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Description of document: National Air & Space Intelligence Center (NASIC)  
Records Management Schedule 2021

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Source of document: Freedom of Information Act Request  
National Air & Space Intelligence Center  
United States Air Force  
NASIC/SCPD (FOIA)  
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**DEPARTMENT OF THE AIR FORCE**  
NATIONAL AIR & SPACE INTELLIGENCE CENTER  
WRIGHT-PATTERSON AFB OHIO

19 January 2022

NASIC/SCPD (FOIA)  
4180 Watson Way  
Wright-Patterson AFB OH 45433-5648

This letter is in reference to your Freedom of Information Act (FOIA) request dated 12 May 2021 for a copy of the NASIC records schedule (records management schedule). We received your request and assigned case number 2021-04317-F to it. A review of the documents you requested was conducted and it was determined that they may be fully released.

The FOIA provides for the collection of fees based on the costs of processing a FOIA request and your fee category. We have placed you in the "All Other" fee category, which entitles you to get the first two hours of search and 100 pages of duplication free. The documents we are providing you contain a total of 3 pages. There will be no duplication charges for the 3 pages.

Sincerely

  
GERY D. HUELSEMAN  
NASIC FOIA Manager

Attachments:  
Requested Documents

Rule	Title	Retention Period
T 14 - 01 R 08.00	Sensitive Compartmented Information (SCI) Non-disclosure Agreements (NDA)	DESTROY 70 YEARS AFTER CALENDAR YEAR END
T 14 - 03 R 06.00	Intelligence Reference Records -- Regardless of Location	DESTROY AFTER EVENT HAS OCCURRED
T 14 - 05 R 01.02	Long-Term Visit Requests	DESTROY 1 YEAR AFTER CALENDAR YEAR END
T 14 - 05 R 05.00	Awards	DESTROY 4 YEARS AFTER CALENDAR YEAR END
T 14 - 07 R 05.00	Research Reference Records	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 14 - 10 R 01.00	Computer Sys Sec Officer (CSSO) Rclds, Destruction Certs, SCI Files/Receipts/Programs/Rclds, Intelligence Rpts/Msgs	DESTROY 2 YEARS AFTER CALENDAR YEAR END
T 14 - 10 R 08.00	Security Violations Files	DESTROY 7 YEARS AFTER EVENT HAS OCCURRED
T 17 - 06 R 06.00	Disposition of Excess Information Technology (IT) Assets	DESTROY 5 YEARS AFTER CALENDAR YEAR END
T 17 - 06 R 07.00	Information Technology (IT) Management Documents	DESTROY AFTER EVENT HAS OCCURRED
T 17 - 11 R 04.00	Security Awareness Training and Education Program (Information Assurance)	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 17 - 12 R 12.00	TEMPEST Reports	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 23 - 11 R 41.00	Custodian Request Log	DESTROY AFTER EVENT HAS OCCURRED
T 23 - 16 R 02.00	Aircraft Statistics	DESTROY 4 YEARS AFTER EVENT HAS OCCURRED
T 25 - 03 R 01.00	Support Agreements and Memoranda of Understandings (MOUs)	DESTROY 6 YEARS AFTER EVENT HAS OCCURRED
T 25 - 03 R 04.00	Information Copies of Support Agreements	DESTROY AFTER EVENT HAS OCCURRED
T 31 - 04 R 02.00	Original Classification Auth, Storage Facility ID Forms, Emergency Planning, Security Guides/Instructions, Program Plans	DESTROY AFTER EVENT HAS OCCURRED
T 31 - 04 R 08.00	Security Control Records	DESTROY 1 MONTH AFTER EVENT HAS OCCURRED
T 31 - 04 R 10.00	Authority to Escort or Hand-Carry Classified Material	DESTROY 2 YEARS AFTER CALENDAR YEAR END
