

CECI

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No. 25-60-1

30 June 2015

Information Management: Records Management  
RECORDS MANAGEMENT PROGRAM

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Information Management: Records Management  
RECORDS MANAGEMENT PROGRAM

1. Purpose. This regulation establishes policies, responsibilities, and mandated procedures for managing the U.S. Army Corps of Engineers (USACE) records management program. Policies and procedures will ensure that records are properly managed from creation and receipt through final disposition according to Federal law and regulations and Department of Defense (DoD) and Army recordkeeping requirements. The USACE records management program supports and documents USACE mission accomplishments, day-to-day business needs and interaction with the public. Records ensure continuity and consistency in administration, assist officials and their successors in making informed decisions and provide information required by Congress and agencies that perform oversight functions. Records are retained to meet legal requirements and protect the rights and interests of the government and people who are affected by government actions and decisions. Records preserve the nation's history for future generations.

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

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

4. References.

- a. Federal Records Act of 1950, as amended, Title 44 U.S.C Chapters 21, 25, 29, 31 and 33.
- b. Title 36, Code of Federal Regulations, Chapter XII, "National Archives, and Records Administration," Subchapter B, "Records Management."
- c. Department of Defense (DoD) Directive 5015.2, Department of Defense Records Management Program, <http://www.dtic.mil/whs/directives/corres/pdf/501502p.pdf>.
- d. DoD 5015.2-STD, Electronic Records Management Software Applications Design Criteria Standard, <http://www.dtic.mil/whs/directives/corres/pdf/501502std.pdf>.
- e. Army Regulation (AR) 25-1, Army Information Technology, [http://www.apd.army.mil/pdffiles/r25\\_1.pdf](http://www.apd.army.mil/pdffiles/r25_1.pdf).
- f. AR 25-2, Information Assurance, [http://www.apd.army.mil/pdffiles/r25\\_2.pdf](http://www.apd.army.mil/pdffiles/r25_2.pdf).

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- g. AR 340-21, The Army Privacy Program.
  - h. AR 25-30, Army Publishing Program, [http://www.apd.army.mil/pdffiles/r25\\_30.pdf](http://www.apd.army.mil/pdffiles/r25_30.pdf).
  - i. AR 25-400-2, The Army Records Information Management System (ARIMS), [http://www.apd.army.mil/pdffiles/r25\\_400\\_2.pdf](http://www.apd.army.mil/pdffiles/r25_400_2.pdf).
  - j. AR 380-5, Department of the Army Information Security Program, [http://www.apd.army.mil/pdffiles/r340\\_21.pdf](http://www.apd.army.mil/pdffiles/r340_21.pdf).
  - k. AR 550-51, International Agreements.
  - l. Department of the Army (DA) Pamphlet 25-1-2, Information Technology Contingency Planning, [http://www.apd.army.mil/pdffiles/p25\\_1\\_2.pdf](http://www.apd.army.mil/pdffiles/p25_1_2.pdf).
  - m. DA Pamphlet 25-403, Guide to Recordkeeping in the Army, [http://www.apd.army.mil/pdffiles/p25\\_403.pdf](http://www.apd.army.mil/pdffiles/p25_403.pdf).
  - n. Office of Management and Budget (OMB) Circular A-130, Management of Federal Information Management Resources, [http://www.whitehouse.gov/omb/circulars\\_a130\\_a130trans4/](http://www.whitehouse.gov/omb/circulars_a130_a130trans4/).
  - o. OMB Directive M-12-18, Managing Government Records Directive, <http://www.whitehouse.gov/sites/default/files/omb/memoranda/2012/m-12-18.pdf>.
  - p. Policy Memorandum, CECI-Z, subject: Electronic Document Records Management System (EDRMS), 13 August 2014.
5. Availability. Access this regulation on the official USACE publications web page at <http://www.publications.usace.army.mil>.
6. Policy.
- a. USACE shall maintain and manage information from creation or receipt through final disposition, according to Federal law and regulations, and Army recordkeeping requirements.
  - b. All USACE employees who use USACE electronic systems including email, or who generate or receive paper documents, are RECORDS CUSTODIANS, and are responsible for managing the information they generate and receive in accordance with this regulation.

c. The USACE Records Management Program will include:

(1) USACE Records Program Manager appointed by the USACE Chief Information Officer (CIO) who will manage the USACE Records Program.

(2) Records Administrator appointed by the Director, Army Corps of Engineers Enterprise Information Technology (ACE-IT), to assist the Records Program Manager.

(3) A Records Manager at HQUSACE and every USACE Division, District, Center, and FOA provided by ACE-IT.

(4) Records Coordinator at every office within HQUSACE and each Division, District, Center, and FOA, appointed by the Office Supervisor. All appointments will be in writing and forwarded by email to the local Records Manager.

d. The USACE EDRMS is the official USACE electronic recordkeeping system (see references 4a and 4d above)

e. Mission-essential records must be available when needed, in usable formats, and created, maintained, used and disposed of at the least possible cost.

f. Records needs to protect the rights and interests of USACE and the Army and its current and former members and that are of permanent value will be preserved as provided herein.

g. The ACE-IT will journal USACE General Officers (GO) and Senior Executive Service (SES) email accounts in compliance with Army policy. Journalized mailboxes are considered Army electronic records and will be retained for a period of up to 10 years (as determined by Army Records Management and Declassification Agency (RMDA)), and can be retrieved at any time, IF authorized.

h. Records custodians will not create or send a record using a non-official electronic messaging account unless the custodian: 44 U.S.C. Section 2911.

(1) Copies the custodian's official electronic messaging account in the original creation or transmission of the record; or

(2) Forward a complete copy of the record to the custodian's official electronic messaging account not later than 20 days after the original creation or transmission of the record.

(3) The intentional violation of this provision, as determined by the appropriate supervisor, will be a basis for disciplinary action

i. All records related to matters involved in administrative holds or legal proceedings will be retained until officially notified to resume with normal disposition.

j. When laptops and personal computers (PCs) are excessed or reassigned, ACE-IT will ensure that the supervisor/owner responsible for the laptop or PC saves the records from that device that are necessary to support the office's mission or that are subject to a records hold, and that the supervisor/owner provides a written statement to document that the necessary records have been saved. Laptops and PCs to be excessed or reassigned that include the records hold warning sticker will be coordinated with the records hold point of contact.

## 7. Responsibilities.

a. The Chief Information Officer is responsible for the management of the USACE Records Management Program.

b. Commanders, Directors and Chiefs of Separate Offices, in addition to Records Custodian responsibilities, will --

(1) Supervise and manage recordkeeping systems within their organization.

(2) Ensure that organization records management practices are carried out in accordance with this regulation.

(3) Ensure that contingency operations records procedures are carried out in accordance with DA PAM 25-403, chap 12, para 1-7(g).

(4) Ensure that each office within the organization appoints a records coordinator

(5) Prepare written contingency plans that —

(a) Provide for the withdrawal or destruction of records in hostile or unstable areas for those having elements in overseas areas.

(b) Provide procedures for addressing threats or attacks on information systems (IS) used to maintain and store record information. (See DA PAM 25-1-2; chap 3, for elements of information technology (IT) contingency plans.)

(c) Address preventing and reporting the unauthorized destruction of Federal records.

(6) Ensure that all employees are aware of the provisions of the law relating to unauthorized destruction of Federal records.

c. Records Program Manager will:

(1) Manage, oversee and direct the USACE records management program.

(2) Prepare policy and guidance as needed to advance the records management program.

(3) Advise Records Administrator(s), Records Managers, and Records Coordinators on program compliance and recordkeeping best practices. Participate in training curriculum development and training sessions.

(4) Provide program status reports to the CIO when requested.

(5) Register as an RA in ARIMS (see website at <https://www.arims.army.mil> for registration instructions).

(6) Issue records freezes when appropriate or when directed by the White House, DoD, Army or the USACE CIO.

(7) Obtain National Archives and Records Administration (NARA) Certificate of Federal Records Management Training. New incumbents must possess the certificate within one year of assuming the position.

(8) Oversee the maintenance and update of this regulation as needed.

(9) Direct and conduct records management and recordkeeping inspections throughout USACE as needed.

d. Records Administrator(s) and the Enterprise Records Management Team, ACE-IT, will:

(1) Assist in managing, overseeing, and directing records manager operations for USACE, and coordinate with Division records managers on management of Division programs.

(2) Assist the Records Program Manager in preparing policy, guidance and advising Records Managers and Records Coordinators on program compliance and recordkeeping best practices.

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(3) Maintain a list and copy of appointment memos of all USACE records program managers, records administrators, records managers and records custodians. Submit a copy of written appointment memos via email to [usarmy.belvoir.hqda-oaa-aha.mail.rmda-records@mail.mil](mailto:usarmy.belvoir.hqda-oaa-aha.mail.rmda-records@mail.mil) or mail to the U.S. Army Records Management and Declassification Agency, ATTN: AAHS-RDR\_R, 7701 Telegraph Road, Room 102, Alexandria, VA 22314-3860.

(4) Register as a RA in ARIMS (see website at <https://www.arims.army.mil> for registration instructions).

(5) Provide records management training to Records Managers, Record Coordinators, and End Users when there are major policy changes to record policy assist in curriculum development.

(6) Direct and conduct recordkeeping inspections throughout USACE as needed.

e. Records Managers will:

(1) Manage, oversee, and direct the installation records management program and its subprograms.

(2) Register as a RM in ARIMS (see website at <https://www.arims.army.mil> for registration instructions).

