BY ORDER OF THE COMMANDER
341ST SPACE WING

341ST SPACE WING MANUAL 33-302

31 DECEMBER 2004

Communications and Information

FUNCTIONAL AREA RECORDS MANAGER
(FARM) TRAINING AND GUIDANCE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
http://www.e-publishing.af.mil.

This manual provides instructions and guidance for performing the duties of a Functional Area Records Manager (FARM). This manual compliments procedures required by FARMs in AFI33-322, *Records Management Program*. It applies to all Air Force personnel and contractors assigned FARM duties supported by Malmstrom AFB. It develops knowledge of the basic duties and responsibilities of a FARM. Records created as a result of prescribed processes in this publication are maintained in accordance with AFMAN37-123, *Management of Records* and disposed of as indicated in the Records Disposition Schedule available at **https://webrims.amc.af.mil**. Contact your local Functional Area Records Manager for access.

SUMMARY OF REVISIONS

This publication has been revised and must be reviewed in its entirety.

This revision deletes all references to the obsolete AFMAN 37-139 Records Disposition Schedule and updates references, unit designations, IMTs and office symbols throughout the publication; updates procedures for FARMS processing approved file plans (para **4.3.**); and updates Sample Checklist for Staff Assistance Visits (**Attachment 1**).
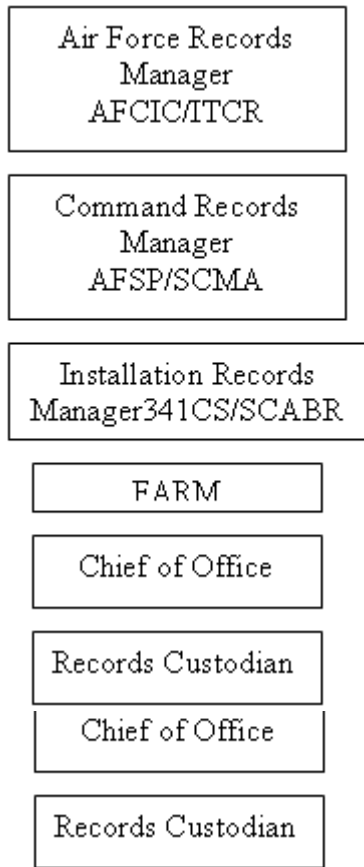
1. Introduction:

　1.1. This manual has been prepared specifically to help the following individuals:

　　1.1.1. Inexperienced individuals who find themselves in the position of FARM for their unit or staff agency.

　　1.1.2. Individuals who need to familiarize themselves with the records management program. The following chart (**Figure 1.**) depicts the organizational arrangement within the records management program:

Figure 1. Records Management Organizational Chart.

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┌─────────────────────┐
│  Air Force Records   │
│      Manager         │
│     AFCIC/ITCR       │
└─────────────────────┘

┌─────────────────────┐
│  Command Records     │
│      Manager         │
│     AFSP/SCMA        │
└─────────────────────┘

┌─────────────────────┐
│ Installation Records │
│ Manager341CS/SCABR   │
└─────────────────────┘

   ┌──────────────────┐
   │      FARM        │
   └──────────────────┘
   ┌──────────────────┐
   │  Chief of Office │
   └──────────────────┘

   ┌──────────────────┐
   │ Records Custodian│
   └──────────────────┘
   ┌──────────────────┐
   │  Chief of Office │
   └──────────────────┘

   ┌──────────────────┐
   │ Records Custodian│
   └──────────────────┘
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1.2. Upon being appointed FARM, the first question asked may very well by "Why?" This can best be answered by explaining what a FARM is, and how the FARM fits into the Air Force records management program.

   1.2.1. The functional area records manager is just what the title suggests. This individual is the records manager for a particular functional area, the squadron, group or staff agency.

   1.2.2. The individual selected to fill this position is actually performing one of the most vital jobs in the records management program and is the person who knows the functional area and can provide the necessary guidance.

2. Responsibilities and References:

2.1. The Commander/Program Manager within an organization appoints a FARM using the 341SW IMT 30, **Records Management Actions Notice,** to supervise the Air Force records management program within his or her functional area. The FARM will:

   2.1.1. Become familiar with the Air Force records management directives in the 33 series (converting from the 37 series) (e.g., Air Force Instructions (AFI), Air Force Manuals (AFMAN), Air Force Pamphlets (AFPAM), etc., as supplemented).

