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

**CECI-PID**

**Information Management: Records Management**

**Emergency Operations Procedures for all Personnel During Natural and Manmade Disasters**

FOR THE COMMANDER:

*John P. Lloyd*
JOHN P. LLOYD
COL, EN
Chief of Staff

**Purpose.**  This regulation prescribes guidance for preparation and processing of U.S. Army Corps of Engineers (USACE) records during natural and manmade disasters.

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

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

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

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

**Summary of Change**

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

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

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

**4. References.**
    *a.* The Federal Records Act of 1950.
https://www.archives.gov/about/laws/fed-agencies.html
    *b.* 44 USC §§ 3301-3314s.
https://www.loc.gov/item/uscode1970-010044033/
    *c.* AR 25-1, Army Information Technology.
https://armypubs.army.mil/ProductMaps/PubForm/AR.aspx
    *d.* AR 25-400-2, The Army Records Information Management Systems (ARIMS).
https://armypubs.army.mil/ProductMaps/PubForm/AR.aspx
    *e.* AR 25-22, The Army Privacy Program.
https://armypubs.army.mil/ProductMaps/PubForm/AR.aspx
    f. ER 25-60-1, Record, and Information Management Program
https://www.publications.usace.army.mil/USACE-Publications/Engineer-Regulations/u43546q/32352D36302D31/

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

**6. Responsibilities.**
    *a.* The USACE Records Officer will prescribe policies, procedures, and implementing instructions on the records management and recordkeeping of Emergency Operations for all personnel assigned to support USACE missions during any Natural or Manmade Disaster.
    *b.* The CIO/G6, Operations and Production Directorate, Information and Product Services Division, will administer the Emergency Operations for Records and

Information Management Specialists (RIMS) and Action Officers during Natural or Manmade Disasters on behalf of the HQUSACE Records Management Program.

*c.* All USACE elements will identify, capture, and retain all emergency operations official records in compliance with the formats and guidance established in this regulation. All operations conducted will use the information system ENGLINK Pro as prescribed by the All-Hazards Operations Plan. When records are not created within ENGLINK Pro, personnel will adhere to the additional requirements of this pamphlet.

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

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

**7. Policy.**

*a.* Per ARIMS, records are identified according to the primary directive used for the mission. The deployed RIMS will serve as a first responder to provide record management support, conduct appropriate briefings and instruction. All records created, received, and maintained are the property of USACE, to include those created by contractors and other federal agencies identified as part of the operation.

*b.* The objective is to establish recordkeeping procedures, preparation, and implementation during, and following any Natural or Manmade disaster. It is vital to keep accurate records of all aspects of an emergency incident for purposes such as insurance claims, liability, collections of inventory control, and object condition reports. Records should be centralized within each mission area for easy retrieval and should be kept for all events, decisions and actions taken, and personnel involved. Careful tracking of these records is essential as collections are moved from the disaster site to the final storage repository.

*c.* RIMS will provide all relevant procedure and documentation required to capture, retain and final disposition of emergency operations records during a natural and manmade disaster.

*d.* The RFO will ensure electronic record not processed in ENGLINK Pro, such as those on a shared drive, SharePoint site are uploaded to the Army Electronic Archives (AEA) using the Bulk Archive Tool (BAT). The RIMS will conduct appropriate briefings and provide instructions to all personnel. Any records on Teams sites will be migrated to the shared drive-in use for each disaster.

*e.* Records that must be preserved include physical materials such as laboratory samples and specimens; all electronic documents/electronically stored information; memoranda, e-mails, aerial photographs, texts, maps, diagrams, letters, databases, spreadsheets, presentation materials, notes, recordings, data; personal files; voicemail;

geographic information system ("GIS") maps; computer-aided design ("CAD") files; scanned or digital photos; and scanned document images. Social media records created by anyone assigned to the disaster will be saved as official records. Examples include Facebook posts, Twitter posts, website articles, and any other information posted via social media channels. The assigned Public Affairs Officer is a resource for supplemental guidance on how to capture these social media records.

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

**8. Procedures.**

*a.* Army and USACE policy require personnel who deploy in support of disaster actions use ENGLINK Pro as the records repository for all actions. When access to ENGLINK Pro is limited, electronic records will be retained in shared drives, SharePoint sites, email etc. Paper records (also known as analog records) created will be returned to the appropriate home district for digitization. Personnel should use Records Holding Boxes (15X12X10 or NSN 8115-00-117-8249) to ship all paper/non electronic records to their home district. Once received, contact your local RIMS for guidance and advice on how to digitize these records. Once digitized the records will be loaded into ENGLINK Pro as part of the documentation for the disaster.