T 31 - 04 R 13.00	Security Termination Statements, Suspense Receipt/Destruction Certificate, Security Incidents	DESTROY 2 YEARS AFTER CALENDAR YEAR END
T 31 - 04 R 16.00	TOP SECRET Control	DESTROY 5 YEARS AFTER EVENT HAS OCCURRED
T 31 - 04 R 20.00	Record Suspense Receipt and Destruction Certificate File for SECRET Material Normal Suspenses	DESTROY AFTER EVENT HAS OCCURRED
T 31 - 04 R 22.00	Security Classification Guides	DESTROY 10 YEARS AFTER CALENDAR YEAR END
T 31 - 04 R 40.00	Waivers or Exceptions Approved	DESTROY AFTER EVENT HAS OCCURRED
T 31 - 04 R 41.00	Waivers or Exceptions Disapproved	DESTROY AFTER EVENT HAS OCCURRED
T 31 - 04 R 51.00	Mandatory Declassification Review (MDR) Program	DESTROY 2 YEARS AFTER CALENDAR YEAR END
T 31 - 06 R 02.00	Personnel Security Investigations	DESTROY AFTER EVENT HAS OCCURRED
T 31 - 07 R 01.00	Facility (Security) Clearance (FCL), Security Agreements, Standard Practice Procedures (SPP)	DESTROY 2 YEARS AFTER EVENT HAS OCCURRED
T 31 - 07 R 10.00	Classification Specification	DESTROY AFTER EVENT HAS OCCURRED
T 31 - 08 R 02.00	Emergency or Special Access Certificates	DESTROY AFTER EVENT HAS OCCURRED
T 31 - 08 R 03.00	Emergency and or Special Access Certificates in a Special Security File	DESTROY 2 YEARS AFTER EVENT HAS OCCURRED
T 31 - 08 R 15.00	Security Documents - Other Documents	DESTROY AFTER EVENT HAS OCCURRED
T 31 - 10 R 01.00	Physical Security Operations Evaluations	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 31 - 10 R 01.01	Security Systems Intrusion Detection System	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 31 - 10 R 04.00	Records of Visitors	DESTROY 3 MONTHS AFTER EVENT HAS OCCURRED
T 32 - 21 R 13.00	UPH at bases	DESTROY AFTER EVENT HAS OCCURRED
T 32 - 36 R 07.00	Mobility Folders	DESTROY AFTER EVENT HAS OCCURRED
T 33 - 19 R 13.00	Signature Cards	DESTROY AFTER EVENT HAS OCCURRED
T 33 - 34 R 03.00	Dispatch & Delivery Receipts on Accountable Mail, Receipt Authorizations, Acct Certification of Official Mail	DESTROY 2 YEARS AFTER CALENDAR YEAR END
T 33 - 34 R 14.00	Accountable Container Receipts	DESTROY 2 YEARS AFTER CALENDAR YEAR END
T 33 - 34 R 15.00	Accountable Container Receipts Unsigned Duplicate Copies Used for Tracer and Control Purposes	DESTROY 3 MONTHS AFTER CALENDAR YEAR END
T 33 - 38 R 03.00	Directives, Instructions, Manuals, Supplements, Staff Digests, Pamphlets, VAs, Periodicals Do Not Have AF-wide or MAJ	DESTROY 7 YEARS AFTER EVENT HAS OCCURRED
T 33 - 38 R 07.00	Operating Instructions (OIs)	DESTROY AFTER EVENT HAS OCCURRED
T 33 - 42 R 02.00	General Correspondence (Temporary), General Correspondence (Temporary) Duplicate Files...[cont.]	DESTROY 1 YEAR AFTER CALENDAR YEAR END
T 33 - 42 R 04.00	Transitory Material	DESTROY 3 MONTHS AFTER EVENT HAS OCCURRED
T 33 - 42 R 05.00	Reading File	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 33 - 42 R 13.00	Staff Meetings and Conference Record and Information Copies Not Filed With Another Series	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 33 - 43 R 05.00	Suspense Control	DESTROY AFTER EVENT HAS OCCURRED
T 33 - 45 R 01.00	Office Administrative Files and Schedule of Daily Activities	DESTROY 2 YEARS AFTER CALENDAR YEAR END
T 33 - 45 R 03.00	Project Control and Support	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED

T 33 - 45 R 06.00	Reports, Controlled/Uncontrolled and Uncontrolled Information Copies, Schedule of Daily Activities Substantive Information	DESTROY AFTER EVENT HAS OCCURRED
T 33 - 45 R 09.00	Precedent Files; Office Instructions, Additional Duty Handbooks/Workbooks...[cont.]	DESTROY AFTER EVENT HAS OCCURRED
T 33 - 46 R 14.00	Official Visits/Staff Visits at Offices Performing Visits	DESTROY 2 YEARS AFTER EVENT HAS OCCURRED
T 33 - 46 R 15.00	Official Visits/Staff Visits at Offices or Organizations Visited	DESTROY AFTER EVENT HAS OCCURRED
T 33 - 46 R 19.00	Delegations/Designations of Authority and Additional Duty Assignments	DESTROY AFTER EVENT HAS OCCURRED
T 33 - 46 R 27.00	Locator or Personnel Data	DESTROY AFTER EVENT HAS OCCURRED
T 33 - 46 R 28.00	Duty Rosters	DESTROY 6 MONTHS AFTER CALENDAR YEAR END
T 33 - 46 R 31.00	Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 33 - 49 R 24.00	Electronic Mail (E-Mails)	DESTROY 6 MONTHS AFTER EVENT HAS OCCURRED
T 33 - 51 R 02.00	Files Maintenance and Disposition (Media Neutral)	DESTROY AFTER EVENT HAS OCCURRED
T 33 - 51 R 03.00	Retirement, Transfer, or Shipment of Records (SF 135, SF 258)	DESTROY AFTER EVENT HAS OCCURRED
T 33 - 51 R 05.00	Retirement, Transfer, or Shipment of Records Retired to Records Centers	DESTROY AFTER EVENT HAS OCCURRED
T 33 - 51 R 17.00	Other Records Management Operations	DESTROY AFTER EVENT HAS OCCURRED
T 33 - 51 R 23.00	Freedom of Information Act (FOIA) Program	DESTROY 3 YEARS AFTER FISCAL YEAR END
T 33 - 51 R 24.01	FOIA Case Files and Control Logs	DESTROY AFTER EVENT HAS OCCURRED
T 34 - 03 R 12.00	Annual and Semiannual Library Reports	DESTROY AFTER EVENT HAS OCCURRED
T 34 - 12 R 09.00	Supervisor/Manager NAF Personnel Files	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 34 - 13 R 01.02	Historical Files Records Changing Policy Directives, Organizational Charts Supporting Data/Changes/Other Correspondence	DESTROY AFTER EVENT HAS OCCURRED
T 35 - 01 R 24.00	Exhibit Case Files	DESTROY AFTER EVENT HAS OCCURRED
T 36 - 01 R 06.00	Off-Duty Employment Requests/ Applications Approved	DESTROY AFTER EVENT HAS OCCURRED
T 36 - 12 R 02.00	Personnel Information File (PIF)	DESTROY AFTER EVENT HAS OCCURRED
T 36 - 12 R 13.00	Fitness Training (FT) Program Case Files	DESTROY 2 YEARS AFTER EVENT HAS OCCURRED
T 36 - 12 R 14.00	Family Care Responsibilities	DESTROY AFTER EVENT HAS OCCURRED
T 36 - 12 R 16.01	Individual Management Augmentee (IMA) Folders	DESTROY AFTER EVENT HAS OCCURRED
T 36 - 15 R 26.00	Military Sponsor Program at Losing or Gaining Activity	DESTROY AFTER EVENT HAS OCCURRED
T 36 - 16 R 01.00	Unfavorable Information Files (UIFs) on Officers and Airmen	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 36 - 16 R 06.00	Control Rosters on Officers and Airmen	DESTROY 1 YEAR AFTER CALENDAR YEAR END
T 36 - 16 R 07.00	Line of Duty (LOD) Determination File Duplicate Copies	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 36 - 19 R 02.00	Officer Appointment, Promotion, Selection Boards Other Than in Rule 1.1	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 36 - 19 R 06.00	Other Airman Promotion Recommendations	DESTROY AFTER EVENT HAS OCCURRED
T 36 - 22 R 04.00	Airman Promotion Eligibility & Ineligibility Listings	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 36 - 22 R 06.00	Airman Promotion Selectees & Non-Selectees Listings	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 36 - 22 R 09.00	Airman Promotion Data Verification Record, WAPS Notice, Nonweighable Promotion Eligibility Listings (non-HQ AFPC Copies)	DESTROY AFTER EVENT HAS OCCURRED
T 36 - 27 R 10.00	Records of Individual Promotion Actions, Recruitment	DESTROY 5 YEARS AFTER EVENT HAS OCCURRED
T 36 - 28 R 04.00	Training Through Installation Facilities Individ. Course Folders, Training Through Other Than Installation Facilities [cont.]	DESTROY 2 YEARS AFTER EVENT HAS OCCURRED
T 36 - 29 R 04.00	Performance/Incentive Awards	DESTROY 2 YEARS AFTER EVENT HAS OCCURRED
T 36 - 30 R 02.00	Position Descriptions Other Copies	DESTROY AFTER EVENT HAS OCCURRED
T 36 - 32 R 04.04	Performance Appraisal	DESTROY 4 YEARS AFTER EVENT HAS OCCURRED
T 36 - 32 R 14.00	Supervisor's Employee Work Folder - Correspondence and Forms	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 36 - 33 R 02.00	Special Honors, Trophies and Awards at Initiating Activities...[cont.]	DESTROY 2 YEARS AFTER CALENDAR YEAR END
T 36 - 33 R 03.00	Special Honors, Trophies and Awards at Intermediate Headquarters and All Nonselected Nominations...[cont.]	DESTROY 1 YEAR AFTER CALENDAR YEAR END
T 36 - 33 R 11.00	Approved/Disapproved Decorations and Awards at Initiating and Intermediate Monitoring Headquarters	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 36 - 36 R 09.00	Voting Assistance Data	DESTROY AFTER EVENT HAS OCCURRED
T 36 - 37 R 01.00	School Quotas/Course Project File Other Than MPFs	DESTROY 3 MONTHS AFTER EVENT HAS OCCURRED
T 36 - 38 R 28.00	OJT Training	DESTROY AFTER EVENT HAS OCCURRED
T 38 - 03 R 11.00	Manpower Authorization Machine Listing of Data	DESTROY AFTER EVENT HAS OCCURRED
T 38 - 03 R 18.00	Manpower Change Requests Approved/Disapproved Requests Below MAJCOMs	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 38 - 04 R 14.00	USAF Organizational Records at Other Than Issuing Activities	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 38 - 04 R 15.00	USAF Organizational Records Requests for Action and Justification Thereof	DESTROY 1 YEAR AFTER EVENT HAS OCCURRED
T 38 - 04 R 21.00	Resource Category Programs at Subordinate Commands Below MAJCOM Level	DESTROY AFTER EVENT HAS OCCURRED