   2.1.2. Maintain a close working relationship with the Records Manager (RM) and records management personnel. Reads and complies with cross feed and guidance provided by RM.

2.1.3. Maintain a close working relationship with the COR and records custodians (RC) to provide guidance and assistance.

2.1.4. Complete Records Maintenance and Disposition Training.

2.1.5. Ensure that all RCs complete records management training within 90 days of appointment.

2.1.6. Ensure the supervisors record the completion of training on the Supervisor's Employee Brief, for civilian employees, and AF IMT 623, **On-The-Job-Training**, for military personnel. Annotate the 341SW IMT 30, after the records custodian completes records management training. Update all office information in Web RIMS.

2.1.7. Ensure that personnel engaged in filing operations are complying with current instructions on files maintenance and disposition.

2.1.8. Conduct a staff assistance visit (SAV) for each office of record during a 24-month cycle utilizing Staff Assistance Visit Checklist (AF IMT 2519, **All Purpose Checklist**) generated by 341 CS/SCABR (**Attachment 1**). Records Management will provide a copy of the checklist to each FARM.

2.1.9. Ensure that all RCs have accessibility to Web RIMS

2.1.10. Ensure that a file plan is prepared in Web RIMS by each RC in each office of record within his or her functional area. *(NOTE:* The FARM reviews all file plans and accomplishes any necessary corrections prior to e-mailing the RM for review.) The office of record maintains the original file plan in front of the current files (Item number 1, Files Maintenance and Disposition on the file plan.). The FARM and the RM maintain duplicate copies (signed by the Chief of Office) for use in monitoring the maintenance and disposition of all records. The FARM and RM will be advised in writing (via e-mail) of any corrections, deletions or additions, and names of new Chiefs of Offices. New custodians and office title and symbol changes must be updated using 341SW IMT 30 IAW AFI 33-322_341SWSUP1 and AFMAN 37-123, Management of Records.

2.1.11. Ensure prompt disposition is made of records as prescribed by Web RIMS, Records Disposition Schedule (RDS).

2.1.12. Review Standard Forms 135, **Records Transmittal and Receipt**, and ensure they are prepared according to AFI 37-138. *Records Disposition-Procedures and Responsibilities* (converting to AFI 33-338). The RM and the Office of Record will maintain a list of all records that are eligible for retirement. This list can be found on Web RIMS under Reports/Active Holdings/Table and Rules by Office. All records to be staged or retired will arrive at the staging area during January and February (calendar year) or October and November (fiscal year). Instructions for completing SFs 135 can be found in AFI37-138.

2.1.13. Provide controls over the creation of records to assure that fewer but better records are created coordinate on all drafts of proposed directive initiated in their activity to ensure the necessity of any; reports, forms etc., that number of copies required is essential, and that Web RIMS RDS provides adequate disposal instructions for all records created.

2.2. The following is a list of directives the FARM should have available, or ready access to (AF Electronic Publication web sight and **https://webrims.amc.af.mil**. The RM will assign the FARM a user id and password to access the Web RIMS web sight, in order to manage an effective program. *NOTE:* This is a minimum listing; other directives may be added if you wish.

2.2.1. AFMAN 37-123, *Management of Records,* provides detailed instructions for planning and managing your unit's records. Instructions in actual filing procedures, information on the types of filing supplies and equipment authorized for use, and electronic record keeping.

2.2.2. Web RIMS (Record Disposition Schedule), which provide disposition instructions for, all records created or accumulated by the Air Force.

2.2.3. AFI 33-322, *Records Management Program*, provides a brief summary of overall program requirement and in-depth information on the responsibilities of everyone who is involved in the records program.

2.2.4. AFI 37-138, *Records Disposition--Procedures and Responsibilities*. This directive provides procedures for disposing of special types of records, retiring or transferring records, establishing and using staging areas, and accessing information from inactive records.

2.3. The FARM records will be maintained on the FARMs office of record file plan under the T37-14, R 10, and will contain the following:

2.3.1. Copy of the 341SW IMT 30 (or memorandum) designating you as the FARM.

2.3.2. Copies of file plans for each office of record with attached cover sheet signed by the COR.

2.3.3. Copies of most current Staff Assistance Visit reports that the FARM and/or the RM section performed on each of the FARM's offices of record.

