



Department of the Army  
U.S. Army Corps of Engineers  
Washington, DC

\*Engineer Regulation 25-1-115

Effective 1 June 2023

CECI-PID

**Information Management: Records Management  
Guidance for Preparation and Processing of  
Information Management Collections**

---

FOR THE COMMANDER:

JAMES J HANDURA  
COL, EN  
Chief of Staff

---

**Purpose.** This regulation prescribes guidance for the preparation and processing of U.S. Army Corps of Engineers (USACE) information management collections requiring approval by the Office of Management and Budget (OMB).

**Applicability.** This regulation applies to all Headquarters (HQ) USACE staff elements and USACE Divisions, Districts, Centers, and Field Operating Activities (FOA).

**Distribution Statement.** Approved for public release; distribution is unlimited.

**Proponent and Exception Authority.** The proponent of this regulation is the USACE Records Officer. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. Only the proponent of a publication or form may modify it by officially revising or rescinding it.

---

\*This regulation supersedes ER 1165-2-503, dated 31 October 2007

---

**Contents** (Listed by chapter and page number)

Purpose • 1, *page 1*

Applicability • 2, *page 1*

Distribution Statement • 3, *page 1*

References • 4, *page 1*

Records Management (Recordkeeping) Requirements • 5, *page 1*

Objectives • 6, *page 1*

Responsibilities • 7, *page 2*

Policy • 8, *page 2*

**Appendixes**

**A.** References, *page 4*

**B.** Process Flow, *page 5*

## **1. Purpose**

This regulation prescribes guidance for the preparation and processing of U.S. Army Corps of Engineers (USACE) information management collections requiring approval by the Office of Management and Budget (OMB)

## **2. Applicability**

This regulation applies to all Headquarters USACE staff elements and USACE Divisions, Districts, Centers, Laboratories (Labs) and Field Operating Activities.

## **3. Distribution statement**

Approved for public release, distribution is unlimited.

## **4. References**

See Appendix A.

## **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, forms and reports 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 DA Pam 25–403 for guidance.

## **6. Objectives**

Under the direction of the Paperwork Reduction Act of 1995 (PRA), Federal Agencies intending to collect information from the public must submit an information collection request to the Office of Management and Budget (OMB). The public is defined as both general public personnel and government contractors, as well as businesses and local governments. Lastly, these collections will be used to collect information from ten (10) personnel or more per year; thereby requiring OMB approval. USACE offices unable to determine when a PRA is required will contact the USACE Information Management Control Officer at [imco@usace.army.mil](mailto:imco@usace.army.mil).

## **7. Responsibilities**

a. USACE Information Management Control Officer (IMCO) is responsible for oversight of the program. IMCO will provide guidance, templates, and work with OMB and the originating office(s) responsible for creating or updating the collection until collection is approved.

*Note.* the process for OMB review and approval will take up to six (6) months; therefore, offices should plan accordingly. See Appendix B for workflow.

b. USACE Privacy Officer is a major stakeholder and will review all collections. When the collection requires additional privacy documents (Privacy Impact Assessment or System of Records Notice), the Privacy Act officer will work those products with the office.

c. When required, Cybersecurity personnel may need to approve the software used by each USACE office for the collection(s).

d. Offices/collection owners within USACE who oversee a public collection will coordinate all actions with personnel identified in subparagraphs a and b. Collection owners will create all required documentation for submittal to OMB. Documentation will consist of Supporting Statement A, Supporting Statement B (when statistical analysis will be conducted), Survey Questions, draft 30 and 60 day notices, and DD Form 3128. Once approved a collection is valid for three (3) years. Collections requiring use after initial three (3) years will begin re-accreditation actions no later than seven (7) months from end date of collection.

e. OMB updated the Supporting Statement A to require both records management and privacy annotations. Offices should work with their local Records and Information Management Specialist on this section. Offices will be required to treat all collections as official records and declare them appropriately.

## **8. Policy**

a. USACE office(s) wishing to conduct a survey as identified above will create the collection package identified in paragraph 7d. Templates will be provided by IMCO officer. Email the package to [IMCO@usace.army.mil](mailto:IMCO@usace.army.mil). IMCO personnel will review the package, request clarification (as needed) and provide to OMB for review. Until approved by OMB no surveys will be conducted; offices found to be conducting unapproved surveys will be reported to OMB for further review.

b. Collections should, to the extent possible, be conducted electronically. Survey software that has not been previously approved for use on a Department of Defense network must be reviewed and approved by local Cybersecurity personnel. The office conducting collection will then provide proof of approval to the IMCO who will oversee signature of the DD Form 3128 by the USACE Chief Information Officer.

c. No surveys are authorized to provide gifts and/or remuneration to personnel receiving the survey. When offices enter into a contract with another organization to conduct the survey they must ensure no gifts and/or remuneration are being offered.

d. Offices should ensure survey questions are not too open ended, do not ask for personal information unless justified in the SSA, are short and succinct in nature, and do not lead the end user to one specific result. Use of plain language is encouraged.

e. Offices will ensure all respondents are advised of the purpose of the survey, that their replies are voluntary, and any other instructions required by OMB. Surveys are not considered official if they do not show the OMB Control number; the official USACE number will be identified as OMB 0710-XXXX.

f. USACE offices may use previously approved survey questions located on the [reginfo.gov](https://reginfo.gov) website.

g. Offices who conduct surveys internal to USACE must work with their local Records and Information Management Specialists to create the collection packet. The office will then create a ticket in Service Now requesting the internal survey creation and implementation.

## **Appendix A References**

### **Section I**

#### **Required Publications**

Unless otherwise indicated, all U.S. Army Corps of Engineers publications are available on the USACE website at <https://publications.usace.army.mil>. Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>.

#### **AR 25–98**

Information Management Control Requirements Program

#### **ER 25–60–1**

Records and Information Management Program

#### **44 USC 3501**

Paperwork Reduction Act (Available at <https://uscode.house.gov>.)

#### **5 CFR 1320**

Controlling Paperwork Burdens on the Public (Available at <https://govinfo.gov>.)

### **Section II**

#### **Prescribed Forms**

This section contains no entries.

# Appendix B Process Flow

