DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
441 G Street, NW
Washington, DC 20314-1000

EP 25-1-114

CECI

Pamphlet
No. 25-1-114

31 January 2021

Information Management: Records Management
EMERGENCY OPERATIONS FOR RECORDS AND INFORMATION MANAGEMENT SPECIALISTS (RIMS) AND ACTION OFFICERS DURING NATURAL AND MAN-MADE DISASTERS

1. This Engineer Pamphlet establishes policies, responsibilities, and procedures for managing records created during an emergency operation natural and manmade disaster.

2. Applicability. This Engineer Pamphlet applies to all HQUSACE staff elements.

3. Distribution Statement. Approved for restricted release; distribution is unlimited.

FOR THE COMMANDER:

LLOYD.JOHN.PHILLIP.1021070595
Digitally signed by LLOYD.JOHN.PHILLIP.1021070595
Date: 2021.01.29 18:00:08 -05'00'

JOHN P. LLOYD
COL, EN
Chief of Staff

DEPARTMENT OF THE ARMY EP 25-1-114
U.S. Army Corps of Engineers
441 G Street, NW
CECI Washington, DC 20314-1000

Pamphlet
No. 25-1-114 31 January 2021

Information Management: Records Management
EMERGENCY OPERATIONS FOR RECORDS AND INFORMATION MANAGEMENT SPECIALISTS (RIMS) AND ACTION OFFICERS DURING NATURAL AND MAN-MADE DISASTERS

CONTENTS

Paragraph Page

1. Purpose....1
2. Applicability....1
3. Distribution Statement....1
4. References....1
5. Records Management (Recordkeeping) Requirements....1
6. Availability....2
7. Responsibilities....2
8. Policy....2
9. Procedures....4
10. Recordkeeping Procedures....9
11. Records Holding Boxes....10
12. Glossary....11

Figure 1. Records Transmittal Receipt, SF 135....8
Figure 2. Records Holding Box Labeling....9

Appendix
- A. Office Records Lists Structure....13
- B. Functional Area, Record Numbers, and Description....16
- C. Records Retention Policy and Acknowledgement....17

1. Purpose. This publication establishes policies, responsibilities, and procedures for managing records created during an emergency operation natural and manmade disaster.

2. Applicability. This pamphlet is applicable to all USACE personnel that have responsibility for emergency preparedness, response and recovery activities during natural and manmade disasters (deployed and at home station).

3. Distribution Statement. This regulation applies to Headquarters (HQ) USACE staff elements and USACE Divisions, Districts, Centers, Labs, and Field Operating Activities (FOA).

4. References.

a. The Federal Records Act of 1950 as amended contains the statutory authority for the Army Records Information Management System (ARIMS) program. The General Services Administration (GSA) and the National Archives and Records Administration (NARA) share government-wide responsibility for federal recordkeeping. The GSA portions of the Federal Records Act are implemented in the Federal Management Regulations, Part 41, Chapter 102, Subchapter G, Code of Federal Regulations (CFR), and NARA portions are implemented in 36 CFR, Chapter XII, and Subchapter B. Implemented by Army regulations.

b. 44 USC §§ 3301-3314, establishes the legal basis for the disposal of records of the U.S. government. The Director, U.S. Army Records Management and Declassification Agency (USARMDA) (AAHS-RDR), 7701 Telegraph Road, Alexandria, VA, 22315-3860, develops retention and disposal authorizations that meet Army needs and obtains approval from the archivist of the U.S. Approval by the archivist is legal authority for the retention and disposal of all Army records.

c. AR 25-1, Army Information Technology https://armypubs.army.mil/ProductMaps/PubForm/AR.aspx.

d. AR 25-400-2, The Army Records Information Management Systems (ARIMS) https://armypubs.army.mil/ProductMaps/PubForm/AR.aspx.

e. AR 25-22, The Army Privacy Program https://armypubs.army.mil/ProductMaps/PubForm/AR.aspx.

f. DA Pamphlet 25-403, Guide to Recordkeeping in the Army https://armypubs.army.mil/ProductMaps/PubForm/PAM.aspx.

5. Records Management (Recordkeeping) Requirements. The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Army Records Retention Schedule—Army (RRS-A). Detailed information for all related record numbers are located in ARIMS/RRS-A at https://www.arims.army.mil. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS-A, see Department of the Army (DA) Pamphlet 25-403, Guide to Recordkeeping in the Army.

6. Availability. Access this regulation on the official USACE publications web page at http://www.publications.usace.army.mil.

