



DOCUMENTS & RECORDS GUIDE

Aerospace Federation

CONTROL
TRACEABILITY
RECORDS
A STRONGER
TOMORROW



STORE
MANAGE
RETRIEVE
PROTECT
COMPLY

Publication identity and reading route

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Audience. Document owners, controllers, corporate secretaries, case custodians, reviewers, approvers and information or system administrators.

Reading route. Read the source and authority boundary first; use the numbered sections for the working process; then use the annexes for calculations, checklists, model wording and source-to-record mapping.

Source transparency. Constitutional rules and compatible corporate controls are identified by their AF codes and clauses. Practical methods and synthetic examples are explanatory. A missing fee, local rule, appointment, signature or effective date is not supplied as a presumed fact.

Release record. Enter the actual approving authority, resolution or delegated decision, effective date, distribution and implementation conditions in the controlled release record before operational reliance.

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Numbered sections explain the working process; annexes contain practical tools and source references.

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1. Purpose, scope and operating basis

1.1 One institutional memory for the whole Federation

This guide explains how Aerospace Federation (AF) creates, approves, publishes, uses, changes, preserves and disposes of its institutional documents and records. It covers the Constitution, quality manual, policies, procedures, service handbooks, schedules, guides, forms, operational registers, technical publications, committee evidence, membership cases, contracts, financial records, learning and event records, research, awards, assessments, disputes and protected reports.

The scope includes paper and electronic material; editable files and fixed renditions; email and approved collaboration systems; spreadsheets, databases, datasets, calculations, software-related evidence, images and recordings; translations; and records held by contractors or partners for AF. A file's storage technology does not remove its evidential or confidentiality requirements.

1.2 Sources and authority

The source framework is AF-CON-001, especially Articles 3, 17, 26-29 and 31 and Annexes C/E, together with AF-QM-001, AF-ML-001, AF-PR-001, AF-PR-014, AF-PR-015, AF-SC-001 and AF-RG-001. Requirements stated in these sources are preserved. Additional examples and worksheets in this guide explain implementation; they do not create an already completed approval, public mandate or legal finding.

Constitutional powers apply only after actual lawful commencement and remain subject to the controlling formation instrument and mandatory requirements. A guide does not silently amend a higher instrument. Where the earlier QMS and later Constitution differ, the difference is explicitly identified, assigned for controlled alignment and applied only within actual authority.

1.3 Reading convention

Source rule identifies the rule contained in the supplied AF documents. **Operating method** is a practical implementation of that rule. **Illustrative example** uses synthetic records or dates. **Parameter requiring approval** is a local configuration, schedule or operational detail not settled in the source. Unknown information remains unknown; it is not replaced by a plausible approval date, signature, record number or legal period.

The approved master of this guide is a publication record. Completed case material created while using it is classified according to the actual content, not automatically assigned the guide's retention class.

Source basis: AF-CON-001, Articles 3 and 26; AF-PR-001; AF-SC-001; AF-RG-001.

2. Document hierarchy and four independent status questions

2.1 Apply the correct controlling layer

Mandatory requirements and the actual formation instrument prevail. The lawfully adopted Constitution controls institutional powers and member rights. An applicable technical standard or scheme controls its substantive criteria and technical decisions within that authority. The corporate quality manual, policies, charters, procedures, handbooks, schedules, guides, forms and records implement those requirements without diluting them.

A form cannot waive a required technical gate. A technical result cannot create an elected office. A website description cannot amend membership rights. A constitutional edition does not retrospectively authenticate a missing historic decision. Record genuine conflicts and obtain the competent formal resolution before relying on a disputed rule.

2.2 Do not merge publication, adoption, activation and case status

Status question	Evidence required	Common error to prevent
Does a document exist in a prepared edition?	Identified file, version, owner and preparation record.	Treating "First Edition" as an executed approval.

Status question	Evidence required	Common error to prevent
Has that document been approved and become effective?	Actual empowered decision, prerequisite evidence and effective time.	Entering the edition date as the approval date without evidence.
Is the related service or body operational?	Charter, people, resources, permissions, independent functions and release decision.	Treating a published program name as evidence of launch.
Has a particular case reached a valid outcome?	Actual admissible evidence, authorized decision and scope-specific status.	Editing a registry cell to bypass the decision.

Keep these facts in separate fields. A program may be designed while not yet active; an approved template may be available while no completed record exists. The words Active, Published and Approved must have an identified object and evidence basis.

2.3 Protect the final AF 9100 baseline

AF 9100:2026, Aerospace Quality Management System, First Edition, remains a separate final-text baseline. This guide does not alter its text, calculations, decision rules, annexes or existing files. Any future separately authorized maintenance uses the applicable technical and constitutional process. Store a checksum or equivalent integrity reference for the retained baseline and preserve actual historic evidence rather than reconstructing it.

Source basis: AF-CON-001, clauses 3.5-3.6, 17.11, 19.2 and 31.1-31.8; AF-PR-001.

3. Accountability and role separation

3.1 Identify the accountable owner and custodian

The content owner is responsible for the document's substance and continued suitability. The document controller manages identity, versions, release evidence, distribution and the Master List. The record owner ensures that actual case evidence is complete and accurate. The custodian protects and retrieves that evidence. One person may hold compatible functions, but responsibility and approval limits remain explicit.

The corporate secretary preserves constitutional instruments, corporate decisions, offices, succession and delegated authority. The Quality Manager coordinates the controlled document family and alignment tasks. Information and Security functions implement access, recovery and technical custody. An independent reviewer examines consistency, usability and evidence appropriate to the decision. The actual approving authority comes from a valid instrument or delegation, not from a template label.

3.2 Separate custody from decision power

A system administrator can restore access or manage permissions without being entitled to change a technical outcome. A publisher can issue an authorized text without becoming its technical approver. A secretariat can record a vote without deciding how absent votes should be invented. An appeal reviewer cannot be the original materially involved decision-maker.

Function	Accountable action	Key limit
Requester / author	Propose a need or change and provide evidence.	Cannot self-declare all required approvals complete.
Content owner	Review technical or operational substance and affected interfaces.	Cannot change a higher instrument through lower-level wording.
Independent reviewer	Check completeness, consistency, usability, rights and relevant calculations.	Independence and competence must be actual, not honorary.
Authorized approver	Make the decision within a recorded mandate and conditions.	A job title alone is not unlimited approval or spending authority.
Document controller	Release correct files, update the index, notify users and archive previous versions.	Does not replace the approving decision.
Record custodian	Secure, index, retrieve, retain and dispose of authorized records.	Cannot erase adverse evidence or obstruct independent oversight.
System administrator	Implement approved technical access, preservation and recovery.	No unilateral change to a member, credential, vote or case result.

Source basis: AF-CON-001, Articles 9, 18, 23, 26 and 28; AF-PR-001 and AF-PR-014.

4. Document families and the control catalogue

4.1 Use stable identifiers

AF's existing corporate catalogue uses AF-QM, AF-ML, AF-GV, AF-PL, AF-PR, AF-HB, AF-SC, AF-FR, AF-RG and AF-BR families. AF-CON-001 is the separate constitutional instrument. The three new guides use AF-GD-001, AF-GD-002 and AF-GD-003 as proposed catalogue additions. Existing identifiers are preserved; no title or code is silently reassigned.

