

Chapter 8

RECORDS ADMINISTRATION

8-1. Maintenance of Current Records:

- a. Chapter 16 lists the records created and kept at base level. It also lists the Processing Center responsible for the records and the publications prescribing the maintenance.
- b. A&F Source Documents. The Air Force regulation or manual for each Processing Center gives filing instructions for source documents. For example, DFAS-DE 7010.2-R (formerly AFR 177-102) gives the rules for maintaining purchase order files.
- c. Administrative Records. AFMAN 37-139 (former AFR 4-20, Vol 2) gives retention periods for correspondence and administrative records.

8-2. Evaluation and Disposition of Records:

- a. AFMAN 37-139 gives the policies, criteria, and procedures for evaluating and disposing of A&F records.
- b. AFMAN 37-139 prescribes when noncurrent records, not old enough to be retired or destroyed, are sent to the staging area.
- c. Do not destroy records with correction action prescribed by DFAS-DE or MAJCOMs pending.

8-3. Records of Inactivated Offices. The ADSN designated by DFAS-DE maintains the records of an inactivated AFO/OPLOC, A&D agent, or accounting agent. The principal AFO/OPLOC maintains records of a closed disbursing agent office.

8-4. Shipping and Storage of Records. AFMAN 37-139 tells how to prepare, ship, and store records.

8-5. Transfer of Records Because of Inactivation of Base:

- a. **The AFO/OPLOC of an inactivating office:**
 - (1) Follows AFMAN 37-139, to request destruction of authorized (eligible) records.
 - (2) Ascertains where rest of records will be transferred, that is, base, records center, or other site.
 - (3) Notifies DFAS-DE/ADR of the new record site. Identify the records and the ADSN maintaining them.
- b. An accounting agent located on an inactivating base performs a(1) through a(3) above, and advises his or her principal of the new records site.
- c. A disbursing agent located on an inactivating base performs a(1) above and obtains from his or her principal the disposal instructions for the rest of the records.

8-6. Microfilming of Records:

- a. Instructions for microfilming AFO/OPLOC records are in AFMAN 37-139.
- b. AFO/OPLOCs send the following to DFAS-DE/WA for consideration and forwarding to SAF/AAI:
 - (1) Requests for microfilm equipment (AF Form 601b, Custodian Request Receipt).
 - (2) Requests to establish or change microform storage and retrieval systems.