7. Responsibilities.

a. The USACE Records Program Manager/Records Officer will prescribe policies, procedures, and implementing instructions on the records management and recordkeeping of Emergency Operations for RIMS and Action Officers during a Natural and Manmade Disaster.

b. The CIO/G6, Operations and Production Directorate, Information and Product Services Division, will administer the Emergency Operations for RIMS and Action Officers during Natural and Manmade Disasters on behalf of the HQUSACE Records Management Program.

c. All USACE elements will identify, capture and retain all emergency operations official records in compliance with the formats and guidance established in this regulation.

d. USACE Divisions, Districts, Centers, Labs, and FOAs will issue local guidance in the formats displayed in this regulation. Guidance will not be issued using any alternative records management format not established in this regulation without the review and approval by USACE Records Officer.

e. The Enterprise Records Management Team (ERMT) will review and approve all SF 135s.

f. Records and Information Management Specialist (RIMS). The RIMS have the responsibility of controlling the recorded information generated and received by an organization. The RIMS must serve as a member of the emergency response team as a first responder and the RIMS must be familiar with the mission leaders and administrative personnel that are stationed at the Recovery Field Office.

g. Records Coordinators. Records officials designated at a sub element as necessary for records management program execution.

h. Action Officer/Emergency Response Personnel. Any individual who creates official records on behalf of the USACE will identify, capture, and retain all emergency operations official records in compliance with the formats and guidance established in this regulation.

8. Policy. According to Army Records Information Management System (ARIMS), records are identified according to the primary directive that prescribes those records being created, maintained, and used. The RIMS will serve as a first responder to provide record management support, conduct appropriate briefings and instruction. All records created, received and maintained are the property of USACE, to include those created by contractors and other federal agencies into the operation.

a. The objective is to establish recordkeeping procedures, preparation and implementation during, and following a hurricane, flood, tornado or other disaster.

b. RIMS will provide guidance and assistance in the preparation and processing of Office Records Lists (ORL), SF 135 and all relevant procedure and documentation required to capture, retain and final disposition of emergency operations records during a natural and manmade disaster.

c. The Recovery Field Office (RFO) will ensure that recordkeeping boxes are available for the capture of hardcopy records and ensure all records (hardcopy and electronic) are forwarded to Army and uploaded to the Army Electronic Archives. The RIMS will conduct appropriate briefings and provide instructions to all personnel.

d. Records that must be preserved include: physical materials such as laboratory samples and specimens; documents; electronically stored information; written material, whether final or in draft form, such as memoranda, e-mails, photographs, texts, maps, diagrams, letters, databases, spreadsheets, presentation materials, notes, recordings, data, microfilm, and microfiche; personal files, including notebooks, calendars, and day planners; word processing files; spreadsheets; databases; voicemail; geographic information system ("GIS") maps; computer-aided design ("CAD") files; scanned or digital photos; and scanned document images.

e. Documentation is a crucial step in response and recovery. It may be one of the most difficult tasks in an emergency. All records should be kept regardless of whether they become permanent records. It is vital to keep accurate records of all aspects of an emergency incident for purposes such as insurance claims, liability, collections of inventory control, and object condition reports. Records should be centralized within each mission area for easy retrieval and should be kept for all events, decisions and actions taken, and personnel involved. Careful tracking of these records is essential as collections are moved from the site of the final storage area.

(1) Why We Document:

(a) Aid in insurance claims.

(b) Enable complete record-keeping for items impacted by a disaster.

(c) Assist in inventory control.

(2) Important aspect of documentation:

(a) Witness accounts of the disaster.

(b) Descriptions of the site.

(c) Visual depictions of the site (photographs/videotape).

(d) Visual depictions of objects.

(e) Notes on object condition.

Note: The maximum penalty for the willful and unlawful destruction, damage, removal, or alienation of Federal records is a fine, 3 years in prison, or both (18 USC 2071).

9. Procedures.

a. Army and USACE policy require Army users to register in ARIMS and use the system to send electronic records or transfer/ship hardcopy records. There are policies and guidance on how to properly ship/transmit your records in the ARIMS; however, this practice may not always be possible or practical during recovery efforts. Regardless, you can still capture and preserve your records. At the very least, retain your electronic records in a share drive, SharePoint site, on portable hard drives, etc. until you are back at your home station where the local records officers can further process them.

b. A detailed organization and index of your records will make it easier to find specific records later. Make sure records contain the following:

Operation/location
Date
Unit
Type of records (incident report, daily journal, photos downed power lines, etc.)

c. Recordkeeping Procedures. All records created during recovery operations and deployments are scheduled as permanent. Records must be indexed and labeled in an ORL with folder and subfolders (as needed) in accordance with ARIMS. All electronic records in electronic/automated information systems must be captured and transferred to ARIMS with a completed electronic Standard Form (SF) 135. Hard copy records will be placed in record boxes (containers) and must have an SF 135 completely filled out and placed in the front of each sequence of boxes. When there are several folders, drawers, or other containers with records under the same category, only the first folder, drawer, or container will show all of the required label information; the remaining folders, drawers or containers need only to be identified by the name, number, or other feature identifying the contents. Labels may be placed anywhere on folders that are suitable and visible for easy identification and retrieval of records.

