

Air Force Records Management Program Practice Test (Sample)

Study Guide



Everything you need from our exam experts!

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. What form is utilized as a packing list for transferred or retired records?**
 - A. SF137**
 - B. SF135**
 - C. SF134**
 - D. SF136**

- 2. What is included in the definition of disposition?**
 - A. Destruction, salvage, and donation**
 - B. Scheduling and preserving records**
 - C. Organizational transfers and retaining records**
 - D. Only destruction and transfer**

- 3. Which of the following is a responsibility of Air Force units related to records management?**
 - A. Organize annual social events**
 - B. Document their organization and preserve records**
 - C. Conduct physical training sessions with personnel**
 - D. Design new administrative procedures**

- 4. In records management, what does the term "chain of custody" refer to?**
 - A. The process of transferring data between systems**
 - B. The process of maintaining and documenting the handling of records to ensure their integrity and authenticity**
 - C. The protocol for disposing of outdated records**
 - D. The method for organizing physical records**

- 5. What is an objective for determining retention of records?**
 - A. Minimizing costs**
 - B. Identifying essential Air Force documentation**
 - C. Improving record access**
 - D. Creating digital backups**

- 6. What is the purpose of scheduling records in the records disposition program?**
- A. To minimize storage costs**
 - B. To ensure timely disposal**
 - C. To organize historical exhibits**
 - D. To track personnel evaluations**
- 7. Which of the following is essential to avoid when cross-referencing?**
- A. Creating too many cross-references**
 - B. Using digital tools**
 - C. Receiving feedback from users**
 - D. Updating records frequently**
- 8. What can be done if the official cross-referencing form is unavailable?**
- A. Leave the records unreferenced**
 - B. Make copies of the record and file each copy accordingly**
 - C. Request a new form from the office supply**
 - D. Use digital means only for reference**
- 9. Which role does the AFFRLO perform concerning federal publication?**
- A. Act as the single point of contact with the Office of Federal Regulations**
 - B. Write all Air Force reports**
 - C. Maintain all Air Force records**
 - D. Oversee financial audits of Air Force units**
- 10. What is the primary function of the NCC in records management?**
- A. To audit records management practices**
 - B. To coordinate training sessions**
 - C. To assist in developing the e-record file structure**
 - D. To manage physical archives**

Answers

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1. B
2. A
3. B
4. B
5. B
6. B
7. A
8. B
9. A
10. C

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Explanations

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1. What form is utilized as a packing list for transferred or retired records?

- A. SF137
- B. SF135**
- C. SF134
- D. SF136

The correct form utilized as a packing list for transferred or retired records is the SF135. This form is specifically designed to document the transfer of records to an off-site storage facility, ensuring accurate tracking of records throughout the process. The SF135 serves as both a packing list and a cover sheet, providing essential information about the records being transferred, including their title, date, and quantity. Using the SF135 helps maintain accountability and integrity of records management practices by creating a clear audit trail. It ensures that all transferred records are accounted for and appropriately documented, which is crucial for compliance with federal record-keeping regulations. This form is a critical component in the lifecycle management of records, especially in handling the safe and efficient transfer to permanent or archival storage. In contrast, the other forms listed serve different purposes. For instance, SF137 is associated with records destruction and is not utilized for packing lists. SF134 relates to request forms for records and SF136 is used for documenting record destruction requests. Each form has a distinct role in records management, highlighting the importance of utilizing the correct form for its intended purpose.

2. What is included in the definition of disposition?

- A. Destruction, salvage, and donation**
- B. Scheduling and preserving records
- C. Organizational transfers and retaining records
- D. Only destruction and transfer

The definition of disposition includes actions taken to manage records once they are no longer needed for administrative, legal, or operational purposes. This incorporates several processes, including destruction, salvage, and donation. Destruction refers to the permanent elimination of records that are no longer necessary, ensuring sensitive information is not misused. Salvage involves recovering materials from records that may still hold value or can be repurposed. Donation allows for the transfer of records to other entities where they may be useful, fostering broader access to historical or operational data. Other choices focus more narrowly on specific aspects of records management. Scheduling and preserving records emphasize the organization and maintenance of records until disposition is warranted, while organizational transfers and retaining records deal with the movement of records rather than their final handling. The option that suggests only destruction and transfer misses the full scope of ways records can be disposed of. Thus, the inclusion of all three actions—destruction, salvage, and donation—accurately reflects the comprehensive definition of disposition in records management.

