



**NAMPA COMPOSITE SQUADRON
RMR-ID-015
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
121 Municipal Drive, Nampa, Idaho 83687**



File Plan 2018

I. Introduction

This annual plan establishes filing and record management procedures per CAPR 10-2 for Nampa Composite Squadron.

II. Responsibility

Squadron administrative officers will implement, supervise and ensure compliance with this plan and all CAP regulations, including but not limited to CAPR 10-2 and any updates or amendments thereto.

III. Effectiveness of 2017 Plan

A reviewable file plan was not properly created for 2017. The squadron does not appear to have had a method for disposing of records and was maintaining expired member records alongside current member records.

IV. Records and Disposition Instructions

Records specified in the Constitution and Bylaws of Civil Air Patrol will be maintained per CAPR 1-2. Detailed instructions are at Attachment 1.

V. Records Storage

Nampa Squadron will transition in 2018 to a paperless record keeping system. All physical records files will be scanned and maintained on a secure website and through Eservices when applicable. Until such transition is complete files will be maintained pursuant to the attached Figure 1.

- All physical records shall be destroyed (as allowed by CAPR 10-2) once uploaded to the new squadron web-based storage.
- Storage of records shall be maintained through the new squadron website with limited controlled access to any records containing controlled or confidential information.
- All information not readily available through Eservices shall be maintained on a cloud storage plan with a copy saved on a CAP computer hard drive and a backup copy maintained off site on a flash drive.
- A back up file will be created and updated at least once per month.

VI. Records Management and Cut-Off Procedures.

- Calendar year file cut off 31 December of each year; new files start 1 January each year.
- Fiscal year files cut off 30 September each year; new files start 1 October each year.

VII. Annual Review

This plan will be reviewed each year in August for submission to unit command in September.

VIII. Promulgation

Upon approval of the squadron commander, this plan will be posted to the file management section of the squadron website and, until such time as the squadron has completely transitioned to a paperless filing system, this plan will be posted in the commander's office near the current filing system cabinets.

Submitted and Approved: 27 August 2018

Michelle Martin, 1st Lt. CAP
Commander, Nampa Composite Squadron

Figure 1
File Plan

<u>Item</u>	<u>Title</u>	<u>Location</u>	<u>Table</u>	<u>Rule</u>
1.	File Plan	Commanders Bulletin Board	1	1
2.	General Correspondence	Commander's Office File Cabinet #3	1	3
3.	Tas and MSAs	Commander's Office File Cabinet #2	1	4
4.	PA's	Commander's Office File Cabinet #1	1	5
5.	Reports	Commander's Office File Cabinet #3	1	7
6.	Meeting Minutes	Commander's Office File Cabinet #3	1	9
7.	Cadet Program Activities	Commander's Office File Cabinet #3	2	1
8.	PD Documents	Commander's Office File Cabinet #3	2	2
9.	Testing Material	Commander's Office File Cabinet #3	2	4
10.	Financial Records	Commander's Office File Cabinet #2	5	1-7
11.	Pilot and ES Qualification Records	Commander's Office File Cabinet #2	7	1
12.	Mission Records	Commander's Office File Cabinet #3	7	2
13.	Flight Log	Plane (in hangar)	7	4
14.	Safety Mishap Reports	eServices (no paper copies retained)	8	3
15.	Vehicle Inspection, Maintenance and Use Reports	Commander's Office File Cabinet #4	9	1-3
16.	Aircraft Records	Commander's Office File Cabinet #3	9	6
17.	Personnel Records	Commander's Office File Cabinet #2	10	1-2
18.	Public Affairs Press Releases	Binder on file cabinets in Commander's Office	11	1
19.	Historical Records	Binder on file cabinets in Commander's office	11	3

Attachment 1 –Records and Disposition Instructions

Table 1: Administration			
Rule	If records are or pertain to	Which include	Cutoff/then
1	File Plan	Records disposition plan	Destroy when superseded, obsolete, or no longer needed
2	Suspense control	Records and notes indicating date items are due	Destroy when superseded, obsolete or no longer needed
3	General correspondence	Records related to the general administration of the activity concerned	31 December / destroy after 1 year
4	Tas and MSAs	Travel authorizations and special activities (originals)	30 September / destroy after 1 year
5	PAs	Task assignments (originals)	31 December / destroy after 1 year
6	Tas, MSAs and PAs	Travel authorizations, special activities and task assignments (distribution copies)	Destroy when no longer needed
7	Reports	Correspondence and forms related to primary mission objectives, procedural development, and policy for the activity concerned	31 December / destroy after 3 years
8	Memorandum of Understanding (MOU)	Originals	31 December / destroy 6 years after superseded or terminated
		Information copies	Destroy when superseded or terminated
9	Meeting Minutes	Originals (FY)	30 September / destroy after 3 years or may be destroyed once uploaded into HHQ electronic database.
		Originals (CY)	31 December / destroy after 3 years or may be destroyed once uploaded into HHQ electronic database.
		Information copies	Destroy when superseded, obsolete or no longer needed.

