

RECORDS MANAGEMENT STAFF ASSISTANCE VISIT		1. SUSPENSE DATE FOR REPLY (yyyymmdd)	
2. OFFICE SYMBOL		3. LOCATION (Bldg. and room number)	
4. DATE(s) OF STAFF VISIT(yyyymmdd)		5. TYPE OF VISIT ASSISTANCE VISIT <input type="checkbox"/> FOLLOW-UP <input type="checkbox"/>	
6. CHIEF OF THE OFFICE OF RECORD			7. PHONE NUMBER
8. RECORDS CUSTODIAN		9. DATE TRAINED (yyyymmdd)	10. PHONE NUMBER

INSTRUCTIONS

Listed below are the results of a records management staff assistance visit to your office as required by AFI 33-322, Air Force Records Management Program. An (X) in the "NO" column requires corrective action. The chief of the office of record must take prompt action to resolve records management discrepancies noted in the "SPECIFIC ITEMS" and "REMARKS" sections.

SPECIFIC ITEMS	YES	NO	N/A	SPECIFIC ITEMS	YES	NO	N/A
1. Are AFI 33-322; AFI 37-138, Records Disposition-Procedures and Responsibilities; AFMAN 37-123, Management of Records; and WebRIMS; readily accessible to office personnel?				11. Are mail control forms, receipts, envelopes, memo routing slips, coordination slips (except those containing remarks of significant record value) and extra or duplicate copies removed from documents before filing?			
2. Is the name of the chief of the office of record and records custodian on the Records Information Management System (RIMS) generated file plan?				12. If the folder and contents exceed its capacity: (1) Are additional folders used; and (2) if so, are they labeled to show inclusive dates of the documents in each folder?			
3. Is the original copy of the RIMS file plan filed in front of the active files?				13. Is a RIMS file disposition control label used for each series on the file plan?			
4. Has the RIMS file plan been approved by the records manager and signed by the chief of the office of				14. Is there only one file disposition control label per green file card?			
5. Is the RIMS file plan periodically reviewed and amended (if necessary) to ensure all information is current, and are changes reported to the base records manager and functional area records manager?				15. Are RIMS file disposition control labels maintained with active and inactive files, regardless of location?			
6. Are all records for which the office is responsible correctly identified on the RIMS file plan?				16. Is the year (calendar or fiscal) included on the folder label of record series with a retention period of one year or longer?			
7. Are records series arranged in file container as listed on the RIMS file plan?				17. Are records disposed of promptly after the authorized retention period has elapsed?			
8. Is the location of record series not maintained with the majority of the files identified in the location column of RIMS file plan?				18. Are folder labels and file disposition control labels placed in a consistent manner throughout the files?			
9. If records are inter-filed (i.e.; supervisor employee work folder) is each series: (1) listed as a separate entry on the file plan; (2) item number identified in the location column of file plan where filed; and (3) file disposition control label prepared for each table and rule?				19. Is AF Form 614 or 614a, Charge Out Record, used when the record or folder is removed from the files?			
10. Are documents in file folders marked for file and file coded in the upper right-hand corner using the word "file", the file designation (or file code), and the proper official's initials?				20. Are files with disposition of destroy when superseded, obsolete, or no longer needed, reviewed periodically to determine status?			

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

SPECIFIC ITEMS CONTINUED			YES	NO	N/A	SPECIFIC ITEMS CONTINUED			YES	NO	N/A
21. If electronic records are maintained, are they identified on the RIMS file plan?						30. Is the highest security classification of the documents in the folder stamped on the outside front and back covers and on the folder tab or folder label if there is sufficient space?					
22. Are disks, diskettes, tapes, etc., containing electronic records labeled so personnel can identify the contents, retrieve the information stored on them, preserve the record from unintentional or illegal destruction, and identify the hardware required to read the media?						31. Are Standard Forms 135, Records Transmittal and Receipt, on file for records transferred to the staging area or retired to a federal records center?					
23. Are Standard Form 706, Top Secret ADP Media Classification Label; Standard Form 707, Secret ADP Media Classification Label; Standard Form 708 Confidential ADP Media Classification Label, used to identify medium or software that contains classified electronic records?						32. Is a copy of the last staff assistance visit report on file (item 1 of office files)?					
24. Are storage and test areas for computer magnetic tapes at a constant temperature of 62 degrees Fahrenheit and constant relative humidity of 35 to 45 percent?						33. Does the chief of the office of record or records custodian know the name of the directorate, division, or unit functional area records manager?					
25. Are Privacy Act, For Official Use Only (FOUO), privileged or proprietary information destroyed in such a manner so as to destroy the record content?						34. Are file drawers adequately labeled to identify contents?					
26. Are Privacy Act and FOUO material safeguarded to prevent unauthorized disclosure?						35. Has the Records Custodian (RC)/Functional Area Records Manager (FARM) been trained according to AFI 33-322?					
27. Is AFVA 33-276, Air Force Privacy Act Label (or equivalent label), used to label each physical medium such as diskette, tape, or other medium that contains Privacy Act Information?						36. Are contractor personnel who manage official records complying with Air Force 37/33-series directives?					
28. Are classified and unclassified files kept separately, except those filed together to maintain continuity of a particular transaction or event, or the volume of unclassified is too small to justify establishing separate files?						37. Are RC/FARMS designated by letter to the Base Records Manager. Does the FARM have a copy?					
29. When there are both classified and unclassified folders on the same subject maintained separately, is there a cross-reference sheet in both folders?											
15. REMARKS (Add comments or recommendation - continue on plain bond paper, if necessary)											
16. TYPE/PRINT NAME OF INDIVIDUAL CONDUCTING VISIT						17. SIGNATURE			18. DATE (yyyymmdd)		