(3) Maintain a list of all Records Coordinators and a copy of each Records Coordinator's appointment memo, within their District. Provide a list of Records Coordinators to the Records Administrator.

(4) Establish processes for the collection and transfer of command records to Regional Federal Records Centers.

(5) Approve office records lists (ORLs) in ARIMS.

(6) Manage and provide staff direction for the operation of the records holding area (RHA) to include:

(a) Ensuring that RHA managers (RHAMs) are designated for all established and approved RHAs and that they are registered as an RHAM in ARIMS. (See website at <https://www.arims.army.mil> for registration instructions.)

(b) Ensuring that records are properly arranged and packed before movement from the RHA to an FRC.



(c) Maintaining liaison with and coordinating the transfer, retirement, and retrieval of records with the FRC and local NARA offices.

(d) Ensure availability of annual refresher records management training for records coordinators and initial records management training to newly designated records coordinators.

(e) Maintain liaison with and provide advice and assistance to security managers in developing and executing a program to reduce classified records holdings to the absolute minimum required.

(f) Provide records management training to newly hired employees and records refresher training as needed.

f. Office Supervisors, in addition to Records Custodian responsibilities, will:

(1) Appoint Records Coordinator(s) in writing to provide records management assistance within their office. Office Supervisors may appoint additional Records Coordinators to sub-offices.

(2) Provide a copy of the appointment document to the Records Manager.

(3) Ensure that custodians within the supervisor's office understand and comply with the recordkeeping requirements in this regulation and that they receive the necessary training.

(4) Ensure that departing employees review their electronically stored information (ESI) and paper documents before they depart and that records are saved to the appropriate system (filing cabinets for paper records and all electronic records in the EDRMS).

(5) Respond to record holds by querying employees and notifying the issuing POC as to whether their office has responsive records and who within their office has responsive records.

(6) Can register in ARIMS as Action Officer (AO) and assist Records Coordinator in selecting the correct record numbers, based on the mission for the ORL.

g. Records Coordinators will:

(1) Serve as the records management subject matter experts in their office, managing the program accordingly.

(2) Register in ARIMS as RC.

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(3) Create the ORL in ARIMS annually based on functional area and input from records custodian(s).

(4) Enter approved ORLs into EDRMS.

(5) Assist the RM with records management inspections.

(6) Consult the RM for assistance and guidance on records management issues.

(7) Ensure that all records destroyed in the current files area are destroyed by cross-cut shredding. No records will be disposed of in trashcans.

(8) Organize, pack, and prepare the SF 135, Records Transmittal List, to transfer/retire records to a regional FRC.

(9) Take records refresher training annually.

(10) Forward appointment letter to RM.

h. Records Custodians will:

(1) Create records needed to do the business of their agency, record decisions and actions taken to document activities for which they are responsible. Determine if the document they generate or receive is a record.

(2) Maintain records so that information can be found when needed, preferably in the Electronic Document Records Management System (EDRMS). Note: This means setting up good directions, files, and filing materials (regardless of format) regularly and carefully in a manner that allows them to be safely stored and efficiently retrieved when necessary.

(3) Carry out the disposition of records under their control in accordance with ARIMS and Federal regulations.

(4) Respond to record holds by notifying the Records Hold POC (legal) as to whether the custodian has responsive records and preserve documents subject to the records hold, in accordance with the Records Hold directions.

(5) Comply with the requirements in Paragraph 12 concerning the unauthorized (unlawful and accidental) destruction, damage, or removal of Federal records.

(6) Before departing any USACE office, review all records and data, and save and transfer to appropriate records system (EDRMS) or SharePoint site. Preserve and notify records hold POC (legal) if they have records responsive and subject to a records old.

8. Record Keeping Requirements and Procedures.

a. Proponents (offices responsible for the records) will coordinate any new, revised or rescinded recordkeeping requirements, including recommended retention periods for the new or revised requirements, with the Organization's records manager. Records managers will use this regulation to identify the Record Number (RN) of the subseries under which the records will be kept and send requests for new, revised, or revised or rescinded types or records with proposed disposition instructions, as needed, to the USACE Records Administrator. Requests will include a complete description of the records to be created, identify any specific forms or documents to be used and any automated information systems that may be used to produce or store the records.

b. **Unscheduled Records:** Records that do not have a disposition schedule approved by NARA are unscheduled records. Records not identified or described in EDRMS or ARIMS Army Consolidated Records Schedule (ACRS) should be brought to the attention of the Organization's records manager who will assist in the records identification process. New records requirements or changes to existing dispositions will be submitted through records channels for coordination with the proponent.

c. Unscheduled records will be retained in the current files area (CFA) as permanent records until disposition instructions are approved by NARA. Once approved the applicable retention period and disposition instruction will be applied to the records.

d. **Contractor records:** Records management oversight of contracts and contractor records is necessary to ensure that all long-term recordkeeping needs are met according to the instructions in the Army Consolidated Records Schedule (ACRS). Contractors will assign the appropriate record identification and disposition instructions to all records delivered to the Government. In addition, records and background electronic data specified for delivery to the contracting agency must be accompanied by sufficient technical documentation to permit use of the records and data.

(1) Contractors performing congressionally mandated program functions must create and maintain records to document these programs. The contract must include requirements for the delivery of all pertinent documentation of contractor program execution.

(2) Many other types of contracts involve the creation of background data that may have value to the Government. Whenever appropriate, agency officials will require the delivery of such background data in addition to the final product. For example —



ORLs prepared using the RM-Assist is provided as a convenience and should be used to notify submitting offices or units of the progress or results of the review and if any changes are needed.

10. Records Retention and Disposition.

a. Record information will be categorized and arranged according to the EDRMS/Army Consolidated Records Schedule (ACRS). Records document specific actions taken in support of a primary function. Every Army element or office creates and maintains record information (digital/electronic, paper, or other media records) in the process of performing administrative and mission functions.

b. Each series is comprised of several general subseries which are identified by unique record numbers (RNs) and titles, all of which are available in the EDRMS and can be found in ARIMS ACRS. Additionally, the EDRMS contains approved disposition instructions for all types of records and includes a search tool to locate the appropriate disposition for a specific type of record.

Each subseries have 3 retention periods associated with it:

0-6 years: Short-term records having minimal value beyond the business process. Such records will be maintained according to the business process, and until no longer needed, until after a specified event occurs, or to meet a legal requirement. Records will not be maintained longer than six years. Event records will not be maintained longer than six years after the specified event.

6+ years: Long term records that have value beyond the business process, such as for historical, legal, lessons learned, and research purposes, or involve individual rights and interests. Such records will be maintained longer than 6 years and ultimately destroyed per the specific disposition instructions.

Permanent: Permanent records which, in accordance with specific disposition instructions, will ultimately be transferred to the National Archives and Records Administration (NARA) for retention.

c. The retention and disposition of records are based on the period of time that an office needs to keep them to meet business needs. Records should not be kept longer than authorized in the disposition schedule. The retention and disposition instructions for retired records are applied by the servicing RHA, Army Electronic Archive (AEA), or EDRMS. Once the disposition for the long-term records is established, the precise holding period for those records is calculated and applied to the records according to the instructions in the EDRMS RRS.

d. Records services (storage, maintenance, reference, disposal, and transfer) for Army records stored in the AEA or at a Federal Records Center (FRC) are centrally funded by HQDA. USACE organizations will not be charged for the servicing of their records at these facilities. The Archives and Records Center Information System (ARCIS) is the web-based management system that is the standard means to transact all business with the FRCs.

e. Recordkeeping requirements during contingency operations (CONOPS) are governed by the same laws and regulations as recordkeeping during peacetime or while in USACE.

(1) The nature of CONOPS makes good recordkeeping critical. Inadequate documentations puts the Army at risk for losing important segments of its history, limits ability to formulate lessons learned and could potentially lead to a failure on the part of the Army to protect the rights and interests of those Soldiers and civilians deployed during CONOPS.

(2) Commanders are responsible will ensure that procedures and processes for collecting records during CONOPS are established and carried out in accordance with DA PAM 25-403, chap 12. Commanders of deployed units will designate a records coordinator (RC) as the unit point of contact for the monthly collection and transfer of records created in their unit. As a minimum, commanders will ensure that:

(a) Supporting plans are developed for maintaining and transferring operational records.

(b) Operational record collectors are appointed to carry out CONOPS recordkeeping requirements.

(c) A daily staff journal or duty officer's log (DA Form 1594) is maintained during contingency operations according to AR 220-15.

(d) CONOPS records are transferred each month according to the instructions in DA PAM 25-403, Ch 12.

(e) An electronic copy of the information on each server will be forwarded to the designated RM as a part of the normal back-up procedure in the form of CD-ROMs, backup hard drives, etc.

(f) Operational records of subordinate activities assigned or attached to their commands during the operation are included in the unit's monthly submissions.

f. The unclassified ARIMS website (<https://www.arims.army.mil>) and the classified (ARIMS-C) website (<http://www.arims.army.smil.mil>) provide a variety of tools and services designed to reduce the manual processes associated with traditional records management. The system, based on the role of the user (action officer, records coordinator, RHA manager, records

manager, or records administrator), provide, for example, identification of transfer records; on-demand printing of folder labels, bulk archiving of electronic records; a master index of all records maintained in RHAs worldwide and in the AEA; automatic assignment of disposition and retention; and system-generated notices of destruction or retirement.

