This guidance memorandum is to be used as a template for creating a COMMAND SOP. Changes will need to be made to fit your organization’s specific mission.

A special thanks goes out to the U.S. Army Central Command for putting forth the effort in creating this SOP and providing a copy to U.S. Records Management and Declassification Agency for redistribution.
Headquarters (HQ) YOUR ORG Memorandum 25-1
Department of the Army
United States Army YOUR ORG
1 Any Street, Bldg 132
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1 May 2012

Information Management

Records Management Program

1. History. This is the first publishing of YOUR ORG Memorandum 25-1.

2. Summary. This memorandum provides detailed procedures and assigns responsibilities for official Army recordkeeping within Headquarters, YOUR ORG, YOUR ORG Forward, and subordinate units by utilizing ARIMS.

3. Applicability. This memorandum applies to Headquarters, United States Army Central (YOUR ORG), YOUR ORG Forward, and its subordinate units.

4. Restrictions. Approved for public release; distribution unlimited. Local reproduction is authorized.

5. Proponent and exception authority. The proponent of this memorandum is the YOUR ORG Deputy Chief of Staff, G-6. The proponent has the authority to approve exceptions or waivers to this memorandum that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or a direct reporting unit or field operating agency of the proponent agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this memorandum by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity’s senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

6. Distribution. Distribution of this memorandum is intended for HQ, YOUR ORG and subordinate units. Distribution is in electronic format only.

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This memorandum supersedes Memorandum of Instruction (MOI) for YOUR ORG Records Management Program, dated 1 March 2010.

2. REFERENCES:
   c. 5 USC § 552, “Public Information; agency rules, opinions, orders, records and proceedings,” 8 Jan 08.
   d. 5 USC § 552a, “Records maintained on individuals,” 8 Jan 08.
   e. 44 USC Chapters 29, 31, and 33 (P.L. 94-575), “Records Management by the Archivist of the United States and by the Administrator of General Services,” 3 Jan 07.

3. BACKGROUND:
   a. The mission of records management is to create, maintain, and preserve information as records that document the role and activities of YOUR ORG and its subordinate organizations in the conduct of their assigned missions. YOUR ORG must capture, preserve, and make available evidence essential for Army decisions and actions; meets the needs of the American public; and that protects the rights and interests of the government and individuals. This program is to operate in accordance with applicable laws and regulatory guidance.
   b. Records management functions include the development of plans, policies, and procedures to ensure Army–wide compliance with the laws, regulations, and policies governing recordkeeping. Planning efforts should concern the controlling, directing, organizing, training, promoting, and all other activities involved with respect to records creation, retention, use, and proper disposal of Army records.
   c. Records are all material, printed and digital, related to the conduct of YOUR ORG operations. These records are any documentary materials regardless of physical form or characteristics, which include: all documents, books, papers, maps, photographs, and graphic
art; recorded information stored on machine-readable media; audio and video recordings; and other recorded documentary items, including e-mail, websites, databases, and printouts. In accordance with DA PAM 25-403, any individual who creates official records on behalf of the Army is considered an action officer. All action officers must ensure that all records go through the lifecycle management process from the initial creation of the record to its final disposition.