3. Which of the following is a responsibility of Air Force units related to records management?

- A. Organize annual social events**
- B. Document their organization and preserve records**
- C. Conduct physical training sessions with personnel**
- D. Design new administrative procedures**

The responsibility of Air Force units related to records management focuses on documenting their organization and preserving records. This is essential because managing records effectively ensures that important information is captured, maintained, and accessible for future reference. Proper documentation helps maintain accountability, supports operational needs, and complies with legal and regulatory requirements. In the context of the Air Force's mission, maintaining organized records is critical for operational readiness, historical preservation, and transparency in processes. This encompasses a broad range of activities, including the classification, retention, and secure disposal of records as needed, which contributes to the overall effectiveness of the Air Force units and their ability to function efficiently in various capacities. The other options do not align with the primary responsibilities of records management. Organizing annual social events, conducting physical training sessions, and designing new administrative procedures are important, but they fall outside the scope of records management duties, which specifically emphasize the need for systematic documentation and preservation of pertinent information related to the unit's functions and history.

4. In records management, what does the term "chain of custody" refer to?

- A. The process of transferring data between systems**
- B. The process of maintaining and documenting the handling of records to ensure their integrity and authenticity**
- C. The protocol for disposing of outdated records**
- D. The method for organizing physical records**

The term "chain of custody" refers specifically to the process of maintaining and documenting the handling of records to ensure their integrity and authenticity. This concept is crucial in records management because it helps to establish a clear and provable history of the records from their creation to their current state. By keeping a detailed log of who accessed the records, when they were accessed, and what actions were taken (such as modifications or storage), organizations can safeguard the trustworthiness of the records. This is particularly vital in legal or regulatory contexts, where the authenticity of records can significantly impact outcomes. If any questions arise about the validity of a record, a well-documented chain of custody provides the necessary evidence to verify that the content has not been altered or tampered with during its lifecycle. Other choices, while related to records management, do not capture the unique focus on the integrity and history involved in chain of custody. They pertain to different aspects of record handling, like data transfer, disposal, or organization, rather than the meticulous documentation and maintenance of record authenticity.

5. What is an objective for determining retention of records?

- A. Minimizing costs
- B. Identifying essential Air Force documentation**
- C. Improving record access
- D. Creating digital backups

Identifying essential Air Force documentation is a crucial objective for determining the retention of records. This focus ensures that important information necessary for operational, legal, and historical purposes is preserved within the framework of the Air Force's records management program. By identifying which records are essential, the Air Force can maintain accountability, facilitate mission accomplishment, and comply with regulatory requirements. Retention schedules are often developed to help classify records based on their significance, duration of use, and legal obligations. This practice helps in managing records efficiently and ensures that critical documentation remains accessible for as long as necessary. Prioritizing the identification of essential documentation contributes to effective records management, which is essential for operational integrity and the safeguarding of the institution's history and accountability.

6. What is the purpose of scheduling records in the records disposition program?

- A. To minimize storage costs
- B. To ensure timely disposal**
- C. To organize historical exhibits
- D. To track personnel evaluations

The purpose of scheduling records in the records disposition program is primarily to ensure timely disposal. This process involves determining when specific records are no longer needed for operational purposes and can be safely discarded or transferred to an archive. By establishing a clear timeline for disposal, the organization can effectively manage its records, ensuring that obsolete or unnecessary information does not clutter storage and allowing for efficient use of resources. Additionally, timely disposal helps mitigate risks associated with retaining outdated records, such as liability issues or potential security breaches. While minimizing storage costs, organizing historical exhibits, and tracking personnel evaluations may be relevant to records management in different contexts, they are not the primary purpose of records scheduling. The focused goal of scheduling is to maintain an efficient and compliant records management program through prompt and systematic disposal of records at the appropriate time.

