

6 January 2006

**Administrative Communications**

**FILES MAINTENANCE AND RECORDS DISPOSITION**

1. Use the chart in attachment 1 to this supplement to determine the retention requirements and storage location of unit data.
2. To best suit the needs of mission accomplishment and our members Wisconsin Wing has established an Electronic Records and Reporting system. We will comply with the requirements of these directives by utilizing the features of the Wing Management Utility and the NHQ Web base system as they become available.



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Commander

**Attachment 1 to WI-205 Operating Instruction 10-2 dated 6 January 06**

Data Storage Plan

<b>RECORDS:</b>	<b>CONSISTING OF:</b>	<b>TO BE MAINTAINED UNTIL:</b>	<b>DOCUMENTED ON:</b>	<b>STORED AT / IN:</b>
File Plan	Records Disposition Plan	Destroy when superceded, obsolete or no longer needed	<b>Electronic</b>	<b>Unit Laptop</b>
Suspense Control	Records and notes indicating date items are due	Destroy when superceded, obsolete or no longer needed	Electronic	<b>Unit Laptop</b>
Unit supplements	Additional information for local use	Destroy when superceded, obsolete or no longer needed	Electronic	<b>Unit Laptop</b>
General Correspondence	Records related to the general administration of the activity concerned	If FY: 30 Sep / destroy 1 yr If CY: 31 Dec / destroy 1 yr	<b>Paper</b>	<b>Unit Admin. File Box</b>
TA, MSA, PA	TA, special act and task assignments	30 sep / destroy 1 yr	<b>Paper</b>	<b>Unit Project File Box</b>
Reports / forms	Correspondence and forms related to primary mission objectives, procedural development, and policy for the activity concerned	31 Dec / destroy after 3 yrs	<b>Paper</b>	<b>Unit Admin File Box</b>
National Publications	Regs, manuals, pamphlets, etc	Destroy when superceded, obsolete or no longer needed	<b>Electronic</b>	<b>Unit Laptop</b>
Wisconsin Wing Publications	Regs, manuals, pamphlets, etc	Destroy when superceded, obsolete or no longer needed	<b>Electronic</b>	<b>Unit Laptop</b>
National Forms		Destroy when superceded, obsolete or no longer needed	<b>Electronic</b>	<b>Unit Laptop</b>
Wisconsin Wing Forms		Destroy when superceded, obsolete or no longer needed	<b>Electronic</b>	<b>Unit Laptop</b>

<b>Electronic Records Backup</b>	<b>Copy of Electronic Records</b>	<b>Destroy when superceded</b>	<b>Electronic</b>	<b>CD-RW</b>
MOU		31 Dec / destroy after 6 yrs after superceded or terminated	<b>N/A</b>	<b>N/A</b>
Meeting Minutes		31 Dec / retain as permanent	<b>?</b>	<b>?</b>
Aerospace Education correspondence	NCASE records, AE Programs, AE mission records	31 Dec / destroy after 3 yrs	<b>Paper</b>	<b>Unit Project File Box</b>
Test Distribution records	AEPSM	31 Dec / destroy after 5 yrs	<b>Paper</b>	<b>Unit Test File Box</b>
Aerospace Education Report	CAPR 280-1 report		<b>Electronic</b>	<b>Wing Web Tool</b>
Test Box Audit	Log	31 Dec / destroy after 5 yrs	<b>Paper</b>	<b>Unit Test File Box</b>
Cadet Activities		31 Dec / destroy after 1 yr	<b>Paper</b>	<b>Unit Project File Box</b>
Inspection Guides	Unit Inspections	Destroy when superceded, obsolete or no longer needed	<b>Electronic</b>	<b>Unit Laptop</b>
Inspection Reports	SAV	31 Dec / destroy after 3 yrs	<b>?</b>	<b>?</b>
Audit Records	Letters and documents	30 Sep / destroy after 7 yrs	<b>Electronic</b>	<b>Unit Laptop</b>
Budgets	Annual financial plans and substantiating documentation; periodic and quarterly reviews	30 Sep / destroy after 7 yrs	<b>Electronic</b>	<b>Unit Laptop</b>
Checking Accounts	Bank statements; cancelled and voided checks; monthly reconciliation's	30 Sep / destroy after 7 yrs	<b>Paper</b>	<b>Finance File Box</b>
Legal Records	ALL Legal records	31 Dec / retain as permanent forward to NHQ CAP/GC after 1 yr	<b>N/A</b>	<b>N/A</b>