(1) One of the first things needed are authorized records boxes. These need to be readily available (on standby) prior to an emergency. Once the RIMS arrive at the mission site, the RIMS will introduce themselves to all the mission leaders and administrative personnel. Each mission is required to have an admin subject matter expert (SME) appointed by the mission leader who will be responsible for the records. It is very important that the RIMS work closely with mission leaders to give a thorough understanding of how crucial records maintenance is. It is a good idea to have pre-printed labels ready to be distributed in the event of a power outage or some other unforeseen problem. The use of basic record numbers (listed separately) was the standard decision made following Hurricane Katrina.

(2) The first order of business is to have pre-printed labels ready to issue to the Records Coordinators with the basic record numbers for each particular mission. Make sure they are

familiar with their mission and can identify the records they are responsible for. When talking to the admin people put them at ease by stressing the importance of recordkeeping and let them know that you are available to offer any assistance. Most missions start off working out of plastic containers. This is a good idea but ultimately once these containers are filled and supplies are ordered, record holding boxes will become available. At the front of the containers (plastic) please place the record number on a cardstock index and tape it on the container. You do not need to keep labels of the record number on each of the folders within each individual box. Make sure you label your folders with the appropriate information (name, contract number, mission number, task number, or any unique identifying information or individual name on the folder).

d. Personnel must have an Official Electronic Messaging Account and access to the dedicated mission shared drive designated by the District, and shall take the following actions in response to this policy, see also Records Retention Policy Appendix C:

(1) Copy all Records, other than e-mails, relating to this emergency assistance effort to the shared drive loaded with the ARIMS Bulk Archiving Tool (BAT):

(2) Create a .pst. file in Outlook and copy all e-mails (sent or received) related to this emergency assistance effort to the file. When a person's emergency assistance efforts are at an end, all e-mail .pst files shall be copied to the shared drive location designated for the capture of these mission records.

(3) Personnel are required to complete tasks in (4) a. and (4) b. below prior to completion of their assignment to emergency response.

(4) All personnel must abide by the following:

(a) No one will use a personal, non-governmental phone to communicate in the performance of work in support of this emergency assistance effort, unless conditions make it necessary to do so.

(b) No one will create, send, or store any documents, records or other information on a non-governmental device.

(c) No one will create, send, or receive any e-mail or other electronic message on a non-governmental electronic messaging account.

e. Standing Operating Procedures.

(1) Recovery Field Offices (RFO). The RFO is the headquarters of all emergency response work.

(2) Emergency Field Offices (EFO). EFO are set up as field offices. RFO guidelines also apply to EFOs. Some field offices have a courier to transfer all their records on a daily basic to the RFO. While records are being maintained at the EFO, the EFO needs to follow the same instructions as the RFO until records are merged.

(3) Mission Closure. At the close of each mission, be sure to check the record box to ensure what is listed on the SF 135 is actually in that particular box. For each series of boxes (1 of 4, etc.), place a completed SF 135 and inventory in the front of the first box and place a copy of the inventory in each subsequent box in the series. It is strongly recommended that a secure location be obtained to house record boxes until they are transported to their final destination. These records must be kept separate from the day to day records. Each record coordinator and action officer should ensure these records are safeguarded at all times.

(4) Preparing Records For Transfer. The following supplies are recommended at the time of arrival at the Emergency site.

Records Holding Boxes (15X12X10 or NSN 8115-00-117-8249)
Clear tape
Permanent Markers
Ink pens, pencils
Stapler
File folders and cardstock dividers
Agency issued Laptop
Writing paper
Blank copies of SF 135's
Pre-printed labels (with the basic records numbers)
CDs, DVDs,
Portable hard drives

(5) Packing boxes. Use the proper box size when packing the records. Boxes should be standard size record box for legal or letter size files (NSN 8115-00-117-8249). The recommended tape to use is NSN 7510-00-079-7905, a clear tape that does not obscure numbers. Place a copy of the SF 135 in the front of the box. The original copy is provided to the RIMS. Use a black permanent marker to record information on the outside of boxes.

(6) Instructions for completing the SF 135, Records Transmittal and Receipt:

(a) Item 1, Enter the complete address for the records center serving the area.