10	Unit CAP numbered publications (regulations-regional level only; supplements, operating instructions – down to and including unit level	Record sets	31 December / retain as permanent
		Information copies	Destroy when superseded, rescinded, or no longer needed

Rule	If records are or pertain to	Which include	Cutoff/then
1	Cadet program activities or workshops		31 December / destroy after 1 year
2	Professional development training documents	CAPFs 11, 24, training program sign-in sheets, curriculum notes, etc.	31 December / destroy after 2 years
3	Aerospace education correspondence	National Congress on Aviation and Space Education records; AE workshop records; AE programs for senior/cadet member records; AE mission awards program records	31 December / destroy after 3 years
4	Testing material control documentation	Test inventory logs including attachments	31 December / destroy after 2 years

Rule	If records are or pertain to	Which include	Cutoff/then
1	Statistical reports	CAPFs 34 and 34A	31 December / destroy after 1 year
2	Appointment application	CAPFs 34 and 35A	Destroy when superseded, obsolete, or no longer needed
3	newsletters		

Rule	If records are or pertain to	Which include	Cutoff/then
1	Accounts payable	Vendor invoices and supporting documentation	30 Sep/destroy after 3 years after filing IRS Form 990 and 3 years from the date of submission of the final expenditure report and A-133 audit with Federal
2	Accounts receivable	All documents relating to NHQ reimbursements and advances relating to appropriate funds; corporate AR documents	
3	General ledger	account reconciliations and all	

		supporting information and posting documents	Audit Clearing House per DODGAR 32.53, OMB A-110, Sub Part C, 53. See notes below.
4.	Audit records	letters and documents relating to the audit period	
5.	Budgets	annual financial plans and substantiating documentation; periodic and quarterly reviews	
6.	Checking accounts	bank statements; cancelled and voided checks; monthly reconciliations	
7.	CAPFs 173-2c	annual wing consolidated reports on the financial activities of units below wing level	

NOTE 1: Civil Air Patrol will adhere to OMB A-110 which states: "If any litigation, claim, or audit is started before the expiration of the 3 year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken."

Rule	If records are or pertain to	Which include	Cutoff/then
1	Pilot and ES qualification documentation	SQTRs, certificates of completion, checkride documentation	30 Sep/destroy after 1 year; retain current documentation and two renewals prior for trend analysis and review; destroy 2 years after qualifications lapse (destroy originals and copies once loaded into ops qual.)
2	Mission records	CAPF 115 with ICS 201 or full incident action plan; IC's log; mission flight plans; personnel, vehicle, and aircraft registers; all CAP and wing forms used; sortie logs; interview/interrogations forms; message log; copies of news releases; reports to the controlling agency (CAPF 122, SITREPs, etc.); and any related information that may be needed in answering future	30 Sep/destroy after 4 years following closure or suspension of the mission except where there is actual or potential litigation and then they will be retained until that issue is resolved

		inquiries relating to the mission (originals and copies may be destroyed once loaded into WMIRS)	
3	No-CAP passengers	CAPFs 9; waivers to fly non-CAP members (destroy originals and copies once loaded into WMIRS.)	30 Sep/destroy after 1 year;
4.	CAP flight release log	CAPFs 99	30 Sep/destroy after 1 year or when loaded into WMIRS

Rule	If records are or pertain to	Which include	Cutoff/then
1	Safety correspondence	safety visit reports, reports of safety survey corrections	31 Dec/destroy after 1 year
2	Safety inspections	annual safety survey	destroy when superseded by the next successive survey
3	Mishap reports	documents related to on-line mishap reports and investigations	30 Sep/destroy after 3 years

Rule	If records are or pertain to	Which include	Cutoff/then
1	CAPF 73 CAP Vehicle Inspection Guide and Usage data (LGT)		maintain for 12 months in vehicle record folder. Destroy after 12 months
2	vehicle ownership documents (LGT)	title and vehicle registration certificates	maintain as long as the vehicle is owned by CAP
3	vehicle records (LGT)	other than CAP Vehicle Inspection Guide and Usage Data CAPF 73 and Vehicle ownership documents	31 Dec/Destroy after 3 years
		correspondence, licenses, leases, and other records relating to real property	destroy when superseded
4	real property (LGS)	deeds and records pertaining to acquisition and disposition	31 Dec/ destroy 10 years after disposition

5.	temporary Issue (LGS)	temporary issue CAPF 37	destroy when property returned
6	aircraft records (LGM)	records pertaining to aircraft	31 Dec/retain as permanent Note: When aircraft is disposed of forward to NHQ/LG as permanent records

Table 10: Personnel			
Rule	If records are or pertain to	Which include	Cutoff/then
1	Personnel administration	personnel plans and policies,	31 Dec/destroy after 3 years
2	Personnel records	CAP seniors (e.g., CAPFs 2, 2a, 12, 12a, 45) CAP cadets (e.g., CAPFs 2, 2a, 7, 15, 31, 50-series, 52-series, 66, 77, 95, 120)	Cut off when membership expires or transfers and destroy after 5 years

Table 11: Public Affairs			
Rule	If records are or pertain to	Which include	Cutoff/then
1	Public affairs records	community and media speeches, radio and television scripts, press releases, periodicals, displays, motion pictures, videotapes, sound recordings	destroy when superseded, obsolete, or no longer needed
2	Public affairs reports		31 Dec/destroy after 1 year
3	Historical records		31 Dec/retain as permanent