11. Records Determinations under the USACE Records Program.

a. A record is any information made or received by a Federal agency that documents a Federal agency's activities or is used to conduct agency business, and that is worth preserving as evidence of an Agency's organization, functions, policies, decisions, procedures, operations, or other activities. Agency activities and the conduct of Agency business are considered a transaction of public business. Information may also be a record because of its informational value.

b. Federal Records Act (FRA) of 1950, as amended, Records Definition:

*(1) IN GENERAL- As used in this chapter, the term 'records'--*

*(a) includes all recorded information, regardless of form or characteristics, made or received by a Federal agency 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 United States Government or because of the informational value of data in them; and*

*(b) does not include:*

*(i) library and museum material made or acquired and preserved solely for reference or exhibition purposes; or*

*(ii) duplicate copies of records preserved only for convenience.*

*(2) RECORDED INFORMATION DEFINED- For purposes of paragraph (1), the term 'recorded information' includes all traditional forms of records, regardless of physical form or characteristics, including information created, manipulated, communicated, or stored in digital or electronic form. [44 U.S.C. 3301](#) (2014)*

c. Determining whether a particular document is a record does not depend on whether it is an original or a copy. Duplicate copies of the same document may each have record status if they serve a separate function and are controlled under different files or filing systems.

d. Drafts and working papers created as part of an analysis or recommendations in preparation of a final document are records if they document the decision making process. For example, each Draft that reflects a significant change in how and why recommendations are made to the decision maker, are records.

e. Types of documents that may be records include:

(1) All unclassified Army information, including *For Official Use Only* (FOUO), regardless of medium that document actions taken by Agency personnel in performance of their official duties.

(2) All classified Army records through SECRET. For records that are TOP SECRET, see AR 380-5.

(3) E-mail is the electronic transfer of information typically in the form of electronic messages, memoranda, and attached documents from one party to another party via an intermediate telecommunications system. E-mail messages consist of the message header and message contents. The header contains the mailing address, routing instructions, transmission and receipt data, and other information the system needs to deliver the e-mail correctly. Most e-mail systems allow the attachment of documents to messages, importing text from word processing systems, forwarding messages, and distribution to individuals as well as groups and use of public key infrastructure technology. Email may also contain telephone message recordings from the VOIP (voice over internet protocol) telephone system.

(4) E-mail has become a major way of transacting Government business; however, e-mails may be destroyed prematurely when they are not perceived as official records. E-mail messages are official records when they are created or received in the transaction of public business and retained or appropriate for retention as evidence of policies, actions, decisions, or transactions. See paragraph 11.

(a) Examples of messages sent by e-mail that typically are records, include —

(1) Policies and directives.

(2) Correspondence or memoranda related to official business.

(3) Work schedules and assignments.

(4) Agendas and minutes of meetings.

(5) Drafts of documents that are circulated for comment or approval.



- (6) Any document that initiates, authorizes, or completes a business transaction.
- (7) Final reports or recommendations.
- (8) Information supporting or affecting decisions made in conduct of Government business.
- (5) Some examples of messages that typically do not constitute records are —
  - a. Personal messages and announcements not related to official business.
  - b. Copies of documents distributed for convenience or reference.
  - c. Announcements of social events, such as luncheons, retirement parties, or holiday celebrations.

(6) Official records communicated through e-mail systems must be identified, managed, protected, and retained as long as needed for ongoing operations, audits, legal proceedings, research, or any other known purpose IAW AR 25-400-2, this regulation, and the retention schedules in EDRMS and on ARIMS ACRS.

f. Non-Record Materials include government-owned informational items not needed to document, support or conduct USACE business activities and that do not meet the FRA record definition. Non-Record Materials include personal records of an individual not subject to agency creation or retention requirements, created and maintained primarily for the convenience an agency employee, and not distributed to other agency employees for their official use, 32 C.F.R. Section 518.7(b), including:

- (1) Papers accumulated before joining Government service;
- (2) Materials relating solely to an individual's professional affiliations and private associations
- (3) Books, diaries and personal notes brought into, created, or received in the office that are not prepared or received in the process of transacting Government business.
- (4) Extra copies of documents may be maintained specifically for personal reference when warranted by the level and distinction of the position held by the originator, the significance of the research, or the prestige of the researcher. These documents are considered non-record material rather than personal papers and must be limited in volume.

(5) Working papers maintained only for reference are non-record material and may be disposed of when no longer needed. Extra copies of documents maintained for personal reference are non-records. These copies must be kept to a limited volume.

g. Non-Record Materials also include:

(1) Record copies of international agreements covered under AR 550-51 (except those maintained by the Office of the Judge Advocate General).

(2) Publications and blank forms stocked for filling requisitions.

(3) Reference materials and books in formally organized and officially designated libraries.

(4) Duplicate copies of records preserved only for convenience.

## 12. Unauthorized (Unlawful and Accidental) Destruction, Damage or Removal of Federal Records.

a. In cases of accidental loss or destruction of Federal records by fire or other cause, the records custodian will, with the assistance of the Organization's records manager and IT Chief:

(1) Reconstruct as much of the lost or destroyed records as possible. A series can often be reconstructed from other copies of the information maintained in other elements of the Army. Reconstructed records should be documented with cross-referenced material to aid in identifying their original content.

(2) Provide identification of the records if possible. A series can often be reconstructed from other copies of the information maintained in other elements of the Army.

(3) Provide identification of the records that cannot be reconstructed to the Organization's records manager for recording on an SF 135 (Records Transmittal and Receipt) or equivalent at the time that records of the same period are transferred to an RHA or EDRMS/AEA. An SF 135 or equivalent will be forwarded to the FRC by RHA or EDRMS/AEA personnel at the time the records would have been retired if they still existed.

b. Unlawful destruction, damage, or removal of Federal records occurs when Federal records are removed from the legal custody of Federal agencies or destroyed without regard to the provisions of a records schedule. The willful and unlawful destruction, damage, or removal of Federal records is a crime, and can subject the violator to a \$2,000 fine, 3 years in prison, or both. See 18 U.S.C. Section 2071. All employees will be made aware of the provisions of law relating to unauthorized destruction of records and reporting requirements. When USACE

becomes aware of an unauthorized (either unlawful or accidental) destruction, damage or removal of Federal records, USACE through the Records Program Manager will report the unauthorized destruction to NARA and take actions to recover the records. 44 U.S.C. Section 3106 and 36 CFR Part 1228.100.

### 13. Electronic Recordkeeping.

a. USACE records, regardless of medium, must follow the disposition instructions identified in EDRMS/ARIMS RRS and comply with the security requirements of [AR 25-2](#). Any electronic information generated by or contained in an information system (IS) or other information technology source, created or received during the conduct of business, must be preserved according to those instructions (or if unscheduled, as established by the records manager). This includes records contained in enterprise information systems (EISs), Division, District, Center or FOA unique systems, e-mail systems, systems maintained in the office environment, instant messaging, texting, and social media sites. The procedures for saving electronic records should be determined as early as possible in the life cycle of a system.

b. Any copies of official records maintained on the user's system for reference purposes after transfer of the official copy may not be kept longer than the retention period approved for the record copy. Once moved to EDRMS or another official recordkeeping system, copies on the user's system may be deleted.

### 14. Planning New or Enhanced Information Systems.

a. Any functional proponent (office of record) planning a new automated information system or enhancing (changing) an existing system, must ensure the retention of electronic records and associated documentation, and ensure access to the records, for as long as the USACE needs them as described in the records retention schedule. As with any medium (electronic, paper, etc.), the originator of a record does not determine when to destroy the record. This means that functional proponents (program and project managers) and information managers must —

(1) Define electronic record information disposition instructions during the needs justification phase of information system planning, milestone 0, and review in the revalidation phase of each milestone in the life cycle management of the system.

(2) Evaluate potential systems to determine the record information required for business purposes and validate the retention periods for that information according to the disposition instructions identified in the EDRMS and ARIMS ACRS. Any new, revised, or rescinded requirements will be coordinated with the agency records official, who will notify RMDA.

b. Whether an information system (IS) contains record information will be determined by reviewing the mission and functions statement of the office or offices supported by the system and evaluating the system's administrative, legal, or fiscal value. Also, a review of similar information already scheduled and identified in the EDRMS and ARIMS ACRS may be useful. Within an IS, the record information may include individual transactions or the results of many transactions. When there are no systematic data outputs, a periodic snapshot of an entire database may serve as the record. Depending on the architecture of the system, the records may be collected and preserved in online, near line, or offline storage while awaiting disposal or transfer to EDRMS or AEA. Records designated as long-term that are complete may be transferred to the EDRMS or AEA immediately upon creation or collected in the IS and transferred periodically. Alternatively, these records may be retained and preserved within the IS for their entire life cycle, provided that they are identified in the master index of records in EDRMS.

c. Information system documentation: Documentation on all IS that collect, store, process or deliver electronic records will be kept current according to applicable technical bulletins and standards. Therefore, the program managers, project managers and information managers will —

(1) Ensure that all electronic records are accompanied by documentation sufficient to ascertain that the information is accessible and usable. Minimum documentation consists of identifying the software programs and operating systems used to create the documents to the extent that technical specifications, file arrangement, contents, coding and disposition requirements of the files can be determined. Program and system documentation must be maintained for as long as the related information is kept.

(2) Ensure that documentation, to include a copy (or mirror image) of the software program, for IS containing or generating long-term records is transferred along with the related electronic records sent to the AEA, unless a prior transfer of the same information occurred and no changes were made. However, a statement to that effect will be included with the subsequent transfers to ensure that the information may be accessed and used.

(3) Review documentation to determine if it:

(a) Adequately specifies all technical characteristics necessary to read or process the records.

(b) Identifies all inputs and outputs of the system.