7. Which of the following is essential to avoid when cross-referencing?

- A. Creating too many cross-references**
- B. Using digital tools**
- C. Receiving feedback from users**
- D. Updating records frequently**

Creating too many cross-references can lead to confusion and oversaturation of information. When cross-references are excessive, it becomes challenging for users to find the applicable information they need efficiently. It may overwhelm users, causing them to miss critical data or misinterpret the relationships between different pieces of information. Therefore, maintaining a balance in the number of cross-references is essential to ensure clarity and usability in records management. This practice ensures that users can navigate documents smoothly without getting lost in a web of countless connections. Using digital tools can enhance the effectiveness of cross-referencing by providing better organization and easier access to related documents. Additionally, receiving feedback from users is crucial for understanding how well the cross-referencing system is functioning and whether adjustments are needed. Updating records frequently helps ensure that the information remains current and relevant. Thus, while these actions are beneficial, creating too many cross-references should be avoided to maintain clarity and efficiency.

8. What can be done if the official cross-referencing form is unavailable?

- A. Leave the records unreferenced**
- B. Make copies of the record and file each copy accordingly**
- C. Request a new form from the office supply**
- D. Use digital means only for reference**

Choosing to make copies of the record and file each copy accordingly is the best course of action when the official cross-referencing form is unavailable. This method ensures that the records continue to be accessible for future reference and maintains the integrity of the information being documented. By creating multiple copies, the essential data is preserved in a structured manner, allowing for more efficient retrieval when needed. This practice is beneficial in maintaining an organized records management system, particularly when dealing with physical records. Using this approach avoids potential issues that may arise from leaving records unreferenced, which could lead to confusion or difficulty in locating the records later. Furthermore, requesting a new form from the office supply or relying solely on digital means might not provide a comprehensive solution, as there may be immediate needs for physical copies or documentation that cannot rely on a digital reference alone. Maintaining physical records through copying is often a standardized procedure in records management when essential tools are temporarily unavailable.

9. Which role does the AFFRLO perform concerning federal publication?

- A. Act as the single point of contact with the Office of Federal Regulations**
- B. Write all Air Force reports**
- C. Maintain all Air Force records**
- D. Oversee financial audits of Air Force units**

The role of the Air Force Federal Records Liaison Office (AFFRLO) in relation to federal publications is primarily to act as the single point of contact with the Office of Federal Regulations. This function involves coordinating compliance and communication between the Air Force and federal regulatory bodies, ensuring that the Air Force adheres to guidelines affecting federal publications. By serving as this central liaison, the AFFRLO facilitates the dissemination of information regarding federal regulations that impact Air Force operations and documents. This role is crucial in maintaining the integrity and compliance of Air Force records management practices with federal standards. The other functions listed, such as writing reports, maintaining records, or overseeing audits, do not specifically align with the primary responsibilities of the AFFRLO concerning federal publication and regulation liaison activities.

10. What is the primary function of the NCC in records management?

- A. To audit records management practices**
- B. To coordinate training sessions**
- C. To assist in developing the e-record file structure**
- D. To manage physical archives**

The primary function of the NCC (Network Control Center) in records management is to assist in developing the e-record file structure. This role is critical as it ensures that electronic records are organized, stored, and retrieved in a manner that complies with established standards and facilitates efficient access and management. Developing the e-record file structure involves creating a systematic way to categorize and archive digital information, which is essential for maintaining the integrity and accessibility of records over time. This function supports the overall goal of effective records management by ensuring that electronic records are structured in a way that meets the needs of users while adhering to legal and regulatory requirements. A well-developed e-record file structure also aids in the preservation of documents long-term, ensuring that important information is not lost and can be easily referenced when needed.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://airforcerecordsmgmt.examzify.com>

We wish you the very best on your exam journey. You've got this!

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