2.3.4. A copy of 341SW IMT 30 (the original is maintained by the RM) appointing records custodians in each of the FARM's offices of record.

2.3.5. Copies of any waiver letters.

2.3.6. Vital Records listing or No Vital Records letter.

3. Appointment of a Records Custodian:

3.1. Within 5 days of appointment of a new records custodian, the COR must submit a 341SW IMT 30 to the FARM.

3.2. Comply with the instructions on the 341SW IMT 30. (Instructions for filling out the 341SW IMT 30 can be found in AFI33-322_341SWSUP1)

3.3. Assign user ids and passwords to all RCs and CORs giving them access to Web RIMS.

4. File Plan:

4.1. AFMAN 37-123, Chapter 2 gives the FARM detailed instructions on how to create a file plan.

4.2. Instructions to complete the file plan:

4.2.1. Accomplish all file plans in Web RIMS.

4.2.2. After the file plan is approved in Web RIMS local titles may be added in parentheses to make series more meaningful--**Web RIMS titles cannot be changed.**

4.2.3. The location for items not maintained with the majority of the files must be indicated in "Location" column of the file plan.

4.2.4. List the series in the sequence arranged in filing equipment.

4.3. Changes to file plans:

4.3.1. Changes can be made by the RC to the file plan in Web RIMS, changes that are made must be relayed to the FARM for initial approval than the FARM will notify the RM (e-mail directly from Web RIMS) a request for file plan approval. The FARM will forward the changes made by the RC to the RM.

4.3.2. After the RMs review and approval of the file plan the FARM will be notified. The FARM or the records custodian will then print 3 copies of the approved file plan, have the COR sign the cover sheets on all 3 copies. One copy for the FARM records, one for the office of record, and one for the RM.

5. Electronic Records Program:

5.1. Update all users in their respective offices on the Sylvester Server. (Malmstrom's designated electronic records server).

5.1.1. Notify RM of any organization changes such as Org codes or office symbols.

5.1.2. Ensure all offices of record back up their folders at least weekly.

6. Records Management Staff Assistance Visits (SAV):

6.1. Requirements for SAVs are outlined in AFI 33-322. The FARM submits his or her SAV schedule to the RM.

6.2. When discrepancies are noted, the suspense date for corrective action is 30 duty days after the SAV. These discrepancies must be corrected before the Records Management SAV to the FARM. All discrepancies found during the SAV must be made a matter of record even though corrections were made on the spot. The RM staff will perform a SAV on the FARM's program and spot check other offices as deemed appropriate between the FARM and RM staff.

7. SF 135 Instructions:

7.1. The FARM must review inventory and sign the bottom of the SF 135. After records are received and placed in the staging area. A copy will be returned to the office of record (thru the FARM) to be maintained until records are destroyed.

8. IMTs Adopted. This manual adopts AF IMT 2519, **All Purpose Checklist,** AF IMT 623, **On The Job Training** 341SW IMT 30, **Records Management Action Notice**.

EVERETT H. THOMAS, Colonel, USAF
Commander

Attachment 1

RECORDS MANAGEMENT STAFF ASSISTANCE VISIT CHECKLIST

Figure A1.1. Sample Checklist.

ALL PURPOSE CHECKLIST		PAGE 1	OF 2	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA RECORDS MANAGEMENT STAFF ASSISTANCE VISIT		OPR SCABR	DATE 20040809	

NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	Yes	No	NA
1.	Do drawer labels identify records kept in drawers?(AFMAN 37-123,para 3.7.6)	☐	☐	☐
2.	Has the file plan been created in Web Rims and approved by the RM office?(AFMAN 37-123,para 2.2.1)	☐	☐	☐

3.	Has the Chief of the Office Signed the file plan?(AFI 33-322, para 6.3/AFMAN 37-123, para 2.21
	   a. Are the chief of office and records custodian current?
	   b. Is the 341SW IMT 30 on file?
	   c. Has the records custodian completed records management training?
		☐	☐	☐