4. YOUR ORG RECORDS MANAGEMENT RESPONSIBILITIES:
   a. YOUR ORG is responsible for ensuring the creation and preservation of official records throughout its subordinate units and activities. In executing the mission, objectives, and associated programs of records management, the YOUR ORG G-6/Chief Information Officer (CIO) will provide oversight of the program. YOUR ORG directorates, special staff offices, and Forward Headquarters will execute the YOUR ORG Records Management Program.
   b. The YOUR ORG G-6/CIO will serve as the principal focal point in YOUR ORG for records management matters. The G-6/CIO provides oversight and ensures compliance with the Records Management Program, Freedom of Information Act Program, the Army Privacy Program, and Office Symbols. The G-6/CIO will appoint in writing a Records Administrator (RA) who will work directly for the CIO and facilitate the YOUR ORG Records Management Program. The RA will coordinate with the Records Managers (RM) assigned within YOUR ORG directorates, special staff offices, and YOUR ORG Forward Headquarters Forces to carry out the responsibilities of this official duty. The G-6/CIO will:
      (1) Provide oversight of YOUR ORG’s collection of information and control of paperwork, information dissemination, statistical data, policies and coordination, and records management.
      (2) Establish procedures and assign responsibility for records management.
      (3) Provide guidance and clarification necessary to carry out the provisions of the Armywide Records Management Program for key management controls for conducting program evaluations at least once every three years and for evaluation guidance and procedures.
      (4) Provide technical oversight to YOUR ORG’s Records Management Program by providing the tools and technologies to comply with statutory and regulatory requirements. The focus is on those policies, processes, and organizational responsibilities necessary to accomplish the primary records management tasks in governing legislation and other guidance.
      (5) Advise the Commanding General (CG) concerning the destruction of records in legal custody in an Army repository outside the Continental United States (OCONUS) during a state of war between the United States and another nation or when hostile action (by a foreign power, terrorist agents or public demonstrators) seems imminent.
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c. Each Staff Director will:

(1) Appoint in writing a RM and provide a copy of the appointment orders to the G-6 RA. Appointment Orders are an official/inspectable item and must be available to the RA upon request.

(2) Appoint a Records Coordinator (RC) for each major branch or sub-element based on personnel density and/or records management workload. These can be the same individuals for special staffs only. A copy of the appointment order will be maintained by the directorate’s RM.

d. Based on a specified mission/task, task forces and support elements will assign a RM. The RM will facilitate their organization’s records management program necessary to conduct business in their functional areas, with the oversight and direction of the YOUR ORG RA and the YOUR ORG Records Management Program. The RM will utilize the support of their respective organizations to carry out this official duty.

e. All units assigned or attached to YOUR ORG will appoint in writing a RM and provide a copy of the unit’s appointment orders to the YOUR ORG RA. Subordinate units are subject to and must comply with YOUR ORG records management policies and guidelines. All subordinate units’ records management programs are subject to YOUR ORG announced and unannounced OIP inspections.

5. ASSIGNED RECORDS MANAGEMENT ROLES AND RESPONSIBILITIES:

a. The YOUR ORG RA will:

(1) Provide oversight and coordinate with other YOUR ORG staff elements the following records management subprograms: Army Records Information Management System (ARIMS); Official Mail and Distribution; Freedom of Information Act (FOIA); Privacy Act (PA); Office Symbols; Army Addresses; Correspondence; Office Symbols; Management Information Control Program; Vital Records; Abbreviations, Brevity Codes, and Acronyms; and Archivist/Historian. The RA will perform staff assistance visits, audits, lead records management team in all Organizational Inspection Program (OIP) inspections, and provide guidance to ensure compliance with Army Regulations are met.

(2) Receive and resolve claims that allege Army information disseminated to the public does not comply with the information quality standards issued by the Office of Management and Budget (OMB).

(3) Define the Records Management policy for electronically stored Army information.

(4) Provide policy interpretation, procedural guidance, and oversight of mission-unique records management programs.

