

Item	Description	Format	Cutoff	Disposition Instructions		CAPR 10-2	
				Disposition	Table	Rule	
Part I: Administrative Records							
Item 1.1	Suspense File	Lists, notes, and logs related to the control of paperwork and action items	Electronic and Paper	N/A	Destroy when superseded, obsolete, or no longer needed.	1	2
Item 1.2	General Correspondence	Records related to the general administration of the unit not covered under a separate schedule item	Electronic and Paper	31 Dec	Destroy after 1 year.	1	3
Item 1.3	Unit Plans of the Day, Month, and Trimester	Formal plans of unit activities periodically issued to unit personal	Electronic	31 Dec	Deposit into unit historical repository. *	N/A	N/A
Item 1.4	TAs/MSAs	Travel Authorizations and Military Support Authorizations	Electronic	30 Sep	Destroy after 1 year.	1	4
Item 1.5	PAs	Assignments	Electronic and Paper	N/A	Destroy 1 year after superseded.	1	5
Item 1.6	Reports	Forms and formal documentation related to unit activities and organization not covered under a separate schedule item	Electronic and Paper				
Item 1.6.a	Trimesterly Reports	Trimesterly reports produced by functional areas. Note: final copies addressed to DC051/HO are the copies of record.	Electronic	30 Apr	Deposit into unit historical repository. *	N/A	N/A
Item 1.6.b	Attendance Roster - Electronic	Electronic reports containing the data acquired on meeting sign-in sheets	Electronic	31 Dec	Destroy after 3 years.	1	7
Item 1.6.c	Attendance Roster - Paper	Meeting sign-in sheets	Paper	31 Dec	Destroy after 1 year.	N/A	N/A
Item 1.6.d	After-Action Reports	Reports assessing the effectiveness and success of unit activities	Electronic	31 Dec	After 3 years, submit to unit historian for assessment. On historian's recommendation, destroy or retain permanently.*	N/A	N/A
Item 1.7	MOUs	Memoranda of Understanding	Electronic or Paper	31 Dec	Destroy 6 years after superseded or terminated .	1	8
Item. 1.8	Meeting Minutes	Meeting Minutes not covered under a separate schedule item	Electronic	31 Dec	Destroy after 3 years .	1	11
Item 1.9	Governing Policy	Operating Instructions, Supplements, other numbered publications, and other similar documents issued by MER-DC-051	Electronic	31 Dec after superseded or rescinded	Deposit into unit historical repository. *	1	14

* Indicates items of potential or certain historical value and must be reviewed by a CAP historian prior to final disposition.

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Part 2: Cadet Programs								
Item 2.1	Activities and Workshop Documents	Activity and Training Program correspondence, notes, reports, and related materials	Electronic and Paper	31 Dec	Destroy after 1 year.		3	1
Item 2.2	Cadet Testing Material Control Documentation	Test Inventory Logs (with attachments)	Electronic and Paper	31 Dec	Destroy after 2 years.		3	4
Part 3: Aerospace Education								
Item 3.1	AE Correspondence	AE workshop records; AE programs for seniors and/or cadets	Electronic and Paper	31 Dec	Destroy after 3 years. *		3	3
Item 3.2	Unit AE Reports	Annual Aerospace Education Report	Electronic	31 Dec	Deposit into unit historical repository. *		N/A	N/A
Part 4: Personnel								
Item 4.1	Member Records	Unit's copy of Personnel Files	Electronic	Membership expiration	Destroy after 5 years. *		11	2
				Member transfer	Turn over record copy to gaining unit.		N/A	N/A
Item 4.2	Recruiting and Retention Documents	Plans, correspondence, and reports related to recruiting pushes, open houses, and retention activities.	Electronic	31 Dec	Destroy after 2 years. *		N/A	N/A
Item 4.3	Personnel Administration	Personnel plans and procedure documentation	Electronic	31 Dec	Destroy after 3 years.		11	1
Item 4.4	Professional Development Training Documents	CAPFs 11 (master copy; excludes copies in personnel files), training program documents, curriculum notes, etc.	Electronic and Paper	31 Dec	Destroy after 2 years.		3	2
Part 6: Chaplain/CDI Program								
Item 6.1	Chaplain/CDI Reports	Mandatory Reports of Chaplain/CDI Activity	Electronic	31 Dec	Destroy after 1 year.		4	1
Item 6.2	Activities and Workshop Documents	Activity and Training Program correspondence, notes, reports, and related materials	Electronic and Paper	31 Dec	Destroy after 2 years. *		N/A	N/A
Part 7: Operations								
Item 7.1	Personnel Qualifications	Operational qualifications earned by individual members	Electronic	N/A	Retain in eServices indefinitely.		8	1
Part 8: Logistics								
Item 8.1	Vehicle Usage Documents	CAPF 73 CAP Vehicle Inspection Guide and Usage Data	Paper	31 Dec	Maintain for 12 months in vehicle record folder. Destroy data after 12 months.		10	1

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Item 8.2	Vehicle Ownership Documents	Vehicle Title and Registration	Paper	N/A	Maintain as long as vehicle owned by CAP.	10	2
Item 8.3	Other Property Management Documents	Records related to the acquisition, disposition, use, and maintenance of real property and items of temporary issue	Electronic	N/A	Maintained online indefinitely via ORMS in eServices.	N/A	N/A
Part 9: Finance							
Item 9.1	Finance Committee Meeting Minutes	Minutes from meetings of the Finance Committee	Electronic	30 Sep	Destroy after 3 years. *	6	N/A
Item 9.2	Annual Budget	Budget	Electronic	30 Sep	Destroy after 3 years. *	6	N/A
Item 9.3	Reimbursements submitted to Wing	Reimbursement requests and deposits	Electronic	30 Sep	Destroy after 1 year.	6	N/A
Item 9.4	Grants Paperwork	Correspondence and other forms related to the requesting, awarding, and spending of grand money	Electronic	30 Sep of FY in which final report given	Destroy after 3 years.	6	N/A
Part 10: Public Affairs							
Item 10.1	Public Affairs Products	Community and media speeches, radio and television scripts, press releases, motion pictures, still pictures, videotapes, sound recordings, social media posts, articles	Electronic and Paper	31 Dec	Offer to historian for review and possible retention. *	12	1
Part 11: Inspections							
Item 11.1	SUI Reports	SUI Reports and discrepancy responses	Electronic	N/A	Retain indefinitely.	5	3
Part 12: Safety							
Item 12.1	Safety Correspondence	Safety Visits, Notices of Safety Survey Corrections	Electronic	31 Dec	Destroy after 1 year.	9	1
Item 12.2	Safety Inspection Documentation	Annual Safety Survey	Electronic	N/A	Destroy when superseded by the next successive survey. *	9	2
Item 12.3	Mishap/Accident Reports	Online mishap reports and documentation	Electronic	30 Sep	Destroy after 3 years.	9	3
Part 13: History							
Item 13.1	Research products	Studies, interviews, timelines, exhibit text, and other secondary sources.	Electronic and Paper	31 Dec	Review for possible retention. *	N/A	N/A
Item 13.2	Items of historical value	Artifacts and records, and all documentation thereof	Electronic and Physical	When accessioned	Retain as permanent in unit historical repository.	12	3