(c) Provides an audit trail of changed or deleted information and the correct disposition of the information content and use.

- (d) Defines the contents of the files and records.
- (e) Clearly states the purpose and functions of the system.

15. Managing Records on Electronic Media.

a. Information created within USACE may be recorded on media in machine-readable format. Approved disposition schedules apply to all USACE recorded information, regardless of the medium upon which recorded. In order to protect the rights and interests of USACE and its members, keep costs to a minimum, and serve the study of history, storage media for long-term records must be selected to best serve the operational needs of USACE and meet statutory scheduling requirements. These decisions are vital considerations in the design stage of information system life cycle management.

b. Electronic records require the same levels of protection as any other media. Proper management provides for economic, efficient, and reliable maintenance, retrieval, preservation, storage, and scheduled disposition of the information. All USACE personnel must comply with the Army records disposition schedules in ACRS when disposing of or erasing media that stores the only copy or the official copy of the record.

c. All media and systems selected to store and manage electronic records throughout their life cycle must meet the requirements of DOD 5015.02-STD, the Army Records Program, including ARIMS ACRS and EDRMS.

(1) EDRMS meets the requirements of DOD 5015.02-STD for storing, maintaining, and transferring or disposing of all electronic records (short and long term).

(2) Record copies of long-term records (stored in or generated by an IS or other information technology source) that are complete should be sent to the EDRMS as soon as practical for secure long-term storage. Original hardcopy source documents that are converted to electronic format (for example, by scanning) with permanent or unscheduled retentions must not be destroyed until approval is obtained from NARA. Requests to destroy hardcopy source documents will be forwarded through agency records channels to RMDA and include the RN(s) for the converted records (stored in an IS or other information technology source), the volume for each, their location, and a point of contact (name, address, email address, and telephone number).

d. Permanent electronic records may be pre-acquisitioned to NARA before the records are scheduled to be legally transferred to NARA. That is, NARA assumes physical custody, copying the records onto archival quality media, verifying the adequacy of the technical documentation, and similar actions. The transferring USACE organization retains legal custody until the records

are scheduled to come under the legal custody of NARA; the Organization is responsible for responding to all discovery efforts, Freedom of Information Act (FOIA) requests, and other reference inquiries. Pre-accessioning of permanent records will occur on a case-by-case basis through consultations with RMDA and NARA. Requests for pre-accessioning permanent electronic records will be forwarded through USACE records channels to RMDA, include the RN(s), a description of the records and the IS, the volume of records, the location, and a point of contact (name, address, email address, and telephone number).

16. Statutory Authority.

a. Federal agency records programs are based on the Federal Records Act of 1950 as amended, Title 44 U.S.C. The Act also provides the legal basis for the disposal of Federal records.

b. Government-wide responsibility for Federal recordkeeping is shared by the General Services Administration (GSA) and the NARA. The GSA is responsible for the Federal Mail Management Program, CFR part 102-192 to 102-194. NARA is responsible for Federal records management, and disposition policies, 36 CFR, Ch XII, Sub Chapter B, part 1220.

17. Judicial use Electronic Records.

a. Electronic records may be admitted in evidence to Federal courts for use in court proceedings (Federal Rules of Evidence 803 (8)) if trustworthiness is established by thoroughly documenting the recordkeeping system's operation and the controls imposed upon it.

b. To enhance the legal admissibility of electronic records, USACE records officials will implement procedures that –

(1) Document that similar kinds of records generated and stored electronically are created by the same processes each time and have a standardized retrieval approach.

(2) Substantiate that security procedures prevent unauthorized access to and modification or deletion of a record as well as ensure system protection against such problems as power interruptions.

(3) Identify the electronic media on which records are stored throughout their life cycle, the maximum time span that records remain on each storage medium, and the NARA approved disposition of all records according to this regulation.

c. Coordinate all of the above with local legal staff and IT information and records management staff.

d. All USACE records custodians will respond to and comply with legal holds as directed by the legal hold directions.

e. All computers subject to a legal hold will be identified with a label affixed to the computer. The label will indicate that the computer contains records that are subject to a legal hold and warn that any repairs will be coordinated with the hold POC before any repairs are made.

#### 18. Use of CD-ROMs.

a. Organizations may transfer permanent records to CD-ROMs that include fielded data files or text files, for eventual preservation by NARA, that comply with the technical and documentation requirements specified in 36 CFR 1235, for example –

(1) Conform to the International Standards Organization (ISO) 9660 standard.

(2) Comply with the American Standard Code for Information Interchange (ASCII) standard.

(3) Comply with the ASCII character set and are not dependent on control characters or codes not defined in the ASCII character set.

b. When permanently valuable electronic records on CD-ROM also exist on other media such as magnetic tape, the USACE office retiring the records will coordinate with RMDA to determine which medium is more appropriate for transfer of the records to NARA.

c. The NARA will accept audio compact discs and analog videodisks that typically contain photographs, provided they do not require interactive software or nonstandard equipment to view. Original photographs appraised as permanent and copied videodisk will be scheduled for transfer to the National Archives with the copy of the videodisk.

d. Records contained on CD-ROM for retirement or transfer will be labeled and documented in accordance with this regulation and DA PAM 25-403.

e. Army organizations may use optical disk systems for storing and retrieving permanent and unscheduled records while the records remain in the organization's legal custody. Contingency approval to destroy the hardcopy source documents must be obtained from NARA. Requests to destroy hardcopy source documents will be forwarded through USACE record channels to the RMDA [usarmy.belvoir.hqda-oaa-aha.mail.rmda-records@mail.mil](mailto:usarmy.belvoir.hqda-oaa-aha.mail.rmda-records@mail.mil) and include RN(s) for the converted records (stored in an IS or other automation source), the volume for each, their location and a point of contact (name, address and telephone number).

19. Imaged (Digital and Micrographic) Record Systems.

a. Imaging is the process of using scanner to digitize and convert hardcopy documents to electronic bit-mapped images, which are stored on optical or magnetic media or reside on servers. It can also refer to creating a duplicate of hardcopy or electronic document onto micrographic media, such as film or fiche or saving an electronic document to an image format.

b. Digital imaging, when combined with effective indexing, can shorten information retrieval time and allow multiple users access to record material at various locations. In most cases, an indexing scheme of at least six fields is required for retrieval purposes: original office symbol, organization, date(s), subject(s), record retention number, and identifier(s) such as names or numbers. Most importantly, the functional proponent of the imaging system is responsible for the maintenance, retrievability, quality, utility, and accessibility of the records.

c. Microform media are most often used for archival purposes. Prior to the development of optical disk technology micrographic systems were a common media used for information access, retrieval, storage and preservation. Consequently, record copy microforms reside within the USACE records holdings. Detailed instructions and requirements for the management standard, storage, use, and disposition of microforms are available on the NARA website at <http://www.nara.gov> and DA PAM 25-403.

20. Filing Procedures.

a. Maintaining information as records: Effective records maintenance and reference procedures are essential to document the Army's official business. This section contains procedures for maintaining Army information as records and applies to all media (including paper and electronic). Additional procedures are discussed in DA PAM 25-403, Ch 3.

b. Arranging records. Unless specified by the prescribing directive, records should be arranged in a manner that best suits the business or reference needs of an office, except that records not covered by a Privacy Act (PA) System of Records Notice (SORN) will not be arranged by personal identifier (for example, name, or social security number). SORNs are listed on the Defense Privacy and Civil Liberties Office website at <http://dpclo.defense.gov/Privacy/SORNs.aspx>.

c. Maintaining classified documents

(1) File classified and unclassified documents separately except when:



(a) The volume of the classified material is small and it is more advantageous to use otherwise empty space for unclassified material. However, the classified material will be separated from the unclassified material by guide cards or by placement in separate drawers.

(b) The record of an action consists of both classified and unclassified documents and reference needs require that both be filed together. Files, folders, and similar groups of documents containing classified and or sensitive information will be clearly marked as to the highest classification and or sensitivity of information contained therein. The classification and or sensitivity marking will be on the outside, front and back, and top and bottom of the file or folder. Attaching a document cover sheet to the outside of the file or folder is acceptable in satisfying this requirement. When cover sheets are used, they will not be attached when the files are in a secure storage container. When cover sheets are removed and the items are in secure storage, the files or folders must be marked to indicate the highest level of classified and or sensitive information contained therein.

(c) When classified and unclassified documents are filed together, the records or containers will be secured and access to the area or containers monitored as if all contents are classified to preclude the inadvertent disclosure of the classified materials.

(2) All classified documents, both originally and derivatively classified (except those containing restricted data or formerly restricted data), will be marked on the face of the document with a "Declassify on" line, with instructions for the declassification of the information. Specific instructions for completing the "Declassify on" line are in AR 380-5.

(3) Further guidance on the classification and marking of documents, files, and records can be found in AR 380-5.

d. Maintaining records for multiple organizations

(1) Officials performing duties for more than one organization will maintain the records created in each capacity separately. Examples of situations requiring separate recordkeeping are a division commander who is also an installation commander, a command safety officer who is also the installation safety officer, or the chief of a staff office who is also secretary of a committee.

e. Maintaining records in libraries

(1) Record copies of publications and other permanent documents as described in the ARIMS ACRS will not be maintained as a part of library collections or manuscript collections in libraries or museums. When extra copies are maintained in these collections, they should be distinctly marked "LIBRARY COPY" or "MUSEUM COPY."

f. Maintaining suspense files

(1) Suspense files are used as reminders that an action is required by a given date. Folders or containers in which suspense documents are kept are not required to be maintained within the recordkeeping system. The following are some examples of suspense files.