(b) Item 2, Name, and title for the person authorizing the transfer. Dates will be entered at the time transferring official signs the block.

(c) Item 3, Provide name, office, office symbol and commercial telephone number of person to contact concerning the records.

(d) Item 4, Completed by the records center upon receipt.

(e) Item 5, Transferring office name, and complete mailing address.

(f) Item 6a, NARA record group number assigned to the records of the organization making the transfer and 6(b) last two digits of the current FY.

(g) Item 6(c), Staff assigned numbers.

(h) Item 6(d), Volume of records in shipment.

(i) Item 6(e), Show the inclusive box numbers for each series of records being transferred. Each carton should be number sequentially as follows; 1 of 8 2 of 8, etc.

(j) Item 6(f), Provide detailed description of the records. Include records series, title, inclusive dates, filing order, detail folder listing for each box, and whether the series of records is subject to the Privacy Act.

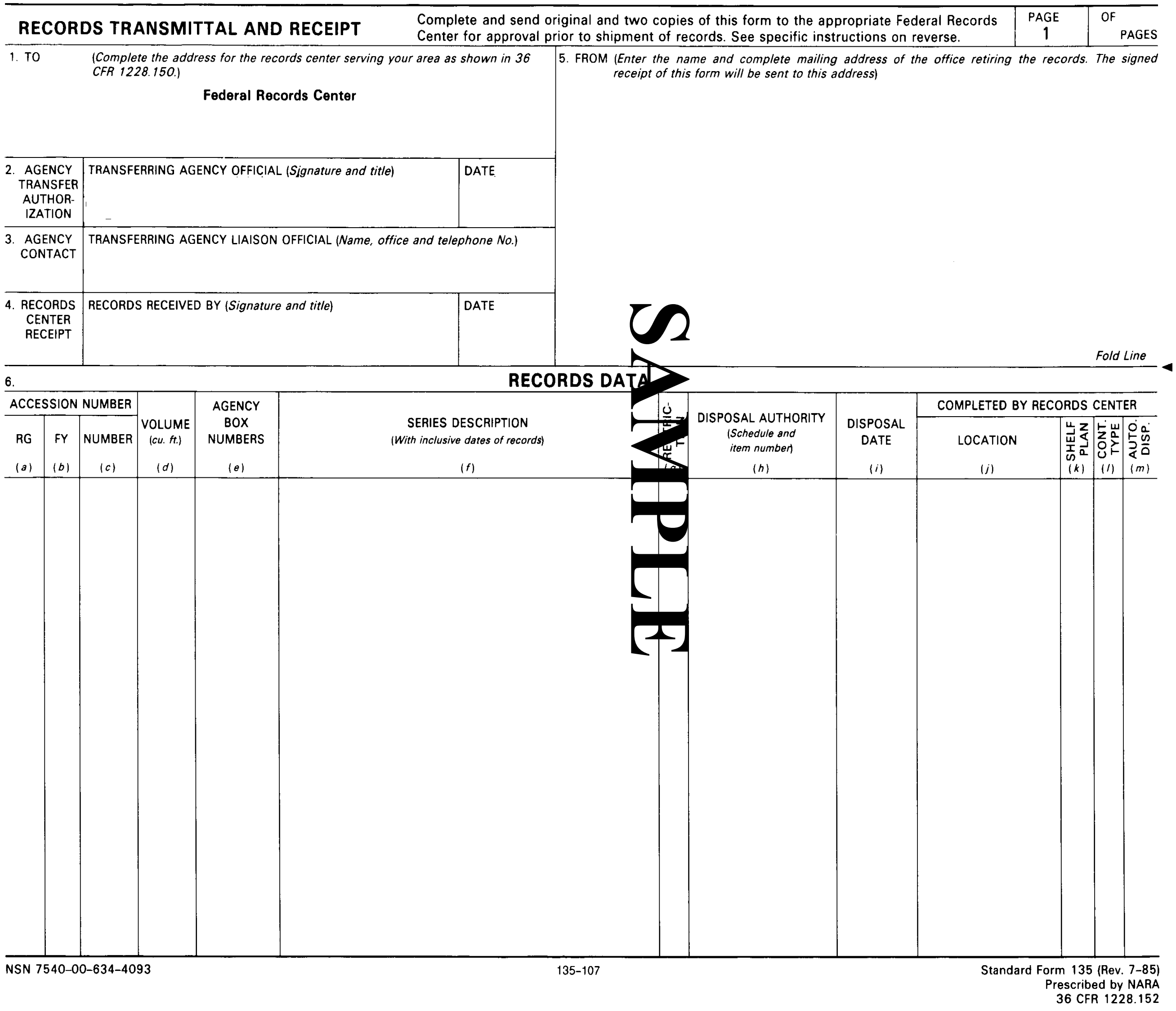
(k) Item 6(g), Complete this section using of the following codes:

Q	Security Classification
T	Top Secret security classification
S	Secret security classification
C	Confidential security classification
R	Restricted use – witnessed disposal not required (specify in column f)
W	Restricted use – witnessed disposal required (specify in column f)
N	No restrictions.