Family	Function	Existing or proposed example
AF-CON	Constitution and bylaws	AF-CON-001
AF-QM	Federation-wide quality manual	AF-QM-001
AF-ML	Master Document and Record List	AF-ML-001
AF-GV	Governance and organizational operating documents	AF-GV-001 to AF-GV-003
AF-PL	Corporate policies	AF-PL-001 to AF-PL-012
AF-PR	Operating procedures	AF-PR-001 to AF-PR-021
AF-HB	Service handbooks	AF-HB-001 to AF-HB-008
AF-SC	Controlled schedules	AF-SC-001 to AF-SC-006
AF-FR	Form and record templates	AF-FR-001 to AF-FR-032
AF-RG	Operational registers and data dictionary	AF-RG-001
AF-BR	Corporate identity and document design	AF-BR-001
AF-GD	Expanded explanatory guides in this package	AF-GD-001 to AF-GD-003

4.2 Distinguish document identity, revision and case identity

A document code identifies a controlled instrument. Edition and revision identify a particular text. A completed form also needs its own unique case or record ID and the template revision used. A single form may generate multiple evidence classes; its generic template code does not identify the member, project, vote or complaint to which it relates.

An old case remains linked to the text actually used at the time. Updating a form template does not convert previous signatures or findings to the new version. A correction to the case is a recorded addition or revision preserving the original evidence and dates.

4.3 Do not treat a file-format change as a new institutional act

A DOCX master, its PDF rendition and a translated copy may represent the same controlled publication when verified and identified correctly. A scan is a copy of a source, not automatically a new original. An extraction, thumbnail or search index is a convenience rendition and must not become the sole evidence of an executed decision without appropriate verification.

Source basis: AF-QM-001 section 9; AF-ML-001; AF-PR-001; AF-CON-001, clauses 26.6-26.7.

5. Naming, metadata and repositories

5.1 Required metadata

At creation or receipt, record the code or case ID, title, owner, type, edition/revision or applicable source version, language, actual dates, approval basis, effectivity, handling class, retention class and trigger, related documents, storage location and access authority. Keep future review and expiry dates distinct from actual completion dates. The Master List uses an approval-evidence status separately from document readiness. A missing date means not recorded or not yet performed, not a zero date. "Not applicable" is used only after applicability has been evaluated and its reason retained.

5.2 Practical file-name convention

Recommended operating convention, subject to AF's repository configuration: use a readable stable code, revision and language, followed by a short title if needed. For example, AF-GD-003_Rev00_EN_Documents_Records_Guide.pdf. A case file may add a case ID and actual record date, such as MEM-EXAMPLE-001_AF-FR-007_2026-09-29.pdf; that example is not a real member ID.

Avoid names such as “final-final”, ambiguous local dates or personal identifiers unnecessary for discovery. The filename aids retrieval but does not replace the metadata and actual approval record. Preserve existing released filenames in the archive where renaming would break historical references.

5.3 Repository zones

An operating repository should distinguish working material, review copies, approved masters, released renditions, completed cases, superseded archives, restricted case evidence and disposal/hold records. Implement these as folders or controlled system states. Access should follow purpose and role, not merely knowledge of a share link.

The sources do not prescribe a particular commercial platform or folder path. Select the system through actual security, legal, usability, recovery and supplier review. Store sensitive location information in the controlled index rather than in a public guide.

Source basis: AF-PR-001 steps 2 and 7; AF-RG-001 sections 2-3; AF-PR-014.

6. Creation, review and release lifecycle

6.1 Open the change or creation request

Use AF-FR-001 to identify the purpose, requester, affected process, proposed text, dependencies, risks and type of change. Establish whether the work is editorial, administrative, constitutional or substantive technical development. A proposed new conformity requirement follows the applicable normative process regardless of the document's title.

The controller allocates an unused identifier and records the owner, version, classification and repository location. Preserve the earlier version and its operative period. Forms retain a template revision independently of completed-case identifiers.

6.2 Build a complete review package

The owner checks scope, defined terms, roles, required actions, decision rules, evidence fields, dates, exceptions, source authority and related documents. A reference to a form must lead to a usable controlled form or to an explicitly identified attachment, not an imaginary future document. A new mandatory record requirement needs a workable capture field and custodian.

The independent reviewer examines operational usability and consistency. Check tables, numbering, page breaks, symbols, equations, units, examples, translations and electronic fields. Review both editable and published renditions; a clean text extraction is not enough to detect a clipped table or missing character.

6.3 Record the actual decision and effectivity

An authorized approver acts within a verified mandate and records the exact text, decision, conditions, approval time and effective date. Identify any training, deployment, consultation or filing prerequisites. A First Edition label, PDF creation timestamp or scanned signature does not establish that the actual approval occurred.

A document is released only when findings affecting its use are resolved, required sources are available, actual authority and effectivity are recorded and intended users can obtain the correct version. An approved-but-not-yet-effective document must not be mistaken for the current operating version.

6.4 Publish and withdraw superseded working copies

The controller publishes the verified master and rendition, updates AF-ML-001, distributes an accurate change notice, records relevant acknowledgments and removes or clearly marks superseded working copies. Retain the archive and earlier decision bases. Do not delete the historical edition because a new one has been published.

Source basis: AF-PR-001; AF-CON-001, Articles 17 and 29; AF-FR-001.

7. Writing, technical verification and accessible presentation

7.1 Clear operational content

A controlled instruction should state its purpose, scope, trigger, accountable roles, inputs, required actions, decision conditions, output evidence, exceptions and escalation. Define critical terms consistently with the controlling source. Use shall, should and may according to their recorded meaning; do not quietly convert a target into an unconditional obligation or a requirement into optional guidance.

Separate normative requirements from commentary and synthetic examples. A sample form shows what to record; it is not evidence of an actual signature, membership, test result or approval. Source-derived numerical thresholds should retain their exact denominator, rounding rule, time unit and exception boundary.

7.2 Validate calculations and software-supported records

Check formulas against hand-worked or independently reproduced examples, including zero denominators, missing values, failed gates, rounding and boundary dates. Retain the test inputs, expected results, actual results, formula version and reviewer. A mathematically correct result does not prove that its input evidence is true.

Protect calculated outputs from unauthorized editing, separate inputs from formulas and keep changes traceable. Do not use an unverified automated result to replace a required independent human decision. If a formula drives a deadline or status, reconcile its output with the governing source before publication.

7.3 Render and inspect

Inspect the actual page rendition for clipped text, overlapping elements, unreadable tables, incorrect headers/footers, absent characters, broken references and inconsistent pagination. Use the original AF logos without distortion, preserve text hierarchy and keep interior pages and annexes light and legible. Use meaningful headings and table headers; provide appropriate alternative text for relevant images.

The corporate identity guide controls presentation. A polished cover does not compensate for an incomplete procedure or an inaccurate decision rule. No signature image or decorative seal should imply that a review or adoption has occurred.