4.	Has the RM been notified of changes to the file plan? (AFMAN 37-123, para 2.2.1)	☐	☐	☐
5	Does the file plan match what the RM has on file? (AFMAN 37-123, para 2.2.1	☐	☐	☐
6.	Does the file plan identify all records being maintained? (AFI 37-138, para 2.1)	☐	☐	☐
7.	Is the location of the record series not maintained in the main file identified in the location column? (AFMAN 37-123, para 2.2	☐	☐	☐
8	Have Web RIMS/RIMS disposition labels been prepared for each series and are they maintained with both active and inactive files, regardless of location (file cabinet, binder, desk, box)?(AFMAN 37-123, para 3.7.14)	☐	☐	☐
9	Are disposition label cutoff instructions (MO/31 Dec/30 Sep/NA) correct and complied with promptly? (AFMAN 37-123, para 2.3)	☐	☐	☐
10	Are disposition instruction complied with promptly? (AFMAN 37-123, para 4.4)	☐	☐	☐
11	Are records filed in the appropriate series?	☐	☐	☐
12	Are records file coded properly? (AFMAN 37-123, para 4.1-4.4)	☐	☐	☐
13	Has a Web RIMS/RIMS file folder label been prepared for each file folder? (AFMAN 37-123, para 3.7.4)	☐	☐	☐

AF IMT 2519, 19911101, V4   PREVIOUS EDITIONS ARE OBSOLETE.

| | | PAGE 2 | OF 2 | PAGES |
| | | Yes | No | NA |

NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	Yes	No	NA
14	Are folders dated in the upper right corner of the label when cutoff FY of CY? (AFMAN 37-123, para 3.7.4)	☐	☐	☐
15	Are labels placed consistently through out the files? (AFMAN 37-123, para (AFMAN 37-123, para 3.7.4)	☐	☐	☐
16	Are the files neat and orderly? If bulky are 2 or more folders used & marked properly? (AFMAN 37-123, para 3.7.4)	☐	☐	☐
17	Are records retired to staging area when eligible? (AFI 37-138, table 3.1)	☐	☐	☐
18	Are SF 135 identified on the file plan? (T37-19, R3) when the office of record transfers records to the staging area? (Web RIMS, Records Disposition Schedule, Table 37-19)	☐	☐	☐
19	If office maintains records 3-8 years is the waiver filed in the file #1? (see item 27) (AFI 33-322/AFSPC1, para 8.1/AFI 37-138 T3.1, Note 6)Are all inactive records accounted for?	☐	☐	☐
20	Have any records been disposed of prematurely? a. If so, has the office made an effort to reconstruct the files? b. What steps has the office taken to prevent recurrence? (The Chief of Office must submit a report IAW AFI 37-138, para 3.5 thru 3.5.5	☐	☐	☐
21	Is AF Form 614, Charge Out Record, used when records are removed from file? (AFMAN 37-123, para 3.6)	☐	☐	☐
22	Is AFVA 33-276 Privacy Act Label (or equivalent), used on disks which contain PA information (AFMAN 37-123, para 7.12.3.3)	☐	☐	☐
23	Has AFSPC/SC, Interim Communications & Information Policy Memorandum Number 98-002, Electronics Records Management (ERM), 13 April 1998, been implemented?	☐	☐	☐
24	If maintained, are personal papers clearly designated as such and kept separate from the Federal records? (AFI 33-322, para 6.3.3, AFI 37-138, 2.2)	☐	☐	☐
25	Are vital records identified on the file plan? (cc of index provided FARM and RM)? (AFI 37-138, para 2.12)	☐	☐	☐
26	Special Review (Records 3 years or longer with directive or SCABR authorization to retain, other than perpetual files.) (Web RIMS, Records Disposition Schedule) Series Checked: Table Rule Series Description: a. Were similar records accumulated in the preceding year? (If yes continue) b. Were preceding year's records "cut-off" at proper time and placed in the inactive files? c. Were all preceding year's records accounted for: If no, comply with item 20.	☐	☐	☐
27	Is this office an OPR for any 341SW AFI/AFMAN/AFPAM/ Supplements or Forms? If yes, is the complete record set kept in the files? (Web RIMS, RDS T37-7, R3)	☐	☐	☐

AF IMT 2519, 19911101, V4 *(REVERSE)*