(l) Item 6(h), cite the RN for each records title.

(m) Item 6(1), Date record are to be destroyed based on the disposition instructions for the specific RN.

Records Transmittal Receipt (SF 135)



RECORDS TRANSMITTAL AND RECEIPT	Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.	PAGE 1	OF PAGES

1. TO (*Complete the address for the records center serving your area as shown in 36 CFR 1228.150.*)

Federal Records Center

5. FROM (*Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address*)

2. AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (*Signature and title*)	DATE
3. AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL (*Name, office and telephone No.*)	
4. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (*Signature and title*)	DATE

Fold Line

6. **RECORDS DATA**

SAMPLE

ACCESSION NUMBER			VOLUME (*cu. ft.*)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (*With inclusive dates of records*)	[illegible]	DISPOSAL AUTHORITY (*Schedule and item number*)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SHELF PLAN	CONT. TYPE	AUTO. DISP.
(*a*)	(*b*)	(*c*)	(*d*)	(*e*)	(*f*)		(*h*)	(*i*)	(*j*)	(*k*)	(*l*)	(*m*)

NSN 7540-00-634-4093

135-107

Standard Form 135 (Rev. 7-85)
Prescribed by NARA
36 CFR 1228.152

Figure 1

10. Procedures for labeling outside of Record Holding boxes.

	Box Contents (General description of files in the boxes)
Upper Left	Leave Blank
Upper Right	Sequence of boxes (1 of 12, etc.)
Center	Office Symbol (Field Office)
Bottom left	Date of boxes sent to RHA
Bottom right	Record number and disposition date

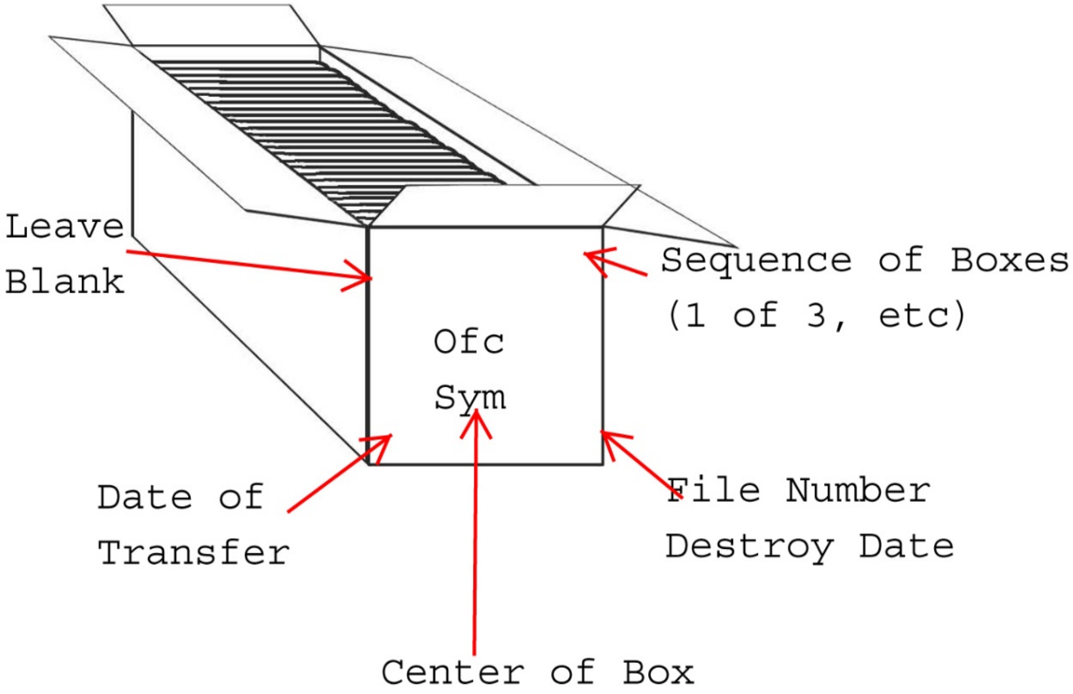


Figure 2

11. Proper Records Holding Boxes. Use the proper box size (15X12X10 or NSN 8115-00-117-8249) when packing the records. Boxes larger than these dimensions will not fit on record center shelving. For legal and letter-size material, use standard box sizes. Use half-size or other boxes only for microfilm, index cards, or other odd-size material. Do not use boxes that are damaged or have information obscuring the accession number blocks or reuse boxes that have stick on labels as they are subject to falling off after several years in storage. Place letter-size records in the box with labels facing the numbered end. The numbered end will be opposite the stapled end. Place legal-size records in the box so that the labels face the left of the box as you face the numbered end. Leave approximately 1 inch of space in each box for working the files. Do not over pack the boxes.