Source basis: AF-PR-001 steps 3-5; AF-BR-001; AF-CON-001, clauses 3.2 and 26.6.

8. Approval, signatures and evidence of authorization

8.1 Verify the approver's actual capacity

Identify the governing source or delegation, the person or body entitled to approve, applicable quorum or participation, conflicts, exact decision and any preconditions. Record authority in the case or publication dossier. A person who prepared or sold a technical service cannot be treated as the independent decision-maker where the governing rules prohibit it.

Corporate, committee, technical and case decisions use different rules. A Council vote cannot be reconstructed with a technical-ballot formula. Committee minutes do not establish a contractual mandate. Use the relevant authority and preserve its evidence.

8.2 Preserve authentic execution

Retain the original signed or electronically authenticated decision, with signer identity, capacity, actual time and the exact content signed. Where signatures are collected separately, identify the same immutable text and assembly method. A pasted signature image or an unsigned scanned summary requires provenance verification and must not be represented as self-authenticating.

For electronic execution, configure identity, access and evidence retention appropriate to the actual use and applicable requirements. The guide does not certify that a particular method is legally sufficient in every jurisdiction. The responsible function must obtain the necessary review for consequential instruments.

8.3 Correct records without rewriting history

Correct an error through a traceable amendment or addendum stating what was wrong, the source evidence, who authorized correction, the actual correction date and any effect on downstream records. Keep the original

visible in the controlled history. Never backdate an approval, add a missing vote as if it occurred, remove an adverse finding or extend an expired status to make the register appear complete.

Source basis: AF-CON-001, clauses 12.5-12.7, 26.2 and 26.7; AF-PR-001; AF-FR-002.

9. The Master List and dependency control

9.1 What AF-ML-001 must show

The Master List is the authoritative operational index, not the approving body. It connects each controlled code with its title, type, owner, process, edition, revision, prepared date, document readiness, approval-evidence status, effective date, next review, record class, handling and file locations. Actual approval evidence remains in the linked decision record.

Record each format without implying that PDF and DOCX are different approvals. Include subordinate documents and explicitly separate controlled references such as the Constitution and final AF standard. Do not remove older codes from the history when a new guide is added.

9.2 Check both directions of every dependency

For an outgoing reference, verify the target code, title, actual available version and applicable effectivity. For an incoming dependency, identify the procedures, forms, training, website statements, registers and cases affected by a change. A closed list of references prevents instructions from depending on documents that have not been prepared or released.

For a normative source, identify whether the relationship is a fixed edition, the current approved version within a controlled change process, or an explicitly informational source. Do not let a background supplier document silently change an AF requirement. A missing source creates a documented issue and, where consequential, a hold.

9.3 Review and reconcile

AF-PR-001 requires Master List review quarterly and after every release, with retrieval sampling at least quarterly. Reconcile file existence, versions, owner, approval/effectivity, review dates, broken references and obsolete-use incidents. Close findings only when the actual mismatch is corrected and the relevant users or systems are addressed.

This package supplies three proposed guide entries; it does not edit the earlier Master List workbook or imply that prior alignment actions are complete. Annex A provides an insertion worksheet and release record.

Source basis: AF-QM-001 section 9; AF-ML-001; AF-PR-001.

10. Revision, corrections, translations and special routes

10.1 Classify the effect, not merely the label

An editorial correction preserves substantive meaning. An administrative change may alter a workflow without changing higher rights. A technical amendment changes criteria, methods or evidence requirements. A constitutional change affects governing provisions. Record the actual effect and use the proper approval route; calling a new requirement a “clarification” does not make it editorial.

When a proposal changes a deadline, competence minimum, voting threshold, scope or exception, compare it against the controlling source and related clauses. Obtain the necessary consultation and transition. Review live cases under the rules that actually apply to them; no blanket retrospective adoption is presumed.

10.2 Constitutional changes

Under AF-CON-001 Article 29, ordinary substantive proposals are circulated at least 30 calendar days before the Council decision. Adoption requires the specified three-quarter serving-director approval and every additional required higher approval. Formal notice follows within seven days, and ordinary commencement is no earlier than 30 days after that notice and after required approvals or filings become effective. The actual authority remains conditional on the controlling instruments.

A purely spelling, formatting or manifest-reference correction may follow the stated narrower route. Emergency exceptions cannot be used to change protected leadership, election, remedy or asset provisions outside their ordinary process. This guide describes the source rules; it does not grant initial adoption or amendment authority.

10.3 Technical publications

Substantive technical requirements follow Article 17, including at least 60 days of public consultation, the elected committee's two-thirds substantive-participation and affirmative gates, and Council publication authorization. Informative material may follow proportionate editorial or scientific review only when it genuinely creates no substantive conformity requirement.

10.4 Translations and alternate formats

Identify the controlling English text and the translated version, translator, reviewer, language and release evidence. Review rights, dates, scope, numerical rules and normative verbs. A translation is not a route to change membership rights or technical criteria. Keep a correspondence record between the source version and translated copy and withdraw or update affected translations when their source changes.

Source basis: AF-CON-001, Articles 3, 17, 27 and 29; AF-PR-001; AF-PR-006; AF-FR-012.

11. Capturing reliable records

11.1 Record the actual event

A reliable case record identifies who did what, when, under which authority and source version, using what evidence, with what decision and consequences. Capture the original submission or observation before creating a summary. A spreadsheet status or narrative conclusion links to evidence; it does not substitute for it.

Use unique identifiers that are not reused after closure. Record actual date-times with a time zone where required. Keep receipt, completeness, decision, issue, effective and closure dates distinct. Future due or review dates are not proof that the action happened. Missing evidence is recorded honestly and escalated according to its consequence.

11.2 Preserve version and provenance

A completed form records the template revision, case ID, evidence locations, attachments, reviewers and actual sign-offs. Retain original raw observations, signed instruments or received correspondence with an appropriate manifest. If a file is converted, scanned, redacted or migrated, keep the relationship to the source and verify completeness.

An integrity hash can demonstrate whether bytes changed compared with a known baseline. It does not prove authorship, legal authority or the truth of the underlying evidence. Use it as one control within the wider record trail, not a replacement for a competent review.

11.3 Apply record classes to the contents

A meeting package may contain a permanent corporate resolution, ordinary administrative attachments, confidential interests and restricted personal data. Classify separable elements according to their real function. Keep necessary decision evidence while minimizing incidental personal copies; do not retain everything forever merely because one page is permanent.

Source basis: AF-CON-001, Article 26 and Annex C; AF-PR-001 step 7; AF-SC-001 sections 4 and 8; AF-RG-001.

12. Confidentiality and information classification

12.1 Four handling levels

The corporate schedule uses Public, Internal, Confidential and Restricted handling. These levels describe AF's access treatment; they are not declarations of government security classification. Assign the least open level consistent with the actual information and obligation, then review whether a public extract can be provided safely.

