*BY ORDER OF THE COMMANDER*
*30TH SPACE WING*

*AIR FORCE INSTRUCTION 33-322*

*30TH SPACE WING*
*Supplement 1*

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*Communications and Information*

*RECORDS MANAGEMENT PROGRAM*

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction supplements AFI 33-322, 7 October 2003, and applies to all 30th Space Wing and subordinate units assigned or attached to Vandenberg AFB. This supplement provides guidance to maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-123, ***Management of Records***, and the Air Force Web Enabled Records Information Management System (Web RIMS) Version 3.0, ***Records Disposition Schedule***. This supplement explains requirements for a Records Management Binder (RMB) (**Attachment 2 (Added)**) and prescribes procedures for establishing and maintaining a RMB. Public Law 104-13, ***Paperwork Reduction Act of 1995***, affect this publication. Send proposed/recommended changes to this supplement to 30 SCS/SCBR, 105 13th Street, Suite B-31, Vandenberg AFB CA 93437-5129. This supplement does not apply to Air Force Reserve Command nor Air National Guard units.

1.1.1. (Added) Commanders will appoint a Unit Primary and Alternate Functional Area Records Manager (FARM), using 30 SW Form 2, **Records Management (RM) Appointment,** routing two copies (original to Base Records Manager (RM) and copy to Unit FARM). The Primary FARM will oversee all records management activities for the unit. When the primary is unavailable, the alternate will oversee the same, including use of 30 SW Form 3, **Establishment/Deletion For An Office of Record,** routing two copies (original to Base RM and copy to Unit FARM). Chief of Record (COR) must initiate this form. Commanders are the only authorized personnel to establish and/or delete an office of record.

6.1.4.1. (Added) Base RM will perform a periodic review of document imaging systems during the same 24-month scheduled staff assistance visits (SAV).

6.1.11.1. (Added) Base RM will establish, maintain, and distribute SAV schedule to ensure each FARM is visited at least once every 24 months using 30 SW CL 33-22, ***Records Management (RM)—Functional Area Records Manager (FARM) Program.*** The Base RM will review the FARM's Records Management Binder (RMB) and perform SAVs on offices according to that schedule. Discrepancies will be annotated and forwarded to the flight or squadron commander.

6.2.1.1. (Added) Base RM requests assistance from offices utilizing the Base Staging area to salvage and recycle all paper, boxes, and folders.

7.1.1. (Added) FARMs will maintain a concise and well-organized RMB and make it available upon RM inspections. See **Attachment 2 (Added)** for RMB contents. FARMs will also establish their own schedule, ensuring SAVs are performed on a minimum 12-month basis. Maintains a copy of the current SAV schedule in the RMB. Sends copy of report to the Base RM for review.

7.2.1. (Added) FARMs will create Web RIMS accounts and provide Web RIMS training to newly assigned Records Custodians (RC) within 15 days of appointment. FARMs will approve all file plans in Web RIMS before forwarding to Base RM. Furthermore, they will have 30 days to ensure file plans are completed and approved by Base RM. Base RM will erase file plans not approved by that period from the web.

7.3.1. (Added) FARMs will maintain hard copies of Base RM approved files plan for each office he/she supports.

7.5.1. (Added) FARMs will review and inventory records for corrections before transferring to the Base Staging Facility, Building 7425. The FARM ensures items annotated on SF 135, **Records Transmittal and Receipt**, are a mirror of contents in the box(s) staged. Signs SF 135 along with COR and RC to verify before submission to the Base RM for staging. The FARM must ensure records are never shipped to federal records centers without initially notifying the Base RM.

7.6.1. (Added) FARMs will ensure RCs receive Base RM training within 90 days of appointment. FARMs will post RM training to their copy of 30 SW Form 2 after RC successfully completes training. Also annotates training date in the Web RIMS Administrative Area.

8.3.1. (Added) When a COR is the RC for the same office of record, the COR's supervisor or next in the chain of supervision, will be designated as COR for the integrity of records management.

8.4.1. (Added) COR appoints RC using 30 SW Form 2, in triplicate (original to the Base RM, one copy to the Unit FARM, and one copy for the COR file). CORs will post training to their copy after RC completes RM training. Also post training to AF Form 971, **Supervisor's Employee Brief**, for civilian personnel.

8.5.1. (Added) COR will ensure RCs received Web RIMS training from Unit FARM.

10.1.1. (Added) Contractor Records. CORs at offices of record for contractors will ensure their appointed FARMs or RCs receive Base RM training to ensure all Air Force record keeping requirements are met.

12.3.1. Adopted Forms or IMTs: AF 971, **Supervisor's Employee Brief**, and AF 1256, **Certificate of Training.**

12.3.2. Forms Prescribed. 30 SW Form 2, **Records Management (RM) Appointment** and 30 SW Form 3, **Establishment/Deletion for An Office of Record.**

## Attachment 2 (Added)

## RECORDS MANAGEMENT BINDER (RMB) REQUIREMENTS

**A2.1. (Added)** Table of Contents for RMB.

**A2.2. (Added)** 30 SCS (Intranet) Page for Information/Communications Management (Helpful RM Items). Website: **https://intranet.vandenberg.af.mil/organization/30og/30scs/c4-contractor/im/rm/records/index.htm**

**A2.3. (Added)** Records Management (RM) Appointment Memorandums. All memorandums should be signed by COR.

**A2.4. (Added)** AF 1256, **Certificate of Training**, and/or related documents. Base RM issues to newly appointed RM personnel upon completion of Base RM Training.

**A2.5. (Added)** RM Personnel Spreadsheet. This can either be created in Microsoft Access or Excel with the following listed columns: Unit; Name of FARM, Date Appointed, Duty Phone, COR, Last FARM SAV, and Projected FARM SAV.

**A2.6. (Added)** Office File Plans. Hard copies of file plans maintained by Unit FARM.

**A2.7. (Added)** RM Waiver (Deviation) Memorandums. Including all RM waiver memorandums such as Request to Maintain Files in Current Files Area with records retention period of 3- to 8-years and Request to Use Nonstandard Supplies such as 6-part and hanging folders, and use of plastic folder tabs.

**A2.8. (Added)** RM Spreadsheet for Records Staged in Bldg 7425 (Base Staging Facility). This can either be created in Microsoft Access or Excel with the following listed columns: Accession Number; Unit; Date; Records Location; Number of Staging Containers; Applicable Decision Logic Tables (DLT); Title of Records; Point of Contact (POC), and Records Disposition.

**A2.9. (Added)** SF 135, **Records Transmittal And Receipt**. If applicable, copies of SF 135 should be maintained by FARM for offices of records that have records staged at Bldg 7425.

**A2.10. (Added)** RM Examples. Training aides.

**A2.11. (Added)** RM Updates. Items of special interest generated at higher headquarters and disseminated down channel through the Base RM for informational purposes.

**A2.12. (Added)** RM Directives. (Optional).

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Commander