Glossary

Action Officer. Any individual who creates official records on behalf of the Army.

Alphabetic Records. Arranging records in alphabetical order by name or subject.

ARIMS. The IT system for identifying, arranging, managing, storing (electronic records), retrieving and applying dispositions to Army record material. The system is accessed via the ARIMS Web site (https://www.arims.army.mil). The Web site contains the Records Retention Schedule-Army (RRS-A), the Army Consolidated Records Schedule (ACRS) framework, the Army Electronic Archives (AEA), and a software suite of tools to manage Army record information.

Bulk Archiving Tool (BAT). The BAT enables registered users to store electronic documents and emails locally, on a- shared network drive, and then submit them as a batch to the ARIMS AEA.

Current Records. Records necessary for doing the current business or operations of an office.

Date Arrangement. Arranging records chronologically with the newest record at the front of the file.

Electronic Records. Records stored in a form that only a computer can process.

Electronic mail (email). A document created or received on an electronic mail system including brief notes, more formal or substantive narrative documents, and any attachments, such as word-processing and other electronic documents, which may be transmitted with the message.

Electronic messages. Electronic mail and other electronic messaging systems that are used for purposes of communicating between individuals.

Electronic messaging. The sending and processing of email or other messages by computer or similar devices.

Emergency Operating Records. Records that are essential to the continued functioning and reconstitution of an organization before, during, and after a national security emergency, or under emergency or disaster conditions. Emergency operating records are 1 of 2 types of vital records; the other type being rights and interest records.

File. An accumulation of records maintained in a predetermined physical arrangement or to place documents in a predetermined location according to an overall plan of classification

Record Number (RN). The number assigned under ARIMS to a specific series of records. The number is based on the prescribing directive specifying they can be created.

Hardcopy Records. Records created on paper or some other durable surface, such as microfilm.

Office Records List. A list of the specific record titles and or numbers describing the records accumulated or generated in an office. The list is prepared within each element where records are accumulated or generated and should be coordinated with the organization or installation records management official.

Numeric arrangement. Arranging records in sequence by number.

Permanent records. The designation applied to records worthy of permanent retention by the United States and accessioned into the National Archives.

Personal Storage Table (.pst). Is an open proprietary file format used to store copies of messages, calendar events, and other items within Microsoft software such as Microsoft Exchange Client, Windows Messaging, and Microsoft Outlook.

Records. All books, papers, maps, photographs, machine-readable materials, or other documentary materials regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal Law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data in them.

Records Coordinator. Records official designated at the sub-element as necessary for records management program execution.

Records and Information Management Specialist. Responsible for all elements of records management at a given site, more than one site, and other projects as needed.

Special Records Collection. A group of records that may or may not fall under the same series, but which are considered to make up a collection based on common characteristics (for example, John F. Kennedy records collection).

Working Papers. Documents such as rough notes, calculations, or drafts that are assembled or created and used in the preparation or analysis of other documents. These documents are also considered records and are filed under the appropriate ARIMS title.

APPENDIX A
Office Records List (ORL) Structure

Basic record numbers to use and a brief example of records types within these categories.

OFFICE RECORDS LIST (ORL) STRUCTURE

- 1 Recovery Field Office (RFO) -
  - 1 General Administration
    - Meetings
    - Telephone conferences
    - Resident Engineer Files
    - Misc. office documents
    - 1x1 Timesheets
  - 690 General Personnel
    - Civilian employees
    - Contract employees
    - Retired Annuities
    - Military
  - 735 Property Accountability
    - VISA Purchases
    - Lodging
    - Issue and Turn-in
    - ENG 4900’s
  - 1180 COE Contracts
  - 1180 Contracts issued to perform work
    - Mission Files
    - ROE’s
    - Quality Control Reports
    - Quality Insurance Reports

OFFICE RECORDS LIST (ORL) STRUCTURE (cont'd)

