BY ORDER OF THE COMMANDER
6TH AIR REFUELING WING

AF INSTRUCTION 37-122

MACDILL AFB
Supplement 1

27 JUNE 1995

Information Management

AIR FORCE RECORDS
MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 37-122, 11 January 1994, is supplemented as follows-

SUMMARY OF REVISIONS

Deletes Direct Reporting Alternate (DRA) Functional Area Records Manager (FARM) requirement.

7.1. (Added) * When an existing approved file plan is changed (disapproved), download the file plan to a disk and bring the disk to the Base Records Manager (RM) for review/approval. Attach the old file plan and highlight the affected area(s).

All SFs 135, Records Transmittal and Receipt, will be reviewed by the FARM prior to forwarding the SF 135 to the RM for final approval. Upon approval, a date and time will be coordinated between the RM and Records Technician (RT) or FARM for staging records.

Personnel requiring training will be identified on ACC Form 274, Records Management Status/Control. Leave the "date trained" block blank. The RT will be scheduled for the next available training class.

7.2. (Added) When the FARM conducts unit staff assistance visits (SAV) and discrepancies are noted, give the RT 30 days to take corrective actions. Ensure that corrective actions are documented, signed by the chief of the office of record and forward to the FARM. Use checklist (Atch 1) to augment SAVS. Forward a copy of corrected discrepancies to the Base RM.

The FARM serves as the unit Privacy Art monitor (See AFI 37-132).

The FARM will maintain a FARM folder. The FARM folder will include current ACC Form 274, letters of appointment, most recent FARM SAV, most recent RM SAV, and miscellaneous correspondence (items of interest letters, waiver requests, etc.).

Attachment 1 (Added)

RECORDS MANAGEMENT CHECKLIST

	RECORDS MANAGEMENT CHECKLIST - 1 6 MSS/IMD	YES	NO
1.	HAS A CURRENT RECORDS TECHNICIAN BEEN DESIGNATED ON THE FILE PLAN TO OPERATE THE OFFICE FILING SYSTEM?		
2.	ARE ALL RECORDS IN THE OFFICE OF RECORD CONTROLLED BY THE CORRECT DISPOSITION INSTRUCTIONS?		
3.	ARE GUIDE CARDS WITH FILE DISPOSITION CONTROL LABELS RETAINED WITH CUT-OFF (INACTIVE FILES) AS LONG AS THEY ARE KEPT IN THE OFFICE OF RECORD?		
4.	ARE RECORDS DISPOSED OF OR SHIPPED, AS APPLICABLE, ON A TIMELY BASIS?		
5.	HAS THE CHIEF OF THE OFFICE OF RECORD ENSURED THAT ONLY ESSENTIAL RECORDS ARE CREATED AND NON--ESSENTIAL RECORDS ARE ELIMINATED?		
6.	IS THE FILING EQUIPMENT IN USE ADEQUATE?		
7.	HAS THE CHIEF OF THE OFFICE OF RECORD ENSURED THAT PERSONNEL WHO MAINTAIN, USE, AND DISPOSE OF RECORDS RECEIVED TRAINING?		
8.	HAS THE CHIEF OF THE OFFICE OF RECORD THOROUGHLY BRIEFED THE RECORDS TECHNICIAN CONCERNING OFFICE FUNCTIONS AND REASONS THE RECORDS ARE MAINTAINED?		
9.	DOES THE RECORDS TECHNICIAN MAINTAIN A COPY OF THE CURRENT FILE PLAN AND RECORDS TRANSMITTAL AND RECEIPTS (SF 135)?		
10.	ARE FILE DRAWERS PROPERLY LABELED?		
11.	ARE FILES FILED CHRONOLOGICALLY, WITH LATEST DATE IN FRONT (IF REQUIRED)?		
12.	ARE ALL FILE LOCATIONS ANNOTATED ON THE FILE PLAN (FOR RECORDS FILED OUTSIDE OF THE MAIN FILES AREA)?		
13.	HAS THE CHIEF OF THE OFFICE OF RECORD SIGNED THE FILE PLAN?		
14.	ARE FILES NEAT AND ORDERLY?		
15.	ARE AF FORMS 614 BEING USED FOR RECORDS SIGNED OUT OF THE FILES?		

	RECORDS MANAGEMENT CHECKLIST - 1 6 MSSI/MD	YES	NO
16.	WAS THE FILE PLAN REVIEWED BY THE FARM AND APPROVED BY THE RM?		
17.	ARE GUIDE CARD LABELS CORRECTLY PREPARED, POSITIONED AND AFFIXED TO THE GUIDE CARDS AND FOLDERS?		
18.	ARE RUBBER BANDS, PAPER CLIPS, AND OTHER TEMPORARY FASTENERS REMOVED BEFORE DOCUMENTS ARE PLACED IN THE FILES?		
19.	DO FILE FOLDERS EXCEED 3/4" IN THICKNESS?		
20.	DO FOLDERS CONTAINING CLASSIFIED MATERIAL BEAR THE HIGHEST CLASSIFICATION OF RECORDS FILED?		
21.	ARE RECORDS COMPLETE, PROPERLY ASSEMBLED AND FILED IN CORRECT SEQUENCE?		
22.	ARE CROSS REFERENCE SHEETS USED, IF APPROPRIATE AND CORRECTLY PREPARED?		
23.	DOES THE FIRST FILE FOLDER CONTAIN ALL APPLICABLE FILES MAINTENANCE AND DISPOSITION RECORDS, APPROVED WAIVERS ETC?		

CHARLES T. OHLINGER III, Colonel, USAF
Commander