities other than manpower and organization maintaining records identified in this table will use table 37-14, rule 18.

Table 41-4. Rule 17. Do not include this material on file plans.

Table 44-3. Rules 1 through 6. Column D. Transfer x-rays to the records staging area within 15 days following the end of the month in which the x-rays were accumulated. OTS retires x-rays directly to NPRC (CPR).

Table 52-1. Rule 20. Do not include this material on file plans.

Table 65-3. The records technician ensures requirements of these tables are met before disposal of records subject to audit or inspection.

Table 84-1. Rule 3. Base, chaplain, and medical historians retain histories under this rule.

Table 84-1. Rule 6. Numbered and comparable-named activities retain histories under this rule.

Table 84-1. Rule 7. Histories maintained below numbered or comparable-named activities are destroyed under this rule.

JOAN W. BLANKENBEKER, Colonel, USAF
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