Handling level	Typical AF use	Access and release principle
Public	Authorized publications, permitted member profiles and bounded verification statements.	Release only the checked fields or publication; retain approval evidence.
Internal	Ordinary working procedures, plans and non-sensitive operational information.	Access for assigned AF work; not automatically a public document.
Confidential	Member administration, commercial agreements, technical submissions and ordinary case evidence.	Need-to-know access, suitable transfer, controlled onward use and reasoned disclosure.
Restricted	Sensitive personal dossiers, reporter identities, privileged cases, security information or controlled technical material.	Specifically authorized persons and systems; separate storage or access compartments where necessary.

A document can carry an internal cover while an attachment is Restricted. Classify each material component and enforce its restrictions. Removing a label does not remove the underlying duty, and a broad label cannot be used to obstruct legitimate independent oversight.

12.2 Separate public extracts from underlying dossiers

A public member entry identifies membership, not accreditation. A technical verification entry states the exact issuer, scheme, object, scope, identifier, effective period and status. Do not publish entire private case files to demonstrate a bounded status. An extract should remain linked to the actual decision and carry the appropriate limitations.

12.3 Information from third parties

Record ownership, permitted use, confidentiality, retention and onward-disclosure conditions when receiving contributions, contractor records or partner data. Verify the right to use the information and the required access for AF review. If an essential evidence restriction prevents a defensible decision, record the limitation and hold the decision rather than assume conformity.

Source basis: AF-SC-001 section 3; AF-PR-014; AF-CON-001, Articles 18, 22, 26 and 27.

13. Access, transfer and information requests

13.1 Grant and withdraw role-based access

Grant permissions only after a recorded role and need have been approved. Separate editing, approval, case decision, system administration and public release where required. Apply appropriate authentication and keep access changes traceable. Review access quarterly and whenever roles change; withdraw it promptly on exit.

A director, chair, member, contractor or sponsor does not automatically receive every confidential file. Independent oversight receives the appropriate access required by its mandate without an implicated official controlling the evidence. Record exceptional access, its purpose and duration.

13.2 Assess transfers before disclosure

For sensitive or controlled material, review the information, purpose, recipients, actual location or destination, permission basis, security, retention and onward access before disclosure. A conference, research collaboration or cloud platform does not itself authorize transfer. Do not upload confidential evidence or controlled technical data to unapproved external or AI services.

The guide does not prescribe a universal country list or declare every AF activity restricted. Use the specific reviewed obligation and retain it in the relevant legal/contract record.

13.3 Respond to lawful requests

Register the request and actual receipt, verify identity or authority proportionately, determine the applicable response clock, locate the material and assess access, correction, restriction or deletion. Explain a lawful limitation and provide a bounded alternative where appropriate. The source does not supply one universal legal privacy-response deadline, so the responsible function records the actual governing period.

A data-subject deletion request, an inspection request, a confidential investigation and a record hold may require different treatment. Do not let a generic confidentiality label extinguish a protected right, or let an unsupported deletion instruction erase necessary evidence.

Source basis: AF-PR-014; AF-PR-004; AF-CON-001, clauses 22.5-22.6 and 26.4-26.6; AF-FR-006; AF-FR-021.

14. Retention, triggers and constitutional overlays

14.1 Apply the actual schedule

AF-SC-001 provides fourteen internal retention classes. They are administrative defaults, not universal statutory periods. The record owner and competent legal function verify jurisdiction, purpose, contractual terms, technical life, applicable scheme duties and holds. Annex B reproduces each class and its trigger.

Record the actual event that starts a retention period. For a contract it may be the latest relevant closure, final decision or contract-end event. For membership it is the end of membership. For published masters there is permanent institutional retention. Do not calculate disposal from upload date merely because that is the easiest date in the system.

14.2 Explicitly resolve the R02 interface

The earlier R02 schedule states foundational instruments are permanent and ordinary operational minutes or mandates are normally kept for seven years after closure or expiry, longer for continuing authority. The later Constitution, clause 26.3, specifically requires constitutional instruments, corporate resolutions and material constitutional adoption and succession records to be retained permanently.

This is an identified alignment issue: after lawful constitutional commencement, corporate resolutions and the specified constitutional evidence are not disposed of under the older general seven-year operational category. Ordinary administrative supporting material is assessed separately. Annex E of the Constitution requires AF-SC-001 and related records systems to be aligned; this guide does not pretend that the earlier file has already been changed.

14.3 Special evidence and minimization

Ordinary election audit records are normally retained for seven years under the Constitution, with personal information minimized. AF 9100 case evidence follows its controlling scheme period, including the R06 baseline reflected in the corporate schedule. A longer technical-life, investigation or contractual requirement must be recorded where applicable.

A long decision-evidence period does not justify keeping unrelated identity scans or publicity copies indefinitely. Classify and separate attachments where feasible, record the justified retention basis and ensure public extracts contain no unnecessary private data.

Source basis: AF-CON-001, clause 26.3 and Annex C.1; Annex E.2; AF-SC-001.

15. Holds, preservation duties and review

A hold suspends the normal disposition of defined records for a documented legal, investigation, dispute or other valid preservation purpose. Record the matter, authority, scope, custodians, systems, record classes, start date, review date and any restrictions. Notify affected personnel and external custodians and confirm that the relevant disposal mechanisms are paused.

The hold must be specific enough to preserve material evidence without freezing unrelated personal data indiscriminately. Identify linked email, attachments, logs, raw data, versions and provider copies where relevant. If ordinary backup rotation would remove necessary evidence, segregate the held records into an appropriate controlled repository rather than retain every backup indefinitely.

AF-SC-001 requires hold review at least every six months and on case change. A review does not automatically release the hold. Release requires the competent authority's recorded decision and a check for other continuing duties. Recalculate the lawful disposition position without inventing a new retention period solely because a hold ended.

No person implicated in the matter may unilaterally destroy, alter or conceal its evidence. A request to remove inaccurate public wording is addressed through correction while relevant protected source records remain appropriately preserved.

Source basis: AF-SC-001 sections 5-6; AF-CON-001, Articles 23-26; AF-FR-021.

16. Authorized disposal, return and deletion verification

16.1 Check every disposal gate

Before disposition, confirm record identity, class, purpose, trigger and elapsed period; absence or release of relevant holds; continuing contractual, technical and required preservation duties; recipient or return obligations; and actual disposal authority. A due date in a spreadsheet is a review trigger, not automatic permission to delete. The responsible owner identifies what will be deleted, destroyed, returned, anonymized or transferred and why. Separate decision evidence from incidental material. Obtain the required approval and preserve a minimal record of category, dates, method, authority and verification, without copying the personal contents into the disposal log.

16.2 Cover all controlled copies

Address working repositories, shared links, local and portable copies, email attachments, contractor holdings and relevant scheduled backup expiry. The method must suit the medium and sensitivity. A file disappearing from a user view does not prove that all controlled copies were disposed of or returned.

Confirm completion with actual evidence appropriate to the situation. If a provider cannot demonstrate deletion or return required by the agreement, record the limitation and corrective action. Retain confidentiality obligations and prevent later restoration from silently reintroducing disposed personal material into ordinary use.