1180

Contracts issued to perform work (continued)
- -Quality Assurance Reports
- -Equipment Logs
- -Miscellaneous Contract Data
- -Vehicle & Vessel Files
- -Maps
- -Debris Tickets
- -Mulch Program Records
- -Complete ROE's
- -Truck Load
- -Daily Debris Quantity
- -Contractor Crews
- -Truck Certifications
- -PMS Files
- -Right of Entry (Real Estate issue)
- -Blue Roof
  - Pay Estimates
  - Working Documents
  - Daily Quantities
  - Daily Reports
  - Rejections
  - Maps
  - Complaints
- -Debris Removal
- -Cleanup

37

Financial Management
- -VISA Purchases
- -MIPR's

27

Legal Services

37

Information Technology

385

Safety
- -Safety Classes
- -Guidance
- -Sign-in sheets
- -Incidents – Accidents
- -Nurse Assessment Records

OFFICE RECORDS LIST (ORL) STRUCTURE (cont'd)

200 Environmental

200 Internal Review

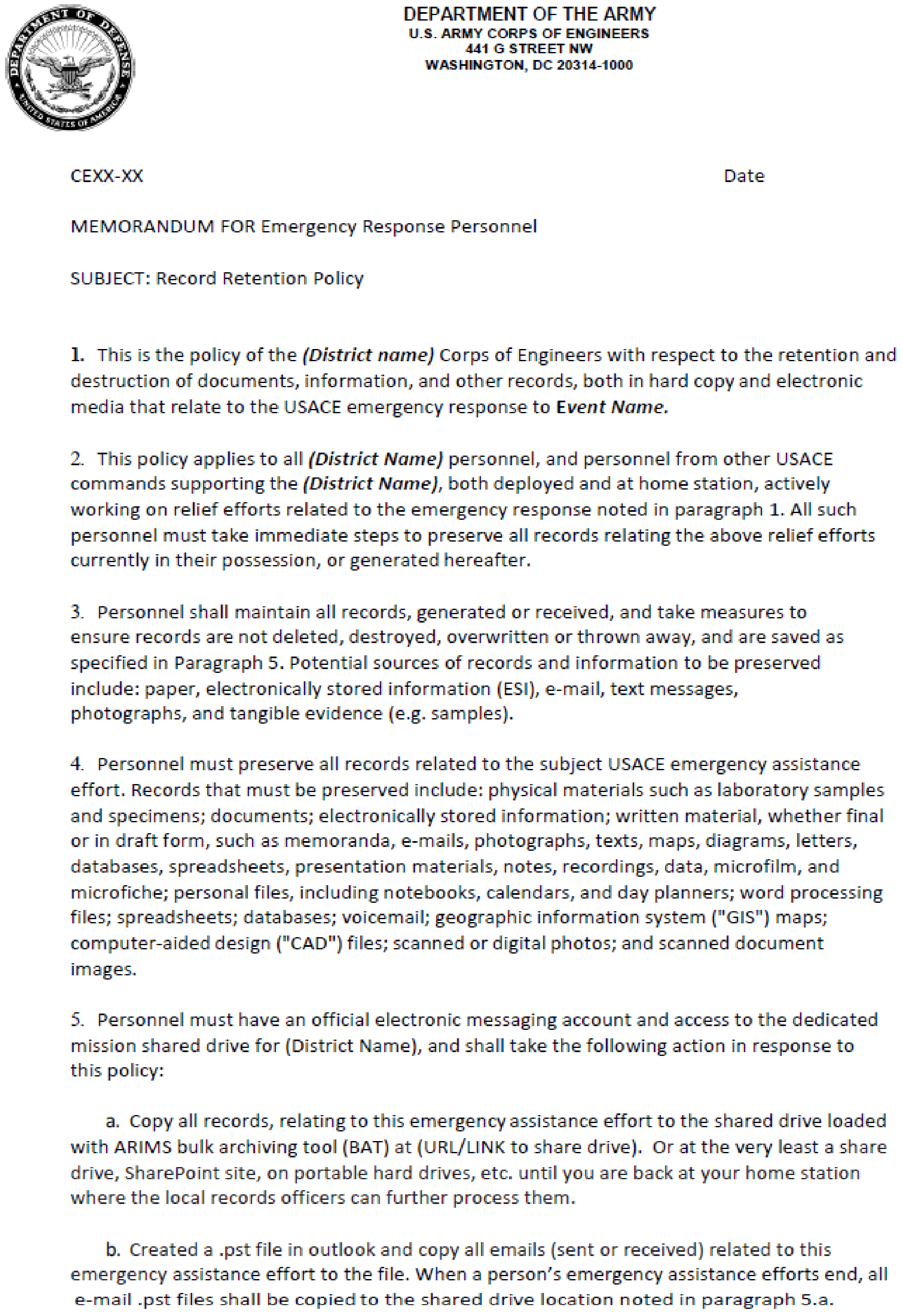
200 Real Estate

APPENDIX B
Functional Area, Record Number, and Description

In addition to the records numbers previously identified, the following records information can also be created. The following identifies the function, records number and brief description.