(5) Ensure compliance with and enforcement of DA policies and rules governing management of information requirements under the Management Information Control System.
(6) Ensure command compliance with the ARIMS requirements.
(7) Establish procedures and assign responsibilities to manage the information/content life cycle in repositories, databases, portals, websites, and shared drives.
(8) Ensure system managers’ compliance in preparing privacy impact assessments and PA system of record notices for automated information systems for which they have accreditation responsibility.
(9) Coordinate with the YOUR ORG Archivist/Historian in applying standards, procedures, techniques, and schedules designed to improve management of records, safeguard the maintenance and security of records deemed appropriate for preservation, and facilitate the segregation and disposal of records of temporary value.
(10) Coordinate with G-8 to develop and maintain the YOUR ORG Information Collection Budget.
(11) Promulgate policy on recordkeeping practices for YOUR ORG and units assigned or attached for administrative purposes.
(12) Appoint a Command Records Manager (CRM) to help facilitate the YOUR ORG Records Management Program.
(13) Update the YOUR ORG OIP Checklist to ensure all references are correct and revise when necessary.
(14) Ensure electronic folders on the shared drives are in compliance with ARIMS electronic labeling instructions and YOUR ORG’s naming convention.
(15) Develop office symbols for the command following the guidelines in AR 25-59, Office Symbols.
(16) Forward proposed office symbols through proper command channels to Records Management & Declassification Agency (RMDA) for approval.
(17) Approve proposed office symbols for subordinate installations and activities and units.
(18) Conduct records management working groups/training no less than twice monthly.
b. The RMs will:
(1) Appoint in writing RCs to assist in the management of the YOUR ORG Records Management Program within their area of responsibility.
(2) RMs will manage, oversee, direct, and evaluate the records management program for their area of responsibility.
(3) Establish the most efficient, economical, and technologically advanced methods to ensure creation of only information essential for conducting operations and preserving that information as official records.
(4) Establish effective controls over the creation, organization, maintenance, use, and disposition of YOUR ORG and Army record information.
(5) Define the Records Management Policy for electronically stored information within their respective area of responsibility.
(6) Establish policy interpretation, procedures, and oversight of mission-unique records management programs. Each directorate and special staff office will develop a Standing Operating Procedure (SOP) to ensure effective and efficient processing of required records IAW Federal Regulations and published schedule in ARIMS.
(7) Provide for the most expeditious and accurate distribution of record information at a minimum cost by applying advanced technology and eliminating all but essential processing procedures.
(8) Ensure permanently valuable information is preserved and all other record information is retained, reviewed, and disposed of systematically (refer to AR 25-400-2).
(9) Ensure availability of records management training for all personnel within their respective area of responsibility.
(10) Maintain a relationship with and provide advice and assistance to security managers in developing and executing a program to reduce classified records holdings.
(11) Advise staff and system development personnel on the requirement for integration of records management functions at the concept development stage and coordinate at each milestone.
(12) Ensure records management requirements for their functional areas are documented, included in systems acquisitions category, and contained in the publications that govern how YOUR ORG conducts business in its functional areas. The RMs will provide these requirements to the RA for approval.
(13) Ensure records management factors are considered for respective Information Technology (IT) acquisitions regardless of acquisition category.
(14) Designate additional RCs as required to support field operation activities and separately authorized activities.
(15) Comply as the functional proponent for ARIMS and be responsible for ARIMS within their area of responsibility.
(16) Implement periodic training on the proper procedures for ARIMS, with coordination with the RA.
(17) Maintain liaison with publications, forms, and reports management officials to achieve a minimum production in types and numbers of copies of documents and reports required.
(18) Provide technical assistance to section RCs as required.
(19) Ensure that periodic internal reviews of the program are made and that records are disposed of as prescribed in AR 25-400-2.
(20) Attend all G-6 Records Management Working Groups/Training and ensure that newly assigned personnel attend ARIMS training classes.
(21) Preserve records of permanent value and other records needed to protect the rights and interests of the Army and YOUR ORG.
(22) Implement records classification and declassification requirements in accordance with E.O. 12958, as amended by E.O. 13292.
(23) Supervise and manage recordkeeping systems within their area of responsibility.
(24) Prepare written contingency plans that:
(a) Provide procedures 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 used to maintain and store record information.
(25) Establish the processes for the collection and transfer of unit records.
(26) Create, modify, and approve office records lists for all offices within the agency he/she supports.
(27) Process all requests for hardcopy official records and/or access to electronic records under his/her responsible directorate.
(28) Have access to view all records for every element within their offices.
(29) Attend the YOUR ORG Records Management Training class within 90 days of appointment.

c. The RCs will:
   (1) Serve as the subject matter expert for the records management program for their area of responsibility.
   (2) Assist the RM with executing the unit’s sub-element records management program.
   (3) Assist with the analysis and resolution of complex records management issues.
   (4) Under direction, provide consultation to the staff and ensure the implementation of recordkeeping procedures at the unit’s sub-element level comply with federal regulations and guidelines.
   (5) Establish and maintain procedures to ensure records inventory is adequately controlled.
   (6) Assist the RMs with records retention schedules, policies, procedures, and manuals for records management, records imaging, vital records protection, preservation, and disaster preparedness.
   (7) Oversee and perform the preparation, entering, indexing, and retrieval of records and information into the ARIMS database.
   (8) Develop Office Records List (ORLs) at the sub-element unit level.