T 38 - 05 R 07.00	Administrative Support Records	DESTROY AFTER EVENT HAS OCCURRED
T 44 - 05 R 01.00	Drug Abuse Testing Rosters, Random Selection Records	DESTROY 3 MONTHS AFTER EVENT HAS OCCURRED
T 51 - 03 R 28.00	Written Materials Considered as a Basis for Imposing Punishments Under Article 15, UCMJ	DESTROY 3 YEARS AFTER CALENDAR YEAR END
T 63 - 03 R 04.00	Program Funding Below MAJCOMs	DESTROY 2 YEARS AFTER EVENT HAS OCCURRED
T 64 - 04 R 26.04	Government-Wide Purchase Card (GPC) Program Administration Individual Account Files	DESTROY 2 YEARS AFTER EVENT HAS OCCURRED
T 65 - 01 R 08.00	Internal Controls Compliance Reviews	DESTROY AFTER EVENT HAS OCCURRED
T 65 - 01 R 24.00	Economic Resource Impact Statements (ERIS) - Reference Copies	DESTROY AFTER EVENT HAS OCCURRED
T 65 - 01 R 29.00	Government Contractor-Issued Travel Card	DESTROY 10 YEARS AFTER CALENDAR YEAR END
T 65 - 02 R 07.00	Budget Development - Other Than Budget Offices	DESTROY 1 MONTH AFTER FISCAL YEAR END
T 65 - 02 R 14.00	Program Project and Appropriation Control	DESTROY 2 YEARS AFTER EVENT HAS OCCURRED
T 65 - 03 R 01.00	Reports of Audit	DESTROY 5 YEARS AFTER FISCAL YEAR END
T 65 - 21 R 16.00	Travel Records (including Defense Travel System (DTS) and Reserved Travel System (RTS) Background Information)	DESTROY 10 YEARS AFTER EVENT HAS OCCURRED
T 65 - 22 R 03.00	Individual Attendance and Overtime (including Flexitime Sheets)	DESTROY 6 YEARS AFTER CALENDAR YEAR END
T 65 - 22 R 04.00	Applications for Leave - Where Time and Attendance Initialed by Employee	DESTROY AFTER EVENT HAS OCCURRED
T 90 - 01 R 01.00	Administrative Reviews, Inquiries and Investigations	DESTROY 2 YEARS AFTER EVENT HAS OCCURRED
T 90 - 02 R 01.00	Inspection Reports Planning Documents and Plans Not Otherwise Covered in this Table	DESTROY 3 YEARS AFTER EVENT HAS OCCURRED
T 90 - 02 R 10.00	Inspection Checklists	DESTROY 3 YEARS AFTER CALENDAR YEAR END
T 91 - 04 R 08.00	Hazard Reports	DESTROY 5 YEARS AFTER EVENT HAS OCCURRED
T 91 - 04 R 10.00	Safety Council Meetings	DESTROY 1 YEAR AFTER CALENDAR YEAR END
T 91 - 04 R 16.00	Hazard Abatement Plans	DESTROY 5 YEARS AFTER EVENT HAS OCCURRED
T 91 - 04 R 22.00	AF Form 1286, Safety Education Call Roster	DESTROY 1 YEAR AFTER CALENDAR YEAR END
T 91 - 04 R 24.00	All Job Safety Training	DESTROY AFTER EVENT HAS OCCURRED
T 91 - 04 R 25.00	Job Safety Training/Discharged/Separated or Retired	DESTROY 1 YEAR AFTER CALENDAR YEAR END
T 91 - 05 R 05.00	Ground Mishap Reports at MAJCOMs/DRUs/FOAs and Below	DESTROY 2 YEARS AFTER EVENT HAS OCCURRED