(2) A note to submit a report or to take some other action. The note would be destroyed after the report is submitted or the action is taken.

(3) An outgoing communication filed by the date on which a reply is expected. When the reply is received, the communication is withdrawn and filed (if it is the record copy) or destroyed (if it is an extra copy).

g. Record Titles and Labeling

(1) The term “labeling” includes all methods of identification and applies to all record material, regardless of media. Labels may include anything from handwritten to computer-generated labels for hardcopy records. All folders (paper and electronic) and containers used to store official record will be labeled. The records subseries listed in the RRS identify records for filing reference and disposition. The subseries provide an overall indication of the types of records that are commonly created and maintained in accordance with prescribing directives but are not required to be used for office labeling purposes.

(2) Offices or units with an ORL stored in ARIMS may use the ARIMS to create and print labels for records selected from that list. Labels may be created using the record subseries in ARIMS or with working titles that best fit the business and or reference use of the records in an office or both. Labels will include the record subseries number, a title, the year of file creation, “Yes” if a PA system notice number is applicable or “NA” if a PA system notice is not applicable and disposition instructions. The ARIMS-generated labels for long-term and permanent records also contain bar codes used by RHA staff for indexing and tracking after the records are retired to that facility. Labels may be modified to further identify records and/or to specify business needs so long as the bar codes are not obstructed.

(3) Labeling of electronic records may range from naming folders as those that are shared within the agency or separately managed at the office or individual level, to a detailed index of single documents (for example, spreadsheets, database files, etc.) that reference or link to associated material to complete the record. See DA PAM 25-403 for detailed instructions.

## 21. Applying Disposition Instructions.

### a. Disposition standards

(1) All records are divided into three categories: short-term records (retention period of 0-6 years), long-term records (retention period of 6 years, 3 months and above) and permanent records. Short-term records are maintained to serve the business needs of the organization, long-term records are maintained beyond their usefulness as business records, and permanent records are ultimately transferred to NARA (see paragraph 10a).

(2) The disposition and retention of short-term records are applied in the current files areas (CFA) according to business needs or the prescribing directive. These records are kept in the CFA until they are no longer needed to support the business process for which they were created or received, but not longer than 6 years or 6 years after an event occurs and then destroyed by the office records coordinator, unless the records are subject to a legal hold. This does not mean, however, that all short-term records should be kept for a period of 6 years.

(3) The disposition and retention of long-term records are applied at the RHA, AEA, or by the USACE records administrator, records manager, or records coordinator. Hardcopy records with a long-term or permanent disposition may be sent to an RHA or FRC at any time after they are no longer needed for business, usually after 2 or 3 years, and are not subject to a Legal Hold. Electronic long-term and permanent records bound for the AEA may be sent as soon as they are complete, unless subject to a legal hold. The RHA and AEA personnel will apply and/or determine the proper disposition and retention for the records according to the bar coded information on the labels, ORLs on file in ARIMS, legal holds or according to mission and function statements or lists of prescribing directives. After arrival at the RHA or AEA, all records are processed in ARIMS, which automatically calculates the retention period for each individual record and provides the eligible dates for destruction, retirement to an FRC, or offer to the National Archives.

### b. Deviations from disposition instructions

(1) Deviations from disposition instructions in ARIMS ACRS must be approved by the Archivist of the United States. Deviations required by a legal hold do not need to be approved by the Archivist. Requests for deviations will be sent through records management channels for evaluation to determine whether an exception is warranted or if the disposition instructions should be changed. Valid requests will be forwarded through the proponent of the prescribing directive to the RMDA and include:

(2) The record number, subseries and brief description of the records involved.

(3) Justification for the deviation, consisting of evidence of specific need for the records and information on their continuing administrative, legal, or fiscal value to the U.S. Government.

(4) The physical location of the records, including information on whether the records were or will be retired to an RHA or the AEA.

c. Changes to retention periods

(1) Retention periods may change occasionally because of statutory, legal, financial, or administrative requirements. When a change increases the retention period, the new retention period will be used for all similar records, both active and inactive under that RN, no matter when the records were created or where they are maintained. When a change decreases the retention period or changes from a permanent to a temporary period, the new retention period will be used for all current records except that existing permanent records will remain as permanent. Cost effectiveness should be considered when applying a decreased retention period to inactive records. For example, if the volume of records involved would require a considerable amount of time and effort to sort through and dispose of and storage space is not an issue, then the records should be kept for the longer (former) retention period.

(2) Records freezes, legal holds or moratoriums are exceptions to disposition instructions. Records freezes, legal holds or moratoriums refer to a court or agency imposed requirement to keep the record until disputes or litigation and all appeals are resolved. Legal Holds are primarily issued by the Organization's Counsel Office in response to litigation in which USACE is a party. The RMDA may also receive notification of the requirement to suspend disposition from HQDA information proponents, DOD and Army General Counsel, or the Department of Justice. In such cases RMDA will notify NARA, DA staff principals, ACOMs, ASCCs, DRUs, and combatant commanders to suspend regular disposition of the affected records and when the freeze, hold or moratorium is lifted. Each organization will notify its subordinate or supported activities that a freeze or hold exists or has been lifted. The RHA and AEA managers are accountable for the frozen records in the physical custody of their respective facilities.

d. Records disposal

(1) Unclassified sensitive and Privacy Act (PA) paper records will be destroyed by cross-cut shredding or burning. Records will not be disposed of in trash bins or dumpsters.

(2) Records stored on electronic media (CDs, DVDs will be shredded; hard drives will be smelted, punched/crushed IAW ACE-IT procedures).

(3) Non-sensitive and non-personally identifiable information (PII)/PA, unclassified records authorized for destruction will be -

- (a) Processed through property disposal channels for sale or recycling.
- (b) Disposed of under the DOD Precious Metals Recovery Program when in the form of exposed x-ray film, motion picture film, and certain microfilm that contains precious metals.
- (4) Destroy classified records in accordance with AR 380-5.
- (5) Unclassified non-sensitive records authorized for destruction may be donated to an eligible person, organization, institution, corporation, or government if donation is approved by the Administrative Assistant to the Secretary of the Army (AASA). Process requests through local records management channels to USARMDA. Specify the name and address of the records custodian, the name and address of the proposed recipient, and a complete description, RN, subseries, descriptive title, and inclusive dates of the records.
- (6) For early disposal of records that are a menace to human life, health or property—
  - (a) Contact local fire officials if they have nitrocellulose base film that emits a noxious odor, contains gas bubbles, or has retrograded into an acid powder and then notify RMDA.
  - (b) Notify RMDA to obtain authority for disposing of records of other menace. Provide the RN, subseries, descriptive title, description of records, volume, location, and nature of the menace.

## 22. Records Retirement and Transfer.

a. Long-term records: Only records designated as long (retention period of 6 years, 3 months and above) are transferred out of the CFA. Records designated as short-term (retention period of 0-6 years), are managed and destroyed within the CFA. The long-term records are retired to an RHA, the AEA, or an FRC when they are no longer needed (NLN) for day-to-day operations within the office and not subject to a legal hold; there is no set time they must be retained with the CFA.

(1) Most records are needed for reference purposes in the CFA for at least 2 years after record close-out so a general guideline would be to retire hardcopy long-term records not subject to a legal hold 2 years after record close-out. However, if there are space issues and it is known specific records will not be needed in the CFA, 1 year escalation is permitted. Records will not be sent to an RHA or FRC the year of closeout because of the constant need to refer to records during this period. If the record is needed for conducting business the entire retention period it may be disposed of in the CFA with approval from the local RM.

(2) Electronic long-term records should be submitted in the EDRMS as soon as action on them is complete. Action is considered to be complete when all issues/decisions have been made and no further action is required.

b. Hardcopy records: Temporary long-term records with a retention period of 7 years or less will be retired to the RHA or FRC when NLN for business and not subject to a legal hold and will be maintained and disposed of in the RHA/FRC. For example, records with a 6-year, 3-month retention and using 2 years as a general transfer guideline, the records would be transferred at the end of the 2 years held in the RHA/FRC until the end of the retention period (4 years, 3 months) and then destroyed.

c. Sending records to the Army Electronic Archive

(1) The Bulk Archive Tool (BAT) feature in ARIMS will be used to retire current and prior year electronic long-term records to the AEA. The BAT may be executed directly from ARIMS to set up the electronic folders on a file system, for example an individual drive, shared drive or SharePoint site. Users uploading records to the AEA will receive on-line acknowledgement that such records were successfully submitted to the AEA.

(2) The ARIMS Interface Control Document (ICD) may be used to retire current and prior year electronic long term records that are stored in or generated by an IS or other automation source to the AEA. The ARIMS ICD contains instructions on how to configure local IS or other automation source such as a records management application to retire these records. All such records retirements must be preceded by a notification to RMDA that provides an estimated size of the overall records retirement, estimated start, and final dates, and a point of contact to address any technical issues that may arise during the records retirement action. The ARIMS ICD is available in the ARIMS downloads area to all registered users.

(3) Electronic long-term records can be sent to ARIMS for storage in the AEA by originating offices or units as soon as they are complete. If the records must be kept on site longer than the completion date, a request for exception will be forwarded to RMDA include a point of contact (name, address, email address, and telephone number) for coordinating and completing the information that will be entered to the master index of records in ARIMS.

d. Preparing records for retirement or transfer

(1) The designated coordinators will organize, pack, receipt, and send records to the servicing RHAs. They will prepare receipts using SF 135 or equivalent and sign these documents as liaison officials for the office. The originating office remains the legal custodian of the records even when records are retired to an FRC and will provide input or review of these receipts when requested to enable retrieval of these records if needed at a future date. For

example, if the originating office receives a FOIA request for records that were retired, that office is responsible for locating the records and retrieving them for review. If the organization does not have an RHA, the designated records coordinator (RC) will prepare the SF 135 for retirement of records to the regional FRC.

