

ITEM	TITLE	LOCATION	V/R	DISPOSITION
1	Files Maintenance And Disposition	Front of Files & Each Series	T 037-19 R	02.00
2	Transitory Material		T 037-11 R	04.00
3	Office Administrative Files		T 037-14 R	01.00
4	Delegations/Designations Of Authority And Additional Duty Assignments		T 037-15 R	19.00
	4-A Designation of FARMS (Located in RM Binder)			
5	Reports, Controlled And Uncontrolled (Defined In AFI 33-124) At Preparing Activities (Not Covered Elsewhere)	Also on "J" Drive in Computer	T 037-14 R	06.00
6	Project Control And Support Final Or Other Form Used To Facilitate Or Control Work In Progress		T 037-14 R	04.00
7	Document Imaging Systems (Approved)		T 037-19 R	15.00
8	Curriculum Materials Used In Formal Training Courses For Current Courses		T 036-40 R	01.00
	8-A Chief of Office of Record (COR) Training Handout			
	8-B Records Technician (RT) Training Handout			
	8-C Functional Area Records Manager (FARM) Training Handout			
	8-D SF 135 Training Handout			
	8-E Records Retirement Training Handout			
	8-F RIMS for Windows Training Handout			
	8-G Sample File Plan Training Handout			
	8-H VHS and Power Point Records Management Training Aid			
	8-I Class Critique			
	8-J Checklists			
9	Office Instructions, Additional Duty Handbook/Workbook	Bookcase	T 037-14 R	10.00
10	SF 135 And SF 258 At RM, CRM, And Other Offices( Records Transferred Between AF And Between AF And Other Agencies		T 037-19 R	06.00

ITEM	TITLE	LOCATION	V/R	DISPOSITION
11	Retirement, Transfer, Or Shipment Of Records (SF 135, SF 258) At RMS, CRM And Offices For Records Retired To A FRC			T 037-19 R 05.00
	11-A	66 ABW/SC		
	11-B	66 CES		
	11-C	66 LS LAD		
	11-D	66 MDG		
	11-E	66 MSS		
	11-F	66 SFS		
	11-G	66 SVS		
	11-H	ESC/AC		
	11-I	ESC/AW		
	11-J	ESC/CC		
	11-K	ESC/CX		
	11-L	ESC/DIG		
	11-M	ESC/DIV		
	11-N	ESC/DI		
	11-O	ESC/FD		
	11-P	ESC/FM		
	11-Q	ESC/IN		
	11-R	ESC/JA		
	11-S	ESC/JS		
	11-T	ESC/MC		
	11-U	ESC/ND		
	11-V	ESC/SR		
	11-W	ESC/XP		
	11-X	ESC/PK		
	11-Y	ESC/FA		
	11-Z	ESC/GA		
12	Other Records Management Operations			T 037-19 R 17.00
13	Records Disposition Recommendations At Activities Other Than Rules 9 And 10			T 037-19 R 10.01
14	General Reference Publications	Bookcase		T 037-14 R 14.00
15	Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)			T 037-15 R 31.00
16	Official Visits/Staff Visits At Offices Performing Visits	in Binders in OPR's Office		T 037-15 R 14.00
17	Official Visits/Staff Visits At Offices Or Organizations Visited			T 037-15 R 15.00

ITEM	TITLE	LOCATION	V/R DISPOSITION
1	Files Maintenance And Disposition		T 037-19 R 02.00
2	Office Administrative Files		T 037-14 R 01.00
3	Official Visits/Staff Visits At Offices Performing Visits		T 037-15 R 14.00
4	Security Control Records	In Document Security	T 031-04 R 09.00
5	Delegations/Designations Of Authority And Additional Duty Assignments		T 037-15 R 19.00
6	Accountable Container Receipts	In Document Security	T 037-03 R 14.00
	6-A - 1 - INCOMING	JAN 2002	
	6-A - 2 - OUTGOING	JAN 2002	
	6-B - 1 - INCOMING	FEB 2002	
	6-B - 2 - OUTGOING	FEB 2002	
	6-C - 1 - INCOMING	MAR 2002	
	6-C - 2 - OUTGOING	MAR 2002	
	6-D - 1 - INCOMING	APR 2002	
	6-D - 2 - OUTGOING	APR 2002	
	6-E - 1 - INCOMING	MAY 2002	
	6-E - 2 - OUTGOING	MAY 2002	
	6-F - 1 - INCOMING	JUN 2002	
	6-F - 2 - OUTGOING	JUN 2002	
	6-G - 1 - INCOMING	JUL 2002	
	6-G - 2 - OUTGOING	JUL 2002	
	6-H - 1 - INCOMING	AUG 2002	
	6-H - 2 - OUTGOING	AUG 2002	
	6-I - 1 - INCOMING	SEP 2002	
	6-I - 2 - OUTGOING	SEP 2002	
	6-J - 1 - INCOMING	OCT 2002	
	6-J - 2 - OUTGOING	OCT 2002	
	6-K - 1 - INCOMING	NOV 2002	
	6-K - 2 - OUTGOING	NOV 2002	
	6-L - 1 - INCOMING	DEC 2002	
	6-L - 2 - OUTGOING	DEC 2002	
7	Dispatch And Delivery Receipts On Accountable Mail	In Document Security	T 037-03 R 03.00
8	Change Of Address	at PSC	T 037-03 R 08.00
9	Mail Change Notice	at PSC	T 037-03 R 09.00
10	Issuing Postal Receptacles	Box at PSC	T 037-03 R 10.00
11	Postal Directory	Box at PSC	T 037-03 R 05.00
12	Printing/Duplicating/Micro- Graphics/Copying Reports	Pubs Manager Desk	T 037-08 R 15.00

ITEM	TITLE	LOCATION	V/R DISPOSITION
13	Record Sets Of Publications, Manuals, Staff Digests, And Supplements	Pubs Manager Desk	T 037-07 R 03.00
14	Functional Forms Files	Pubs Manager Desk	T 037-10 R 02.00
15	Suspense Control		T 037-12 R 05.00
16	Technical Representative Personnel Records (Below MAJCOM)		T 064-11 R 02.00
17	Reports, Controlled And Uncontrolled At Monitoring Or Intermediate Activities Information Copies		T 037-14 R 08.00
18	PS 3602-PO, Report Of Meter Setting, And Supporting Records Postage Meter Operations (Not Covered In Rule 14)		T 037-02 R 10.00
19	Postage Meter Operations	In Document Security	T 037-02 R 11.00
	19-A Certified and Registered		
	19-B Federal Express		
	19-C Paragon Reading		
20	Publications Bulletins At Issuing Activities And PDOS	In Computer	T 037-06 R 06.00
21	Publications Bulletins accumulated by customers	In Computer	T 037-06 R 07.00