16.3 Preserve institutional history lawfully

Permanent public masters and corporate resolutions remain in controlled archival custody. Disposition of incidental records must not erase unfavorable findings, expired statuses, failed ballots or the history needed to explain a decision. Where public information is corrected or removed, retain the legitimate controlled correction trail according to its schedule.

Source basis: AF-SC-001 sections 6-8; AF-PR-014; AF-CON-001, clauses 26.3 and 26.7.

17. Backups, archives and recovery

17.1 Three different purposes

A working repository supports current activity. An archive preserves the authentic institutional or case history for its required period. A backup supports restoration after loss or disruption. A rolling backup is not a substitute for a permanent archive; an archive without tested retrieval is not proof of operational recovery.

AF-SC-001 sets a rolling 90-day recovery window as the R14 backup baseline, with specific held records segregated rather than all backups retained indefinitely. Permanent masters and required case evidence must remain available in their appropriate archival systems beyond that window.

17.2 Preserve the source recovery targets accurately

AF-PR-015 defines internal planning targets: critical status or public-safety communication recovery within four hours with data loss no more than 24 hours; ordinary core administration within two working days with 24-hour data loss; lower-priority archives within five working days. These are design targets to validate before activation, not claims that current systems achieve them or universal external service guarantees.

The actual working-day calendar, service priorities, responsible people, dependencies and tested capabilities must be recorded. If an applicable safety, scheme or legal obligation is earlier, the internal target does not defer it. A known evidence gap must be recovered or assessed before a consequential decision, even when the general data-loss target is numerically met.

17.3 Test restoration and authorize resumption

AF-PR-015 requires a representative restoration test quarterly and a wider continuity exercise at least annually. Verify file integrity, actual record counts, versions, permissions, decision-linked status, outstanding changes and the backlog after recovery. An independent checker records results and the authorized owner approves resumption.

Recovery does not mean merely turning a system on. A restored old database must not reactivate expired credentials, resurrect revoked access or replace a later adverse decision with an earlier favorable one. Reconcile the recovery point with subsequent signed decisions, notices, holds and disposal actions before returning to service.

Source basis: AF-PR-015; AF-SC-001, R14; AF-CON-001, clauses 26.5 and 28.6.

18. Migration, providers and long-term preservation

18.1 Control a migration as a change

Define the source and destination, inventory, owners, formats, metadata, permissions, integrity checks, conversion limits, acceptance criteria, fallback and actual approval. Preserve the original until the destination has been verified and all applicable custody and disposal conditions are met. A platform switch must not reset approval dates, retention triggers or member rights.

Compare representative records and important boundary cases: permanent instruments, signed decisions, secret-ballot evidence, restricted cases, large attachments, formulas, withdrawn statuses, non-English characters and closed records under hold. Record counts and hashes where useful, but also verify readability and meaning; an exact transfer of an unreadable or incorrectly indexed file is not sufficient.

18.2 Contract for records that AF can retrieve

Outsourced delivery or storage must identify ownership or custody, confidentiality, security, location/access constraints, retention, return, deletion, incident notification, audit or verification access, service continuity and exit arrangements. AF retains responsibility for its own commitments even where a contractor performs a task.

Do not rely on one person's private account as the only holder of institutional records. Confirm that legitimate successor custodians can retrieve the material when staff, providers, delegates or officers change. A supplier's closure does not eliminate AF's continuing record obligations.

18.3 Preserve usable formats

Keep an appropriate editable master and stable readable rendition for long-lived publications, with linked source data or software needed to interpret important evidence. Review format obsolescence, encrypted archives, key custody and dependencies. Where conversion changes presentation or behavior, retain the original and the verified conversion record.

Source basis: AF-CON-001, Annex C.2 and clauses 26.5-26.7; AF-PR-001; AF-PR-012; AF-PR-015.

19. Service records and separate public registers

19.1 Follow the event-to-decision trail

A membership record connects application, authority, organizational intention, category, college, consent, decision and status. A committee record connects charter, election, terms, interests, work and decisions. A technical case connects scope, criteria, evidence, competent evaluation, independent decision and continuing status. These histories may refer to the same organization without becoming the same record or credential.

Education, events, awards, research, investments, partnerships and disputes have different agreement and evidence needs. Keep the responsible owner, permission basis, scope, dates and conclusion identifiable.

Attendance does not become competence; a research grant does not become a certification; a roster entry does not become an arbitral appointment.

19.2 Use the existing operational registers

AF-RG-001 identifies twenty-six operational sheets and controlled status dictionaries. Annex C maps their purpose to the Constitution's C01-C21 record families. Existing field sets are retained; any added electoral, constitutional or guide-control fields require a controlled schema change. Do not represent the earlier workbook as already revised.

The workbook's original program label "Not evidenced" describes the absence of activation evidence in that documentation package, not proof that AF has no activities. Operational users enter real data and actual status decisions. Formula accuracy cannot authenticate a fabricated input.

19.3 Update public status from the actual decision

AF-PR-014 requires every public status to reconcile to its exact source decision, object, scope, dates and restrictions. For applicable AF 9100 cases, the existing two-calendar-day status-update rule remains controlling. It is not silently generalized to every membership or other program if that source has a different rule.

Publish enough information to prevent misleading claims without exposing unnecessary technical, personal or commercial data. Retain distinguishable expired, withdrawn, suspended and historical results. Never alter a status just to match a marketing announcement.

Source basis: AF-CON-001, Articles 18-19 and 26; Annex C; AF-RG-001; AF-PR-014.

20. Audit, monitoring and corrective action

20.1 Verify actual use

The internal audit program covers all active corporate processes at least annually. Auditors do not independently audit their own work. Examine actual cases and failed or adverse paths as well as document presence. A complete manual does not prove that the process is implemented.

At least quarterly, review the Master List and sample retrieval under AF-PR-001; review access under AF-PR-014; test representative restoration under AF-PR-015. The wider continuity exercise and formal management review occur at least annually, with quarterly performance review. These source frequencies are internal requirements, not invented claims of completed work.

20.2 Useful measures with honest denominators

Recommended reporting measures include current-master availability, unresolved references, overdue reviews, unauthorized changes, retrieval failures, access exceptions, overdue holds, unverified disposal and actual recovery against the approved targets. Record the period, population, sample, numerator, denominator, limitations and responsible owner. Set actual targets through the approved plan rather than imply a universal success score.

Illustrative metric: retrieval success = successfully retrieved required records / attempted required records × 100. If 47 of 50 sampled records are readable, complete and correctly linked, the result is 94% for that sample. It does not prove 94% compliance across all AF records, and the three failures still need individual consequence review. A zero sample has no valid percentage and is reported as not measured.

20.3 Correct causes and downstream effects

Contain an incorrect or unavailable output; identify affected copies, users and decisions; establish the evidence-supported cause; implement correction; and verify effectiveness. A revised paragraph alone does not prove that the failed practice changed. Record the original due date and any authorized plan revision, preserving the history of overdue actions.

Source basis: AF-CON-001, clauses 9.6 and 28.3-28.4; AF-PR-001; AF-PR-014 to AF-PR-018; AF-SC-003.