(2) Agency or command records managers will perform a cursory review of the boxes identified on the SF 135 as the agency official. This document will be transmitted to the regional FRC via ARCIS for approval and accession numbers. Upon receipt of the SF 135 from the FRC with the accession numbers, the records managers working with the records coordinator will prepare boxes for shipment to the regional FRC.

(3) Permanent USACE records are offered to NARA by RMDA as the designated agency for the AASA. This does not mean that all permanent records should be kept in the office for 25 years. Permanent records require special care and should be transferred to NARA as soon as they are no longer needed for current business, operations or legal use. If permanent records are no longer needed in the office but are not ready for scheduled transfer to the archives, they may be stored in an RHA or FRC. The maximum length of time that permanent records may be legally kept in USACE custody is 25 years unless otherwise specified. If permanent records are needed on site for longer than 25 years, a request for exception will be forwarded to RMDA. Permanent electronic records can be pre-accessioned to NARA, see paragraph 10.a. and <http://www.nara.gov> for more information.

e. Supplemental data when organizational status has changed

(1) Redesignation or reorganization without a transfer of function. Continue records retention and disposition as if no change occurred.

(2) Transfer of functions. Send current records relating to the transferred functions to the gaining organization. Retire inactive records to the designated RHA, FRC, or overseas command records holding area (OCRHA).

(3) Discontinuance of a USACE organization.

(a) With a transfer of function. Send current records relating to the transferred function to the gaining organization. Retire inactive records to the designated RHA, FRC, or overseas command records holding area (OCRHA).

(b) Without a transfer of function. Retire records not eligible for immediate disposal to the AEA, RHA, OCRHA, or other designated location. When the organization is not served by an RHA or OCRHA, or when the RHA or OCRHA is also discontinued, retire records not

immediately eligible for disposal to the geographically closest RHA, OCRHA, or FRC per table at Appendix F.

(c) When an installation is placed in an inactive or standby status. Handle the records required for continued maintenance of the installation as a special collection until they are eligible for disposal. Retire other records according to paragraph 22.e (3)(a).

(3) Movement of USACE organizations and units. Destroy records eligible for immediate disposal and move current records with the unit. Retire other records not required for future actions to the losing RHA or OCRHA. If the unit moves without personnel, retire all records to the losing RHA or OCRHA.

(4) Use of SF 135 or equivalent. Use SF 135 or equivalent when retiring records from units undergoing a change of status.

f. Classified records

(1) Agency security managers must be consulted before retiring classified records and actions initiated, as specified in AR 380-5, Para 6-27. RHAs will not accept classified records for storage that were not reviewed for declassification and marked with declassification dates. Classified information will not be disclosed on the SF 135 or equivalent; only unclassified titles may be used to identify the records. Agency security managers should be consulted for specific information.

(2) TOP SECRET records will not be retired until downgraded to a lower classification, except those in overseas commands and those which are to be deposited with the Defense Investigative Service and in the U.S. Army Intelligence and Security Command (USAINSCOM) records center. When TOP SECRET records must be retired, transmission and accountability will be in accordance with AR 380-5 and other applicable security management instructions.

(3) Instructions for listing, receipting and packing material with SECRET and CONFIDENTIAL classifications are the same as those for unclassified, except that unclassified titles will be used on the SF 135 or equivalent, to list the records. In addition, other receipts may be needed such as DA Form 3964 (Classified Document Accountability Record). Wrapping and shipping material with these classifications will be in accordance with AR 380-5, chap 8 and later paragraphs of this regulation.

(4) Special intelligence documents, including TOP SECRET, will be retired only to the U.S. Army Intelligence and Security Command (USAINSCOM) records center at Appendix F.



(5) Regardless of classification, restricted data and formerly restricted data will not be intermingled with other information when being retired to an RHA or FRC.

g. For Official Use Only (FOUO) and Transferring records to Other Organizations records

(1) Records with the FOUO protective marking will be packed as prescribed in this chapter for unclassified records.

(2) The procedures for packing records and preparing and distributing records transmittal lists when transferring records to organizations other than RHAs or FRCs are the same as those described above.

h. Records Holding Areas and Federal Records Centers

(1) Regional and overseas records holding areas.

(a) Organization RHAs and FRCs will be used to store inactive hardcopy records. Optimal use of these facilities will provide for the most efficient and economical management of agency records.

(b) An OCRHA will continue to be maintained in each major outside continental United States (OCONUS) command. The commander of each major OCONUS command will notify RMDA of the activation, change, or discontinuance and the new address of any OCRHA within his or her command jurisdiction.

(2) Establishing records holding areas.

(a) Organizations may establish or maintain local RHAs if the need is justified and cost effective. RHAs established after the effective date of this regulation will be approved by CECI and the agency records official who will report the establishment of a new RHA to RMDA.

(b) When approved, space for RHA use will be limited to the minimum required for records holdings. The space selected must be in compliance with 36 CFR, Part 1234. The minimum acceptable files-to-space ratio is 2 linear feet of files to each square foot of floor space. A ratio of 3 or more linear feet of files to each square foot of floor space is possible under the best conditions. Steel shelving of the type manufactured by the Federal Prisons Industries, Incorporated (National Stock Number 7125-00-550-6015, Open Type "E," Class III, Metal Storage and Display Shelving) should be used.

(c) HQUSACE Directorates and Separate Offices. RHAs may be established, when justified and approved, where space is available and such an operation is cost effective.

(d) USACE Divisions, Districts, Centers and FOAs. If justified and approved (IAW 36 CFR, Part 1234), an RHA may be established, and if warranted, would serve all activities located within the same geographical area. An RHA must be approved by CECI and agency records official prior to its establishment. The Records Program Manager will notify RMDA of the activation, change, or discontinuance, and the new address and point of contact of any RHA within USACE.

i. The RHA managers will ensure that eligible records are retired or destroyed at the proper time and that access to stored records is available. See DA PAM 25-403, Ch 7, for instructions on retiring hard copy records to FRCs. RHA managers will —

(1) Ensure that all records are indexed in the ARIMS master index down to the folder level.

(2) Ensure that records removed from the RHA for reference or other actions are returned within a reasonable time frame. Use DA Form 543 or equivalent as a charge-out suspense system for this purpose.

(3) Establish a locator and disposition file. This file has copies of SFs 135 prepared by offices placing records in the RHA or when records are retired to FRCs. This file makes it easier to locate records in the RHA and to retrieve records from an FRC.

(4) Notify organizations of impending records destruction dates for their records stored in the RHA and obtain their written approval prior to destruction of the records.

(5) When the records storage requirements of organizations being serviced by an RHA drop below 100 linear feet annually, the RHA should be discontinued. Exceptions are permitted if this is not practical or cost effective. Records that cannot be destroyed upon discontinuance of the RHA will be retired to the appropriate storage facility, if eligible. Otherwise, they will be returned to the office that placed them in the RHA.

(6) All RHAs are required to comply with the NARA facility standards set forth in 36 CFR, Part 1234.

### 23. Federal and Army Records Centers.

a. NARA operates federal records centers in 9 regions throughout the United States which provide secure storage for long term records.

b. There are 3 Army Records Centers for intelligence and criminal investigative records. These centers are listed in that table at Appendix F.

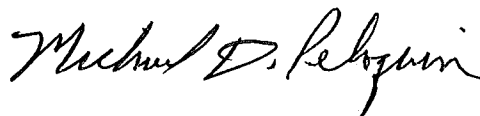
(1) USACE Organizations may send records directly to an FRC without prior authorization from RMDA. A copy of each finalized SF 135, retiring records to an FRC will be provided to RMDA. The FRCs listed at Appendix F were established to receive and maintain records of Federal Government agencies with long-term or permanent value, pending their ultimate destruction or accession into NARA. These centers furnish reference service for the records that they maintain.

(2) OF 11 (Reference Request-Federal Records Centers) will be used to secure the loan of, or gain access to, agency records that were retired into the FRC system.

(3) SF 127 (Request for Official Personnel Folder-Separated Employee) will be used to request the return of retired Official Personnel Folders (Civilian) from the National Personnel Records Center.

(4) SF 180 (Request Pertaining to Military Records) will be used to request the return of retired Official Military Personnel folders from the National Personal Records Center.

FOR THE COMMANDER:



MICHAEL D. PELOQUIN  
COL, EN  
Chief of Staff

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## APPENDIX A

### Definitions

Data files: Word-processing, spreadsheet, slides, images, etc., but does not include email. Data files are also referred to as loose files.

Documents (generic term): That includes all paper and ESI, including email and Automated Information Systems (AISs e.g. P2, CEFMS) data, regardless of form or format.

Federal Records Center (FRC): Is a fee for service record storage/holding area with a national network of 17 regional facilities storing and providing access to over 25 million cubic feet of records.

Investigation: Either a preliminary inquiry or a more formal AR 15-6 inquiry into operations and activities of USACE information systems or employee(s) use of those systems. Does not include COMSEC monitoring

Legal Hold: A form of a Records hold issued by a USACE legal office or through a USACE legal office from DoD, Army or Department of Justice.

Organization: Headquarters, Division, District, Center and field or project offices within those commands.

Records Custodians: A records custodian is any individual who receives or creates records, also known as users and employees.