Functional Area	Record #	Description
Operations	220-15a1	Daily staff journal and tactical operations center log with coordinates of locations and events
Operations	525a1	Command reports, special reports, maps and overlays, and incident reports
Operations	525n1	Operation planning files; operating plans (including audio/videotapes of teleconferences)
Operations	525p1	Operation procedure files; OPORDS (including audio/videotapes of teleconferences)
Office Housekeeping	1hh	Office temporary duty (TDY) travel (civilian TDY orders)
Nuclear/Chemical	50-5a1	Nuclear accident/incident controls
Weapons/Material	50-6b1	Chemical accident/incident controls
Safety	385-10f2	Accident/incident case files (including nuclear, chemical, and biological exposure)
Military Police	190-45b2, 3	Military police journals (blotters)

Appendix C



DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET NW
WASHINGTON, DC 20314-1000

CEXX-XX Date

MEMORANDUM FOR Emergency Response Personnel

SUBJECT: Record Retention Policy

1. This is the policy of the ***(District name)*** Corps of Engineers with respect to the retention and destruction of documents, information, and other records, both in hard copy and electronic media that relate to the USACE emergency response to ***Event Name.***

2. This policy applies to all ***(District Name)*** personnel, and personnel from other USACE commands supporting the ***(District Name)***, both deployed and at home station, actively working on relief efforts related to the emergency response noted in paragraph 1. All such personnel must take immediate steps to preserve all records relating the above relief efforts currently in their possession, or generated hereafter.

3. Personnel shall maintain all records, generated or received, and take measures to ensure records are not deleted, destroyed, overwritten or thrown away, and are saved as specified in Paragraph 5. Potential sources of records and information to be preserved include: paper, electronically stored information (ESI), e-mail, text messages, photographs, and tangible evidence (e.g. samples).

4. Personnel must preserve all records related to the subject USACE emergency assistance effort. Records that must be preserved include: physical materials such as laboratory samples and specimens; documents; electronically stored information; written material, whether final or in draft form, such as memoranda, e-mails, photographs, texts, maps, diagrams, letters, databases, spreadsheets, presentation materials, notes, recordings, data, microfilm, and microfiche; personal files, including notebooks, calendars, and day planners; word processing files; spreadsheets; databases; voicemail; geographic information system ("GIS") maps; computer-aided design ("CAD") files; scanned or digital photos; and scanned document images.

5. Personnel must have an official electronic messaging account and access to the dedicated mission shared drive for (District Name), and shall take the following action in response to this policy:

a. Copy all records, relating to this emergency assistance effort to the shared drive loaded with ARIMS bulk archiving tool (BAT) at (URL/LINK to share drive). Or at the very least a share drive, SharePoint site, on portable hard drives, etc. until you are back at your home station where the local records officers can further process them.

b. Created a .pst file in outlook and copy all emails (sent or received) related to this emergency assistance effort to the file. When a person's emergency assistance efforts end, all e-mail .pst files shall be copied to the shared drive location noted in paragraph 5.a.

c. Personnel are required to complete tasks in 5.a. and 5.b. prior to completion of their assignment to emergency response.

6. All personnel must abide by the following:

  a. No one will use a personal, non-governmental phone to communicate in the performance of work in support of this emergency assistance effort.

  b. No one will create, send, or store any documents, records, or other information on a non-governmental device.

  c. No one will create, send, or receive any e-mail or other electronic message on a non-governmental electronic messaging account.

  d. All personnel must consent to an electronic search of any personal devices at the time of out-processing, if such prohibited devices are known to have been used for USACE emergency assistance efforts.

  e. The point of contact for this policy is (POC Name and Title), (POC@usace.army.mil), (Office Symbol), (area code and phone number). Direct all questions or concerns regarding this policy to (POC@usace.army.mil), (Office Symbol), (area code and phone number), or to (POC), (Name and Title), (Office Symbol).

  f. This policy remains in effect for all personnel until notified in writing (email or memo) by the the Emergency Management Team Lead or the Office of Counsel.

FOR THE COMMANDER:

Chief, Emergency Management Branch
U.S. Army Corps of Engineers

DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET NW
WASHINGTON, DC 20314-1000

RECORDS RETENTION POLICY ACKNOWLEDGMENT

EVENT NAME

I hereby certify that I have received, read, and understand the contents of this RECORDS RETENTION POLICY and Attachment 1. I further certify that I will take appropriate steps to comply with the policy and attachment.

Printed Name

Signature

USACE Command