21. Handover, closure and continuing custody

A role exit, leadership succession, committee closure, program termination or provider change requires a recorded handover. Identify the new custodian, authority, repositories, permissions, open actions, pending

disputes, active holds, archive obligations, confidential material and public communication responsibilities. Access recovery does not grant powers beyond the actual role or delegation.

For a closed program, preserve issued results, contracts, funding restrictions, complaints and the status history. Transfer or return material only under the relevant lawful terms. If a separately incorporated entity or partner becomes custodian, its responsibilities must be express rather than assumed from shared branding.

Fundamental corporate closure follows the Constitution's own procedures. Records and continuing duties require an appropriate lawful custodian; a new website or a successor's personal storage account is not sufficient. No record handling decision extends a technical credential or creates automatic external recognition.

Source basis: AF-CON-001, clauses 19.40, 21.6, 28.6 and 30.2-30.3; Annex C.2.

22. Integration of this guide and source differences

AF-GD-003 is a separate expanded guide. The earlier Constitution, AF 9100 final files, Master List and corporate procedures remain unchanged in this delivery. Add the guide through actual approval and controlled indexing. Existing form identifiers continue to identify their original templates; annex worksheets are practical attachments and do not silently replace them.

The Constitution's Annex E requires controlled alignment of earlier documents. Material interfaces include permanent elected committee offices, the stronger final normative-ballot participation rule, Council publication authorization, membership categories and six colleges, independent case arrangements, and permanent constitutional and corporate-resolution retention. The affected files must be revised openly under their actual authority.

This guide supplies neither a universal legal-retention opinion nor an assumed approval of the proposed governance model. Record actual jurisdictional duties, software choices, configured repositories, financial limits, signature methods, legal response clocks and program parameters in the relevant controlled schedules. Unresolved consequential questions remain visible until competent evidence or approval resolves them.

Source basis: AF-CON-001, Articles 3, 28 and 31; Annex E; AF-SC-006.

Annex A. Master List fields and release worksheet

A.1 Field specification

The first seventeen fields below retain the existing AF-ML-001 Documents sheet terminology. Additional evidence links may be held in the release record without changing the existing workbook until a controlled schema change is approved.

Existing field	Entry control
Document ID	Stable unique code; verify it is unused for another instrument.
Title	Exact controlled title; do not silently rename the source.
Type	Manual, guide, policy, procedure, schedule, form or other approved category.
Owner	Accountable content function; custodian may be recorded separately.
Process	Applicable P01-P18 process and material interfaces.
Edition	Published edition identity; distinct from approval.
Revision	Exact revision of that edition.
Prepared date	Actual preparation or edition date as identified; not assumed effectivity.
Document readiness	What has actually been prepared or verified.
Approval evidence status	Recorded decision evidence, or an honest statement that it is not yet entered.
Effective date	Actual authorized date/time after required prerequisites.
Next review	Date required by the controlling rule or approved review plan.
Record class	Approved-master retention class; completed cases may use other classes.
Handling	Public/Internal/Confidential/Restricted as appropriate to the actual material.
DOCX path	Verified editable-master location where a DOCX exists.
PDF path	Verified released-rendition location where a PDF exists.
XLSX path	Verified controlled workbook location only where that format exists.

A.2 Proposed guide entries

Code	Title and owner	Interface
AF-GD-001	Committees Guide / Standards Secretariat	P05; AF-CON-001; AF-GV-002; election and publication controls.
AF-GD-002	Membership Guide / Membership Manager	P04; AF-CON-001; AF-PR-005; AF-HB-008.
AF-GD-003	Documents & Records Guide / Quality Manager	P02, with P16 interfaces; AF-CON-001; AF-PR-001; AF-SC-001; AF-RG-001.

All three are First Edition, Revision 00, edition date 29 September 2026. Actual approval and effectivity are entered from authentic decisions. Approved masters use R01; operational case records use their own applicable classes. These entries are proposed additions, not evidence that the prior Master List has been changed.

A.3 Release worksheet attached to AF-FR-001

Record: request ID; purpose; exact source and proposed versions; content owner; classification of change; affected instruments and live cases; review evidence; unresolved issues; calculation and render checks where relevant; rights and confidentiality clearance; valid approving authority; actual decision and conditions; effective date; files and integrity references; translations; distribution; user acknowledgment; withdrawn working copies; archive; Master List entry; and post-release verification.

Annex B. Retention schedule and examples

Source-derived AF administrative defaults. The table preserves AF-SC-001's fourteen classes. Apply the explicit constitutional overlay below, actual obligations, technical-scheme periods, holds and minimization. These are not stated as universal statutory retention periods.

Class	Record family	Source retention rule and trigger
R01	Controlled publications, approved masters and identity lineage	Durable master and approval lineage permanently; remove unnecessary incidental personal information.
R02	Governance decisions and mandates	Foundational instruments permanent; operational minutes/mandates seven years after closure/expiry, longer for continuing authority. Constitutional and corporate-resolution overlay below applies.
R03	Membership and representative decisions	Necessary membership/decision evidence seven years after end; optional publicity and contact copies removed when no longer justified.
R04	Role competence and personnel authorization	Necessary competence/authorization evidence seven years after role end or last relevant decision; general employment records follow verified local duties.
R05	Standards development and maintenance	Published masters permanent; project/comment/technical approval evidence seven years after supersession or project closure.
R06	Assessment, technical decision and attestation	At least seven years after the last relevant decision for AF 9100:2026; extend where required for product life, contracts or investigations.
R07	Accounts, invoices, budgets and funding ledger	AF default seven years after the relevant financial-year closure; verify actual accounting and tax duties.
R08	Contracts, projects, procurement, awards and partnerships	AF default seven years after closure, final decision or contract end, whichever is the latest relevant event.
R09	Complaints, appeals, disputes and protected cases	Necessary case/decision evidence seven years after closure or last related decision; holds and lawful restrictions reviewed separately.
R10	Ordinary event and learning administration	Incidental registration/attendance up to 24 months after completion where justified; assessed credentials and finance move to R04/R06/R07 as applicable.
R11	Security, access and recovery	Routine access/security logs twelve months if justified; material incident decisions seven years after closure; sensitive raw data reviewed separately.
R12	Risk, audit, management review and corrective action	AF default seven years after action/cycle closure; extend for continuing risk, claims or lawful holds.
R13	Research, studies and safety knowledge	Approved public outputs permanent; raw study data five years after study closure by default only where lawful and necessary; protocol may specify another justified period.

Class	Record family	Source retention rule and trigger
R14	Operational backups	Rolling 90-day recovery window as the AF baseline; segregate specifically held records instead of keeping all backups indefinitely.

B.1 Constitutional overlay and conflict record

AF-CON-001 clause 26.3 requires permanent retention of constitutional instruments, corporate resolutions and material constitutional adoption and succession records. Ordinary election audit records are normally retained for seven years, with minimized personal information. After lawful commencement, this higher rule is applied to the specified records even if an older generic R02 row could otherwise suggest a shorter operational period.