Records Freeze: A form of a Records Hold issued through the USACE Records Program Manager by the White House, DoD, Army RMDA or the USACE CIO.

Records Hold: Are legal holds, records freezes, Congressional requests, investigations, and FOIA requests.

Records Holding Area (RHA): Local storage area established and maintained by the local Organization for storage and maintenance of that Organization's records before or in lieu of transfer to a Federal Records Center (FRC).

Reference Documents: Documents and working papers maintained only for reference purposes are generally non-record material and may be disposed of when no longer needed. Extra copies of documents maintained for personal reference are non-records. These copies are normally made at the time the document originated, and they must be kept to a limited volume.

RMDA: Records Management and Declassification Agency

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Working Files/Documents: Documents that the custodian is still drafting or assisting in drafting, whether shared with others or not, and documents received that are still being reviewed or used in the drafting process.

## APPENDIX B

### Functional Records Series

The Army Consolidated Records Schedule (ACRS) is based on 11 functional records series plus one special use series (CONOPS) which correspond to the Army's primary lines of business.

Contingency Operations (CONOPS)	[100 series]
Installation Management	[200 series]
Security and Operations	[300 series]
Information Management	[400 series]
Medical	[500 series]
Personnel	[600 series]
Logistics	[700 series]
Administration	[800 series]
Emergency and Safety	[900 series]
Legal	[1000 series]
Finance and Audits	[1100 series]
Quality Assurance	[1200 series]

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APPENDIX C

Retention Standards

<b>Retention standards</b>			
<b>If the retention period is-</b>	<b>The abbreviated disposition instructions are-</b>	<b>Then the full disposition standard would be-</b>	<b>And the minimum labeling instructions would be-</b>
Short-term (0 through 6 years)	Keep in CFA until NLN but NTE 6 years.	Maintain records in the current files area until no longer needed for business but not to exceed 6 years, then destroy. Records should be maintained in accordance with agency business rules. Records will be destroyed in the CFA.	The record number, a title, the year of file creation, "Yes" if a PA system notice number is applicable or "NA" if a PA system notice is not applicable and disposition instructions.
Short-term (0 through 6 years plus event)	Keep in CFA until a specific event occurs and then until NLN but NTE 6 years.	Maintain records in the current files area until the event occurs and then until no longer needed for business after event occurs but not to exceed 6 years, then destroy. Records should be maintained in accordance with agency business rules. Records will be destroyed in the CFA.	The record number, a title, the year of file creation, "Yes" if a PA system notice number is applicable or "NA" if a PA system notice is not applicable, specified event and disposition instructions.
Long-term (6 years or more)	Keep in CFA until NLN. RET to AEA, RHA, or other specified location (for example, FRC, NPRC, WNRC).	Maintain records in the current files area for at least one year after close out, then retire to the AEA, RHA, or other specified location. Records will be maintained for a minimum of 6 years up to but not longer than the approved retention. Maintain the records in accordance with agency business rules. Records will be destroyed in the RHA/FRC.	The record number, a title, the year of file creation, "Yes" if a PA system notice number is applicable or "NA" if a PA system notice is not applicable and disposition instructions.

<p>Long-term (6 years or more, plus event)</p>	<p>Keep in CFA until a specified event occurs and then until NLN for business. RET to AEA, RHA, or other specified location (for example, FRC, NPRC, WNRC).</p>	<p>Records will not be closed until the event occurs; Maintain records in the current files area for at least 1 year after close out; then retire to the AEA, RHA, or other specified location when no longer needed for conducting business. Records will be maintained for a minimum of 6 years after the event up to but not longer than the approved retention. Maintain the records in accordance with agency business rules.</p>	<p>The record number, a title, the year of file creation, "Yes" if a PA system notice number is applicable or "NA" if a PA system notice is not applicable, specified event and disposition instructions.</p>
<p>Permanent</p>	<p>RET to AEA or RHA when NLN for business. Permanent record.</p>	<p>Keep in the current files area until no longer needed for conducting business ; then retire to the AEA or RHA/FRC .</p>	<p>The record number, a title, the year of file creation, "Yes" if a PA system notice number is applicable or "NA" if a PA system notice is not applicable and disposition instructions.</p>
<p>Permanent</p>	<p>RET to AEA or RHA after a specific event occurs and when NLN for business. Permanent record.</p>	<p>Keep in the current files area until the event occurs; then retire to the AEA or RHA/FRC when no longer needed for conducting business.</p>	<p>The record number, a title, the year of file creation, "Yes" if a PA system notice number is applicable or "NA" if a PA system notice is not applicable and disposition instructions.</p>
	<p>Unscheduled record.</p>	<p>Keep in CFA until disposition instructions are published; then apply approved disposition.</p>	<p>The record number (unscheduled), a title, the year of file creation, "Yes" if a PA system notice number is applicable or "NA" if a PA system notice is not applicable and "Keep in CFA until disposition instructions received".</p>

## APPENDIX D

### Prescribed Forms

The following forms are available on the Army Publishing Directorate Web site at <http://www.apd.army.mil>, unless otherwise stated. DD forms are available from the Office of the Secretary of Defense Web site (<http://www.dior.whs.mil>).

#### Required Forms

DA Form 543. [Request for Records](#).

OF 11. [Reference Request-Federal Records Centers](#).

SF 127. Request for Official Personnel Folder Separated Employee. (Available through normal forms supply channels.)

SF 135. [Records Transmittal and Receipt](#).

SF 180. [Request Pertaining to Military Records](#).

#### Referenced Forms

DA Form 3964. [Classified Document Accountability Record](#).

SF 703. [TOP SECRET Cover Sheet](#). (Available through normal forms supply channels.)

SF 704. [SECRET Cover Sheet](#). (Available through normal forms supply channels.)

SF 705. [CONFIDENTIAL Cover Sheet](#). (Available through normal forms supply channels.)

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APPENDIX E

Recordkeeping Requirements of this Regulation

Record Requirement	Army Records Information Management System (ARIMS) Master File
Record Description	Data consist of user profiles, office records list, Records Retention Schedule-Army, official records stored in the system, Master Index, and reports such as User and Unit Lists, ORL Report, and Record Disposition Report.
Disposition Instructions	Event is when superseded or obsolete. Keep until event occurs and then until no longer needed for conducting business, then retire to the AEA, the AEA will delete the record 10 years after the event.
Record Number	400B
Record Retention Period	6+ years

Record Requirement	Information management surveys
Record Description	Information relating to and used in preparing for staff visits and information management surveys conducted to provide advice and assistance on, or to evaluate the effectiveness of, information management operations and programs. Included are notifications of visits, reports of visits and surveys, reports or corrective action taken, organizational charts, statements of function, copies of information management directives, lists of personnel responsible for information management, copies of training materials, copies of authorized deviations, schedules of surveys, notes, drafts, and similar information.
Disposition Instructions	Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 7 years old.
Record Number	400B
Record Retention Period	6+ years

Record Requirement	Office file numbers (approvals)
Record Description	Records administrator's/manager's approvals for and copies of approved office file numbers for their organization.
Disposition Instructions	Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.
Record Number	400B
Record Retention Period	0-6 years

Record Requirement	Biennial Microfilm Inspection Files -Inspection reports of permanent records: Record copy and related documents
Record Description	These files contain the results of the biennial microfilm inspections of master films of permanent and unscheduled records and temporary records which have a retention period of ten years or longer. These inspections include determination of aging blemishes, re-reading resolution targets, density re-measurement, and certification of environmental conditions in which microforms are maintained. Note: A

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	copy of the results of inspections will be attached to the SF 135 accompanying records being transferred or retired and will include: Description of records tested (title, number, or identifier for each unit of film, security classification, or other data identifying the records; date of inspection; defects found and corrective action taken; and identification of deteriorating master microform that were replaced with a silver duplicate).
Disposition Instructions	Event is after the records are transferred to the legal custody of the National Archives. Keep in CFA until event occurs; destroy 1 year after event.
Record Number	400B
Record Retention Period	0-6 years

Record Requirement	Biennial Microfilm Inspection Files - Inspection reports of temporary records and related records
Record Description	These files contain the results of the biennial microfilm inspections of master films of permanent and unscheduled records and temporary records which have a retention period of ten years or longer. These inspections include determination of aging blemishes, re-reading resolution targets, density re-measurement, and certification of environmental conditions in which microforms are maintained. Note: A copy of the results of inspections will be attached to the SF 135 accompanying records being transferred or retired and will include: Description of records tested (title, number, or identifier for each unit of film, security classification, or other data identifying the records; date of inspection; defects found and corrective action taken; and identification of deteriorating master microform that were replaced with a silver duplicate.
Disposition Instructions	Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.
Record Number	400B
Record Retention Period	0-6 years

Record Requirement	Biennial Microfilm Inspection Files - Other office copies
Record Description	These files contain the results of the biennial microfilm inspections of master films of permanent and unscheduled records and temporary records which have a retention period of ten years or longer. These inspections include determinations of aging blemishes, re-reading resolution targets, density re-measurements, and certification of environmental conditions in which microforms are maintained. Note: A copy of the results of inspections will be attached to the SF 135 accompanying records being transferred or retired and will include: Description of records tested (title, number, or identifier for each unit of film, security classification, or other data identifying the records; date of inspection; defects found and corrective action taken; and identification of deteriorating master microform that were replaced with a silver duplicate).
Disposition Instructions	Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.
Record Number	400B
Record Retention Period	0-6 years