Mission Training Authorizations	Wing Form 58	Destroy when superceded, obsolete or no longer needed	<b>Paper</b>	<b>Unit Project File Box</b>
ES Qual Docs	CAPF100's	30 Sep / destroy after 1 yr	<b>Electronic</b>	<b>WMU</b>
ES Training Docs	CAPF 114's	30 Sep / destroy after 1 yr	<b>WMU</b>	<b>Copy in personnel file</b>
ES Mission Participation Records	CAPF 114's	31 Dec retain 5 yrs after mem term	<b>Electronic</b>	<b>WMU</b>
ES Alerting Officers		Destroy when superceded, obsolete or no longer needed	<b>Electronic</b>	<b>WMU</b>
ES Training Card	CAPF 101T	Destroy when superceded, obsolete or no longer needed	<b>Electronic</b>	<b>WMU</b>
Skills Evaluator Training Certification	Letters and documents	Destroy when superceded, obsolete or no longer needed	<b>Electronic</b>	<b>WMU</b>
NON-cap Passengers	CAPF9's	30 Sep / destroy after 1 yr	<b>N/A</b>	<b>N/A</b>
CAP Flight Release	CAPF 99's	30 Sep / destroy after 1 yr	<b>Electronic</b>	<b>WMU</b>
Flight Release officers	CAPF 2a's or letter	Destroy when superceded, obsolete or no longer needed	<b>Electronic</b>	<b>WMU</b>
Counter Drug Reports	CAPF 82's and 84's	30 Sep / destroy after 2 yrs	<b>na</b>	<b>N/A</b>
Operations Monthly Reports	CAPF 18's	30 Sep / destroy after 4 yrs	<b>N/A</b>	<b>N/A</b>
Pilot Qualification Records	Certifications and check rides	Destroy when superceded, obsolete or no longer needed	<b>Electronic</b>	<b>WMU</b>
Pilot Qualification Processing	Certifications and check rides	Destroy when superceded, obsolete or no longer needed	<b>Electronic</b>	<b>WMU</b>
Pilot Authorizations	Mission, check, cadet	Destroy when superceded, obsolete or no longer needed	<b>Electronic</b>	<b>WMU</b>
AFRCC reports	CAPF 102 - 110, 121, 122	30 Sep / destroy after 4 yrs	<b>Paper</b>	<b>Unit ES File Box</b>
AFNSEP / tempest rapid reports		30 Sep / destroy after 4 yrs	<b>Paper</b>	<b>Unit ES File Box</b>

Safety Docs	Surveys, reports, meeting minutes	31 Dec / destroy after 1 yr	<b>Electronic</b>	<b>WMU</b>
Safety File	NHQ Safety Bulletins, briefing outlines	31 Dec / destroy after 1 yr	<b>Paper</b>	<b>Unit Admin File Box</b>
Accident Reports	CAPF 78 and 79	30 Sep / destroy after 3 yrs	<b>Paper</b>	<b>Unit Admin File Box</b>
Vehicle Reports	S2	Destroy when superceded, obsolete or no longer needed	<b>N/A</b>	<b>N/A</b>
Logistics Report	S3	Destroy when superceded, obsolete or no longer needed	<b>Paper</b>	<b>Unit Admin File Box</b>
Property Accountability Transfer	CAPF 2a or letter for supply and communications officers	Destroy when superceded, obsolete or no longer needed	<b>Paper</b>	<b>Unit Admin File Box</b>
Wing Want List		Destroy when superceded, obsolete or no longer needed	<b>Paper</b>	<b>Unit Admin File Box</b>
Non-Expendable Property	CAPF 37	31 Dec / destroy after 1 yr	<b>Paper</b>	<b>Unit Admin File Box</b>
Expandable Property	CAPF 37, S-3, 38, etc for items less than \$2000.	31 Dec / destroy after 3 yrs	<b>Electronic</b>	<b>WMU</b>
Vehicle Records	CAPF 73's, etc.	31 Dec / destroy after 3 yrs	<b>Electronic</b>	<b>WMU</b>
Driver's records	CAPF 75's	Destroy when superceded, obsolete or no longer needed	<b>Electronic</b>	<b>WMU</b>
State diving record	Status and violations record	Destroy when superceded, obsolete or no longer needed	<b>Paper</b>	<b>Unit Personnel File Box</b>
Custody Recpt	CAPF 37	31 Dec / destroy after 3 yrs	<b>Paper</b>	<b>Unit Admin File Box</b>
Real Property	Correspondence, licenses, and other records relating to real property	31 Dec / destroy after 7 yrs	<b>Paper</b>	<b>Unit Admin File Box</b>
Aircraft Records	records relating to aircraft other than S1	31 Dec retain as permanent	<b>N/A</b>	<b>N/A</b>

Communications Records	Permits, call signs, A-CUT and B-CUT rosters, equipment list, training records	31 Dec / destroy after 3 yrs	<b>Electronic</b>	<b>WMU</b>
Personnel Records	CAPF's 2, 2a, 7, 12, 12a, 15, 31, 45, 50, 59-1, 59-2, 59-3, 66, 66a, 777, 95, 120	31 Dec retain 5 yrs after mem term	<b>Paper</b>	<b>Unit Personnel File Box</b>
Promotions	CAPF 2	31 Dec retain 5 yrs after mem term	<b>Paper</b>	<b>Unit Personnel File Box</b>
Decorations	CAPF 120	31 Dec retain 5 yrs after mem term	<b>Paper</b>	<b>Unit Personnel File Box</b>
Personnel Actions Log	2a's or Letter	31 Dec retain 5 yrs after mem term	<b>Electronic</b>	<b>WMU</b>
Personnel Actions Log	List of actions and track of completion	31 Dec retain 5 yr	<b>Electronic</b>	<b>WMU</b>
Duty Assignments	2a's or Letter	Destroy when superceded, obsolete or no longer needed	<b>Electronic</b>	<b>WMU</b>
Unit Roster	2a's or letter	Destroy when superceded, obsolete or no longer needed	<b>Electronic</b>	<b>WMU</b>
Emergency Notification Data	CAPF 60	Destroy when superceded, obsolete or no longer needed	<b>Electronic</b>	<b>WMU</b>
Table of Organization	Table of Organization	Destroy when superceded, obsolete or no longer needed	<b>Electronic</b>	<b>Unit Laptop</b>
PA records	Speeches, scripts, press releases, tapes, etc	Destroy when superceded, obsolete or no longer needed	<b>?</b>	<b>?</b>
PA Reports		31 Dec / destroy after 1 yr	<b>Electronic</b>	<b>Wing Web Tool</b>
Historical Records		31 Dec retain as permanent	<b>N/A</b>	<b>N/A</b>