Record the affected source editions, record category, applicable actual authority, required AF-SC-001 alignment and retention decision. Do not label every routine meeting attachment permanent without evaluating its function, and do not delete an actual corporate resolution using a generic operational-minute rule.

B.2 Worked retention reviews

Example 1 — membership: a synthetic member resigns on 30 June 2027. The R03 seven-year default reaches its anniversary on 30 June 2034. That is a review point, not automatic deletion. Check actual obligations, holds and necessary decision evidence; optional directory copies may have become unnecessary much earlier.

Example 2 — research: a synthetic study closes on 15 October 2027. The R13 default review for necessary raw study data is five years after closure, on 15 October 2032, unless the actual protocol or duty provides another justified period. Its approved public report is a permanent publication, so the report and raw personal data are not disposed of as one undifferentiated file.

Example 3 — mixed meeting pack: a valid Council resolution and its approval evidence form a permanent corporate record under the Constitution. A temporary travel attachment containing personal details is separately classified and minimized. A retention decision preserving the resolution does not require unlimited public release of signatures or incidental personal data.

Example 4 — held case: a case's default period has elapsed, but a valid investigation hold remains. Relevant evidence is preserved and the hold reviewed. Releasing one hold does not permit disposal until other duties and the actual retention decision have been checked.

Annex C. Record-family and register map

C.1 Constitutional families to operating evidence

This mapping is an implementation aid. It preserves the Constitution's C01-C21 record families and identifies existing operating records; it is not a new set of retention classes. Apply content-specific classification and the permanent-record overlay.

Constitutional family	Main evidence / existing form interface	Typical operating register or custodian
C01 Corporate identity and instruments	Authenticated entity and filed instruments; AF-FR-006 where relevant.	Corporate secretary; controlled constitutional repository.
C02 Constitutional adoption and versions	Constitution Annex F; AF-FR-001 and AF-FR-002.	Decisions; Master List; corporate secretary.
C03 Offices and succession	Actual appointment, designation, acceptance and continuity evidence.	Decisions and restricted office records.
C04 Delegated authority	Scope, limits, actual term, signature and revocation; AF-FR-002/AF-FR-025.	Decisions; Partnerships; authority repository.
C05 Membership and electoral roll	AF-FR-007/AF-FR-008 with college, affiliation and roll attachments.	Members; election function's controlled roll.
C06 Elections and committee terms	AF-FR-009 and authenticated election/ballot attachments.	Committees; independent election dossier.
C07 Meetings and resolutions	AF-FR-002; notices, minutes, conflicts, votes and exact decisions.	Decisions; responsible secretary.
C08 Program portfolio and release	AF-FR-004; readiness, resources, scope and closure.	Programmes.
C09 Standards and publications	AF-FR-010 to AF-FR-012; contribution and release records.	Standards; Publications.
C10 Assessment and authorization	AF-FR-013 to AF-FR-015; AF-FR-025 and actual MoU scope.	Assessments; Registry; authorized-provider records.
C11 People and competence	AF-FR-014/AF-FR-018; verified role and competence evidence.	People; Interests.
C12 Education and professional services	AF-FR-027; learning outcomes, delivery and exact completion basis.	Academy.
C13 Events and exhibitions	AF-FR-026; operator, safety, terms, finance and outcomes.	Events.
C14 Awards, competitions and grants	AF-FR-028/AF-FR-029; criteria, conflicts and independent result.	Projects and linked program award dossiers.
C15 Research and investment collaboration	AF-FR-029; ethics, rights, funding, permissions and milestones.	Projects; Obligations; Finance.
C16 Disputes and protected reports	AF-FR-017/AF-FR-030; actual route, consent, panel and evidence.	Complaints; Disputes; restricted reporter records.
C17 Partnerships and regional entities	AF-FR-025; mandate, territory, obligations and exit.	Partnerships.
C18 Finance and assets	AF-FR-019/AF-FR-020; budget, approvals, ledger, assets and assurance.	Finance; Assets; Suppliers.
C19 Integrity and information	AF-FR-003/AF-FR-006/AF-FR-021/AF-FR-022.	Interests; Obligations; Security; Privacy; AccessDisposal.
C20 Quality and public-benefit review	AF-FR-016/AF-FR-023/AF-FR-024.	Risks; CAPA; AuditReview.
C21 Claims and verification registers	Decision evidence and AF-FR-031 publication clearance.	Registry; Members; Publications.

C.2 The existing twenty-six operational registers

The following custody grouping preserves all twenty-six register names from AF-RG-001. A register owner maintains the index; the underlying case remains subject to its own access restrictions, decision authority and record class.

Accountable function	Existing register names	Source retention classes
Governance Secretary	Decisions; Programmes	R02; R08. Apply the constitutional permanent-resolution overlay.
Membership Manager	Members	R03. Separate approved directory fields from protected evidence.
Standards Secretariat	Committees; Standards	R05. Election and constitutional evidence retain their specific treatment.
Legal and Integrity Coordinator	Interests; Obligations; Complaints	R04; R08; R09 respectively. Protect reporter identities and case independence.
Quality Manager	Risks; CAPA; AuditReview	R12. Keep original dates, findings and effectiveness evidence.
People and Competence Manager	People	R04. Restrict personal competence and authorization dossiers.
Finance Manager	Suppliers; Finance; Assets	R07 as the source register defaults; classify contracts and other attachments by their actual content.
Assurance Programme Manager	Assessments	R06. Link each scope-specific decision and its evidence.
Events and Academy Manager	Events; Academy	R10. Assessed credentials and finance require their separate classes.
Research and Public Benefit Manager	Projects	R08. Research raw data may instead require the relevant R13 treatment.
Information and Security Manager	Security; Privacy; Registry; AccessDisposal	R11 for Security, Privacy and AccessDisposal; R06 for Registry. Apply content-specific handling.
Partnerships and Networks Manager	Partnerships	R08. Retain the actual mandate and agreement.
Dispute Resolution Registrar	Disputes	R09. Maintain the independent case mandate and protected access.
Communications Manager	Publications	R13. Preserve approved outputs and the applicable rights.

These names come from AF-RG-001. The Constitution adds explicit electoral and corporate metadata requirements that may need attached dossiers or controlled field additions. Do not silently claim the original workbook already contains every new field.

C.3 Existing status dictionaries

Object	Source status values
Programme	Not evidenced; Planned; Development; Pilot; Active; Suspended; Closed.
Membership	Applied; Awaiting information; Active; Suspended; Expired; Resigned; Refused; Closed.
Credential	Applied; Evaluation; Review; Active; Restricted; Suspended; Expired; Refused; Withdrawn.
Action or case	Open; In progress; On hold; Closed; Cancelled.

An administrative status needs source evidence and must be interpreted within its own object. A Closed action is not a Withdrawn credential, and a Planned program is not a live service.

Annex D. Access, hold, disposal and transfer worksheets

D.1 Access authorization attachment to AF-FR-021

Field	Entry to complete
Request	ID, actual date, person or service account and sponsoring function.
Purpose and role	Actual task, source of authority and necessary duration.
Information	Repository, record families, handling level and sensitive attachments.
Permissions	Read, create, edit, review, release or administrative access, separately identified.
Restrictions	Case conflicts, controlled-transfer conditions, onward disclosure and permitted systems.
Approval	Actual owner and security/other review required for the material.
Implementation	Grant date, authentication and verification of the intended permissions.
Review / exit	Next review, role-change trigger, expiry, revocation and evidence.