Record Requirement	Record disposition files
Record Description	SF 135 (Records Transmittal and Receipt), SF 258 (Agreement to Transfer Records to National Archives of the United States), and similar information listing records retired to the Federal Records Center (FRC) and transferred to the National Archives. Included is information used to locate and retrieve records stored in RHAs and information pertaining to records retired to the FRC system. NOTE: Policy requires one copy of each approved SF 135 listing records retired to an FRC be sent to the US Army Records Management and Declassification Agency, Army Records Management Division, Casey Building, 7701 Telegraph Road, Alexandria, VA 22315-3860 where it is maintained in an Army-wide master inventory of all Army records in the FRC system.
Disposition Instructions	Event is after the related records are destroyed or transferred to the National Archives, whichever is applicable. Keep in CFA until event occurs, then destroy 6 years after the event.
Record Number	400B
Record Retention Period	0-6 years

Record Requirement	Charge-out suspenses
Record Description	Information maintained in records holding areas and in oversea record centers, reflecting charge-out and return dates for files on loan. Included are suspense slips, duplicate copies of DA Form 543, or equivalent forms.
Disposition Instructions	Event is when files covered thereby have been returned. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Record Number	400B
Record Retention Period	0-6 years

Record Requirement	Records disposition standard exceptions and freezes
Record Description	Information reflecting exception to records disposition standards authorized by responsible records management officials and record freezes authorized by the Army. Included are requests, approvals, and related information
Disposition Instructions	Event is on expiration of exception or lifting of freeze, whichever is applicable. Keep in CFA until event occurs, then destroy 6 years after the event.
Record Number	400B
Record Retention Period	0-6 years

Record Requirement	Records disposal authorizations
Record Description	Information relating to authorization by Congress or the Archivist of the United States to destroy records. Included are studies, coordination actions, requests for authority to destroy records, archival appraisals, and approvals or disapprovals.
Disposition Instructions	Event is 2 years after publication of disposition standard or on disposition of all files covered by the standard, whichever is sooner. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Record Number	400B

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Record Retention Period	0-6 years
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Record Requirement	Office Records List
Record Description	Approved lists of records numbers for records created by the office.
Disposition Instructions	Event is when superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Record Number	800D
Record Retention Period	0-6 years

Record Requirement	Office record transmittals
Record Description	Copies of transmittal lists showing records transferred to RHAs or retired to FRCs.
Disposition Instructions	Event is when no longer needed for administrative or reference purposes. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Record Number	800D
Record Retention Period	0-6 years



APPENDIX F

Federal Records Centers and Major Records Storage Areas

The FRCs has developed a new web-based management system, the Archives and Records Centers Information System (ARCIS). As the FRCs implements ARCIS, it will be the standard means Army organizations use to transact all business with the FRCs. Once implemented, NARA will assess a fee for any request submitted in paper format, for example SFs 135 and OFs 11. Organizations will conduct all transactions online. Users such as RAs, RMs, RCs, and RHAMs must complete an automated ARCIS New User application available at [www.archives.gov/frc/training](http://www.archives.gov/frc/training). All new user applications must be approved by the Chief, Records Management Division, USARMDA. Email the completed application to [usarmy.belvoir.hqda-oaa-aha.mail.rmda-records@mail.mil](mailto:usarmy.belvoir.hqda-oaa-aha.mail.rmda-records@mail.mil). After USARMDA has forwarded the application to the ARCIS helpdesk, a pin and password will be sent to the applicant and a notification to USARMDA. Records officials will inform USARMDA of all user departures from their organization.

Federal Record centers and major records storage areas	
Centers	Records
<b>Records center facilities administered by the NARA</b>	
Washington National Records Center 4205 Suitland Road Suitland, MD 20746-8001	a. Eligible organizational records from all Army elements except those for which specific instructions in the ARIMS ACRS specify otherwise. b. Records of U.S. Army Corps of Engineers (USACE) organizations located in the District of Columbia (Washington, DC), Maryland, Virginia, West Virginia, Europe, and the Middle East, unless disposition instructions specify another center.
National Personnel Records Center Annex 1411 Boulder Boulevard Valmeyer, IL 62295	Records for which specific instructions in the ARIMSACRS specify retirement to this center. These are primarily military and civilian personnel related records and certain medical treatment records identified in the 600-series and 500-series record numbers.
NARA Northeast Region (Boston) Frederick C. Murphy Federal Center 380 Trapelo Road Waltham, MA 02452-6399	Records from USACE organizations located in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont, unless disposition instructions specify another center.
NARA Central Plains Region (Lee's Summit)	Records from USACE organizations located in New Jersey and New York, unless disposition instructions specify another center.

200 Space Center Drive Lee's Summit, MO 64064	
NARA Mid-Atlantic Region (Northeast Philadelphia) 14700 Townsend Road Philadelphia, PA 19154	Records for USACE organizations located in Delaware and Pennsylvania, unless disposition instructions specify another center.
NARA Southeast Region (Atlanta) 4712 Southpark Boulevard Ellenwood, GA 30294	Records from USACE organizations located in Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee, unless disposition instructions specify another center.
NARA Great Lakes Region (Chicago) 7358 South Pulaski Road Chicago, IL 60629-5898	Records from USACE organizations located in Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin, unless disposition instructions specify another center.
NARA Great Lakes Region (Dayton) Kingsridge Records Center 3150 Springboro Road Dayton, OH 45439-1883	Certain finance and fiscal records, formerly identified in the 1100 series of records, now described in the Defense Finance and Accounting Service (DFAS) records retention schedule, accumulated by the DFAS. These records were created by U.S. Army Finance and Accounting offices prior to their transfer to DFAS. They also include records created by DFAS until their records retention schedule was published in 2001.
NARA Rocky Mountain Region (Denver) P.O. Box 25307 Denver, CO 80225	Records from USACE organizations located in Colorado, Montana, New Mexico, North Dakota, South Dakota, Utah, and Wyoming, unless disposition instructions specify another center.
NARA Central Plains Region (Kansas City) Room 47-48, 17501 West 98th Street Lenexa, KS 66219	Records from USACE organizations located in Iowa, Kansas, Missouri, and Nebraska, unless disposition instructions specify another center.
NARA Southwest Region (Fort Worth) 1400 John Burgess Drive Fort Worth, TX 76140	Records from USACE organizations located in Arkansas, Louisiana, Oklahoma, and Texas, unless disposition instructions specify another center.
NARA Pacific Region (San Francisco) 1000 Commodore Drive San Bruno, CA 94066-2350	Records from USACE organizations located in California (except Southern California), Hawaii, Nevada (except Clark County), and American Samoa, Japan, and Trust Territory of Pacific Islands, unless disposition instructions specify another center.
NARA Pacific Region (Riverside) 23123 Cajalco Road	Records from USACE organizations located in Arizona, Nevada (Clark County), and Southern California (counties of San Luis Obispo, Kern, San Bernadino, Santa Barbara, Ventura, Orange,

Perris, CA 92572	Louisiana, Riverside, Inyo, Imperial, and San Diego), unless disposition instructions specify another center.
NARA Pacific Alaska Region (Seattle) 6125 Sand Point Way NE Seattle, WA 98115-7999	Records from USACE organizations located in Alaska, Idaho, Oregon, Washington (State), and Far East (Korea), unless disposition instructions specify another center.
<b>Army Records Centers administered by USAINSCOM</b>	
U.S. Army Investigative Records Repository USAINSCOM 902d MI GP ATTN: IAIM-VIA-RP 4552 Pike Road Fort George G. Meade, MD 20755-5995	Personnel security, counterintelligence, and intelligence records (other than Signal Security, Special Intelligence, and Signal Intelligence) that are described in the ARIMS ACRS.
U.S. Army Intelligence and Security Command Records Center ATTN: IAIM-RP-R 8825 Beulah Street Fort Belvoir, VA 22060-5246	Communications security (COMSEC) material accounting, Signal Security, Special Intelligence, and Signal Intelligence records that are described in the ARIMS ACRS.
<b>Army Records Center administered by the U.S. Army Criminal Investigation Command</b>	
U.S. Army Crime Records Center 6010 6 <sup>th</sup> Street Fort Belvoir, VA 22060-5506	Reports of criminal investigations, selected military police reports, and other related records described in the ARIMS ACRS
<b>Army records storage and processing center administered by the HQDA G-1</b>	
U.S. Army Human Resources Command ATTN: AHRC-CIS-P 1 Reserve Way St. Louis, MO 63132-5200	Records for which disposition instructions in the ARIMS ACRS specify transfer to the Interactive Personnel Electronic Records Management System (iPERMS). These are primarily individual military personnel related records described in the 500 and 600-series record numbers. Electronic images of documents to be inserted into a service member's OMPF in iPERMS will be transmitted using the web upload function to the AHRC's Indexing Data Center for those who are discharged, retired, or deceased after 1 Oct 02. Documents on service members discharged, retired, or deceased before 1 Oct 02 should be sent to the address at the left.
<b>Army OCRHA administered by the commander of the appropriate major overseas command</b>	
Army in Europe Records	All records designated for transfer to an OCRHA under this

Holding Area (AERHA) Unit 23203 APO AE 09090-3203	regulation.
Overseas command records holding area, Korea APO AP 96259	All records designated for transfer to an OCRHA under this regulation.
USARJ overseas command records holding area APO AP 96343	All records designated for transfer to an OCRHA under this regulation.
<b>Army records storage administered by the USARMDA</b>	
U.S. Army and Joint Services Records Research Center 7701 Telegraph Road, Kingman Building, Suite 2C08 Alexandria, VA 22315- 3802	CONOPS records created by deployed units designated for transfer under this regulation.