*b.* When using share drives, SharePoint sites outside of ENGLINK Pro, a detailed organization and index of your records will make it easier to find specific records later. Make sure records contain the following: Operation/Location; Date; Unit; Type of Records (incident report, daily journal, photos, downed power lines, etc.). See Appendix A for folder's which should be created to capture these records.

*c.* All records created during natural or manmade disaster, also known as recovery operations and deployments, are scheduled as permanent. Records must be indexed and labeled as discussed in paragraphs a and b above. When in doubt, contact the RIMS assigned to the disaster or email the E-RM Team at DLL-CEIT-OPI-ERMT@usace.army.mil.

*d.* Personnel must have an Official Electronic Messaging Account and access to the dedicated mission shared drive designated by the district. In addition to adherence to this EP, personnel will read and sign the appropriate MFR, found at Appendix C.

(1) Copy all Records, other than e-mails, relating to this emergency assistance effort to the identified shared drive. This drive will have already loaded the BAT.

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

(3) All personnel must abide by the following:

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

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

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

(4) To ensure the capture of all related records information an electronic search of personal devices used by USACE emergency assistance personnel may be requested the time of out- processing.

*e.* Standing Operating Procedures:

(1) RFO. The RFO is the headquarters of all emergency response work. RFO will ensure all personnel assigned to the mission read Appendix C and then sign the associated MFR.

(2) Emergency Field Offices (EFO). The EFO is set up as field offices. When you visit field EFOs' the same information applies. Some field offices have a courier to transfer all their records on a daily basic to the RFO, but ultimately while they are maintaining the records, they still will need to follow the same instructions as the RFO until these records are merged.

(3) Mission Closure. At the close of each mission, ensure all electronic records have been forwarded/captured on the appropriate shared drive location or ENGLINK Pro. Any paper records created will be digitized and the digital records will be placed in the appropriate area for capture.

(4) Preparing records for transfer. The following supplies are recommended at the time of arrival at the Emergency site.
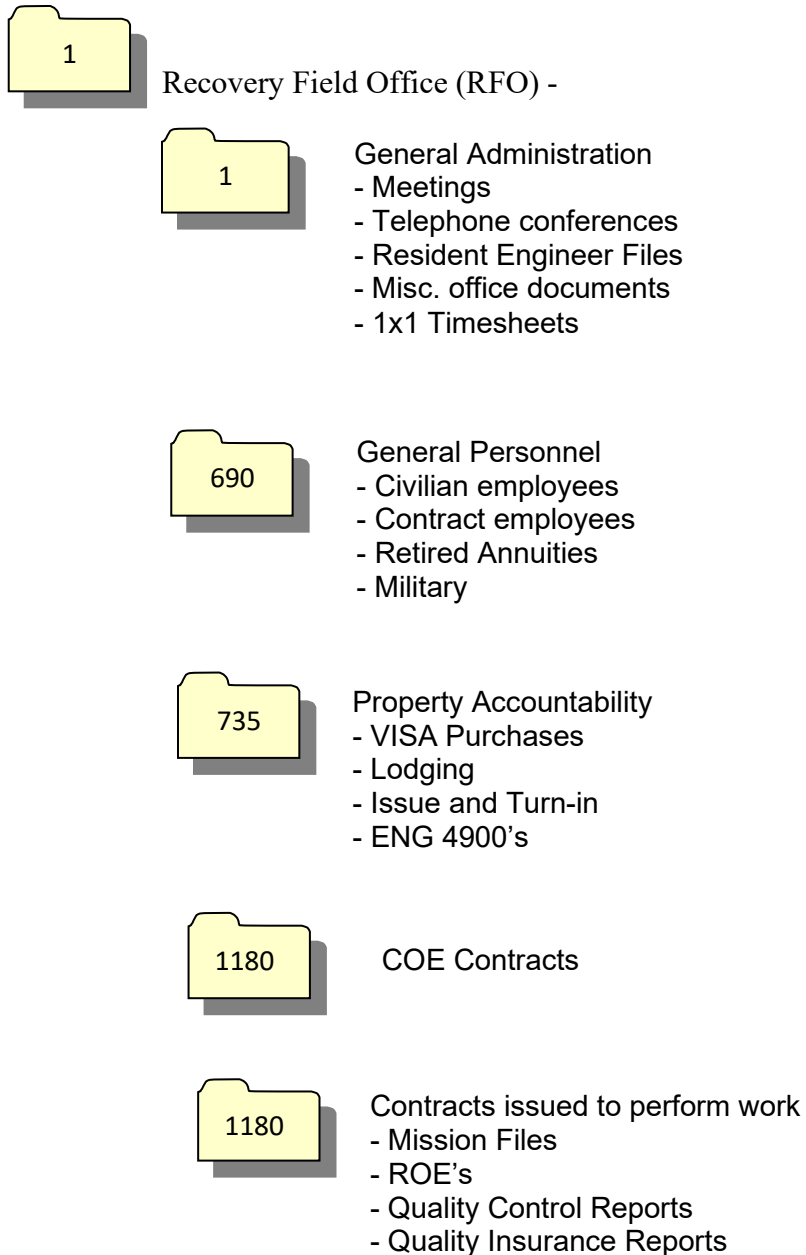
CDs, DVDs,
Portable hard drives
Scanner (as needed)