D.2 Hold notice attachment to AF-FR-021

Field	Entry to complete
Matter and authority	Hold ID, purpose, actual issuing authority and legal/investigation reference where relevant.
Scope	Record categories, dates, custodians, systems, related attachments and provider copies.
Required preservation	Disposal actions to suspend, segregated copies and protection from alteration.
Notices	Recipients, secure issue date, acknowledgments and provider confirmation.
Review	At least six-month review and case-change trigger; responsible independent function.
Release	Actual competent decision, date, other-duty check and resumption of approved disposition.

D.3 Disposal or return record attachment to AF-FR-021

Field	Entry to complete
Candidate material	IDs, category, volume or count, location and custodian.
Retention review	Source class, actual trigger, elapsed period, purpose, constitutional overlay and other duties.
Hold check	Relevant holds and releases; current confirmation.
Method	Delete, destroy, return, anonymize or transfer; media and provider scope.
Authority	Actual approving role, decision, conditions and timing.
Completion	Executor, actual date, independent verification where required, exceptions and follow-up.
Minimal audit trail	Category, dates, authority, method and confirmation without duplicating disposed private contents.

D.4 Custody or migration handover attachment

Field	Entry to complete
Transfer identity	Source/destination, actual owners, purpose, date and authority.
Inventory	Files/cases, versions, metadata, formats, protected items, holds and retention triggers.
Rights and access	Confidentiality, use rights, recipient permissions and continuing obligations.
Verification	Counts, readability, integrity, signatures, calculations, links and status reconciliation.
Exceptions	Missing or damaged items, restricted access, remediation and decision holds.
Acceptance	Authenticated acceptance by the receiving custodian and authority to close the old access.
Follow-up	Retained originals, provider return/deletion, recovery test and updated index.

Annex E. Release, recovery and audit working aids

E.1 Release checklist

Check	Evidence required before a release decision
Identity	Exact code, title, edition/revision, owner, language and file set.
Source hierarchy	Constitution and relevant scheme/procedure checked; material differences documented.
Authority	Actual approving role or body, mandate, relevant notice/vote and conditions.
Content	Complete actions, roles, decisions, deadlines, exceptions, forms and records.
References	Every source code resolves; incoming dependencies and affected users identified.
Technical verification	Calculations, examples, units, software behavior and boundary cases checked where relevant.
Rights and protection	Contribution rights, confidentiality, personal data and controlled material reviewed.
Presentation	Editable and PDF renditions inspected; tables, symbols, page numbers and headings readable.
Implementation	Effective time, training, systems, program constraints and user notice established.
Archive and distribution	Previous editions preserved; obsolete working copies controlled; Master List updated from actual evidence.

E.2 Recovery exercise attachment to AF-FR-022

Record Exercise status unmistakably; actual exercise date; service and source target; approved scenario; authorized team; backup point and archive inventory; restoration start/end; data-loss interval; file and record verification; status and permission reconciliation; missing evidence; pass/fail against each criterion; actual restart authority; corrective actions; and retest date. Do not count synthetic incidents as production performance.

E.3 Synthetic record-correction trail

A member's public directory entry incorrectly identifies its primary electoral college. Preserve the original entry and the admission evidence. Authenticate the member's request, determine the actual authorized classification and apply the independent challenge route if the assignment itself is disputed. A publisher corrects the public wording only after the proper decision; the election administrator separately evaluates any roll impact.

Record the original and corrected text, decision reference, actual correction time, notifications and dependent records. Do not erase the earlier entry or backdate the corrected college into a closed election. The example demonstrates why a directory correction, a membership decision and an electoral remedy are different acts.

E.4 Focused audit sample

Select a current publication, a superseded publication, a member case, a committee election, a technical decision, a restricted complaint, an expired or withdrawn status, a permanent resolution and a record on hold. For each, trace source version, authority, original evidence, access, current public claim, retention trigger and retrieval. Add a recovery test and a provider-held record where those activities are in scope. Sample size follows the actual risk-based audit plan; this list is not a statistical representation claim.

Annex F. Source map, alignment issues and adoption checklist

Guide subject	Controlling or supporting source	Main evidence
Hierarchy and actual status	AF-CON-001, Articles 3 and 31	Actual adopted instruments and release/activation records.
Create, review, approve and distribute	AF-PR-001	AF-FR-001; Master List and approved renditions.
Corporate and technical changes	AF-CON-001, Articles 17 and 29; AF-PR-006	AF-FR-002; AF-FR-010 to AF-FR-012.
Access and registry status	AF-PR-014; Constitution Article 26	AF-FR-021; actual source decision; access and release logs.
Retention, holds and disposal	AF-SC-001; Constitution clause 26.3 and Annex C	Record-class decision; hold and disposal records.
Recovery and incidents	AF-PR-015	AF-FR-022; test results; restart approval.
Operational field and status rules	AF-RG-001	Case IDs, actual dates, source evidence and controlled registers.
Contributions, translation and claims	Constitution Article 27; AF-PR-020	Rights records and AF-FR-031.
Audit and improvement	Constitution clause 28.4; AF-PR-016 to AF-PR-018	AF-FR-016; AF-FR-023; AF-FR-024.
Governance alignment	Constitution Annex E; AF-SC-006	Explicit change requests, approvals, effective dates and implementation evidence.

F.1 Explicit differences requiring controlled alignment

The prior AF-GV-002 technical framework includes appointed permanent participants and a half-participation ballot default. The Constitution specifies elected permanent offices, one seat per control group and two-thirds substantive participation for final normative approval. The prior AF-PR-006 names an authorized Standards Board at release; the Constitution assigns publication authorization to the Presidential Council after elected technical approval. These differences must not be hidden in a revised form.

The earlier R02 operational-retention wording is subject to the Constitution's specific permanent corporate-resolution and constitutional-record requirement after lawful commencement. Earlier member/register fields also need the explicit electoral college, consolidated credential, governance disclosure and independent-review information identified in Annex E. The original files remain authentic earlier editions until formally updated.

F.2 Actual-use checklist

Verify the actual legal and constitutional status; approving authority and document owner; the three new unused guide codes; current controlled source versions; applicable retention duties; approved repositories and signature methods; independent review functions; configured access and recovery; prospective operating parameters; and user training. Complete the real release record, index entries and notifications. Do not close an alignment item merely because a guide describing it has been written.

Master List entry for consideration: AF-GD-003 | Documents & Records Guide | Guide | Owner: Quality Manager | Process: P02, with P16 interfaces | First Edition | Revision 00 | Edition date: 29 September 2026 | Approval and effectivity: enter actual evidence | Approved master retention: R01 | Primary relations: AF-CON-001, AF-PR-001, AF-SC-001 and AF-RG-001. Existing Master List, Constitution and AF 9100 files are unchanged by this delivery.