**Appendix A**
**Office Records List Structure**.

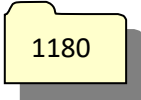**A-1. Office Records List Structure**
Basic record numbers to use and a brief example of record types within these categories when offices are unable to access ENGLINK Pro for all mission actions.
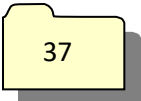
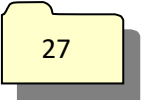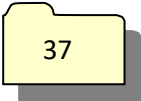SHARED DRIVE STRUCTURE, FOLDERS NUMBERED PER ARIMS

**1** Recovery Field Office (RFO) -

**1**
General Administration
- Meetings
- Telephone conferences
- Resident Engineer Files
- Misc. office documents
- 1x1 Timesheets

**690**
General Personnel
- Civilian employees
- Contract employees
- Retired Annuities
- Military

**735**
Property Accountability
- VISA Purchases
- Lodging
- Issue and Turn-in
- ENG 4900's

**1180**
COE Contracts

**1180**
Contracts issued to perform work
- Mission Files
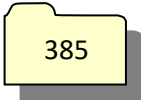- ROE's
- Quality Control Reports
- Quality Insurance Reports

**1180** — Contracts issued to perform work (continued)
-Quality Assurance Reports
-Equipment Logs
-Miscellaneous Contract Data
-Vehicle & Vessel Files
-Maps
-Debris Tickets
-Mulch Program Records
-Complete ROE's
-Truck Load
-Daily Debris Quantity
-Contractor Crews
-Truck Certifications
-PMS Files
-Right of Entry (Real Estate issue)
-Blue Roof
      Pay Estimates
      Working Documents
      Daily Quantities
      Daily Reports
      Rejections
      Maps
      Complaints
-Debris Removal
-Cleanup

**37** — Financial Management
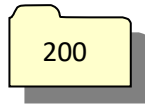-VISA Purchases
-MIPR's
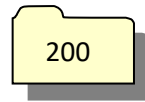
**27** — Legal Services

**37** — Information Technology

**385** — Safety
-Safety Classes
-Guidance
-Sign-in sheets
-Incidents – Accidents
-Nurse Assessment Records
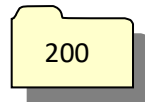
# SHARED DRIVE STRUCTURE, FOLDERS NUMBERED PER ARIMS

## (cont'd)

| | |
|---|---|
| 📁 200 | Environmental |
| 📁 200 | Internal Review |
| 📁 200 | Real Estate |

**Appendix B**
**Functional Area, Record Number, and Description**

**B-1**. **Functional Area, Record Number, and Description.**
In addition to the records numbers previously identified, the following records information can also be created.  These records are not only created in standard word-processing software's, but these records may also be created in social media applications.  The following identifies the function, records number, and brief description.

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

## Appendix C
## Records Retention policy and Memorandum for Record

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

CEXX-XX                                                                    Date

MEMORANDUM FOR Emergency Response Personnel

SUBJECT: Record Retention Policy

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

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

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

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

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

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

   b. Created a .pst file in outlook and copy all emails (sent or received) related to this emergency assistance effort to the file. When a person's emergency assistance efforts end, all

e-mail .pst files shall be copied to the shared drive location noted in paragraph 5.a.

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

6. All personnel must abide by the following:

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

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

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

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

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

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


FOR THE COMMANDER:




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

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

## RECORDS RETENTION POLICY ACKNOWLEDGMENT

### EVENT NAME

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

_____

Printed Name

_____

Signature

_____

USACE Command

# SUMMARY of CHANGE

EP 25-1-114
Emergency Operations Procedures for all Personnel During Natural and Manmade Disasters

This minor revision, dated 31 March 2022 -

- Removed instructions for paper records return

- Authorized digitization of all paper records

- Updated to annotate the use of ENGLINK Pro as the official records repository for all disaster missions

- Enforced requirement to save all social media records associated with disaster missions