6. YOUR ORG Records Management subprograms are delegated as follows:
   a. STB will execute Official Mail and Distribution, along with Army Addresses.
   b. G-6 will execute ARIMS, Freedom of Information/Privacy Act Program, Vital Records Program, and Management Information Control Programs.
   c. YOUR ORG RA will execute and coordinate with all staff elements Office Symbols, Abbreviations, Brevity Codes, and Acronyms.
   d. The YOUR ORG Command Historian will be responsible for identifying and preserving critical documents and digital data of historical significance of YOUR ORG's missions.

7. YOUR ORG Records Holding Area (RHA).
   a. The YOUR ORG RHA is a facility established to collect and maintain long-term (6+ years) or PERMANENT records until they are either eligible for destruction or retirement to a Federal Records Center (FRC) or other records depository. When located outside of the
continental U.S., these facilities are referred to as Overseas Command Records Holding Areas (OCRHAs).

b. The RHA will not be used simply as a dumping site for boxes of records that have not been identified as to their content and that do not contain an accurate SF 135 listing their contents.

c. The RHA manager/operators will ensure that eligible records are retired or destroyed at the proper time and that access to stored records is available. They will—

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

(2) Ensure that records are placed within the storage facility in a manner that assures their rapid retrieval when needed. Establish a locator and disposition file. This file has copies of SF 135s prepared by offices placing records in the RHA or when records are retired to the FRCs. This file makes it easier to locate records in the RHA and to retrieve records from an FRC.

(3) 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.

(4) Ensure long-term and PERMANENT records remain in the RHA until no longer than five years and then transferred to the appropriate FRC. Exception, records with a disposition of six years and three months will remain in the RHA and destroyed in accordance with applicable regulations and guidance upon final retention.

8. Preparing Records for Transfer or Retirement to the YOUR ORG RHA.

a. Records managers or designated coordinators will organize, pack, receipt, and send records to the YOUR ORG RHAs. They will prepare receipts using SF 135 (Records Transmittal and Receipt), equivalent, or ARIMS RIPS module and sign these documents as liaison officials. The originating office or unit 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 transferred or retired, that office is responsible for locating the records and retrieving them for review.

(1) The SF 135 is the transmittal and tracking document for records sent out of the office files area. It accompanies records until they are destroyed or sent to The National Archives. The SF 135 may be used to send records that will be destroyed in the RHA. It must be used for records that will be transferred to an FRC. The SF 135 can serve as a receiving document, as a receipt returned to the creating office, as an inventory tool showing where the records are located in the RHA if an automated tool is not used, as an input source for the master index, and to retire
the records to an FRC. Copies will be retained by all offices concerned during the life cycle of the pertinent records.
b. Records managers or designated coordinators will consolidate records transfers from the different offices within their units/directorates. Records transfers from deployed units will be handled as expeditiously as possible after their receipt, monthly, and at the end of the deployment.

9. Steps for Transfer to RHA.
As per AR 25-400-2, Chapter 7, Section 7-1 (Dispositions Standards), K (Keep) records, which are now 0-6 year records, will be maintained at the office level that owns those records for a maximum of 6 years once the records are inactive and no longer needed for business. If you do not have room in your office, then you can bring them to the RHA. T (Transfer) records, which are now 6+ or Permanent records, will be brought to the RHA at one year intervals.
   a. Determine what files to turn-in. These are files with a retention period of 6 years or more. Normal procedures are to hold these files in the current files area until no longer needed for business and then turn them into the RHA. Ensure the file folders are properly labeled. Records Manager can/will assist in this process. Go to the ARIMS website to look up the dispositions instructions at https://www.arims.army.mil.
   b. Get proper box as listed in AR 25-400-2, paragraph 9-13b.
   c. Place the files for shipment in the boxes in numerical/alphabetical order starting with box one and continue through the shipment. Make sure files are facing towards the front of the box. Military awards are filed alphabetically by name and last 4 of the SSN if last name are identical. This procedure is for peacetime awards with 25 year retention, wartime awards are permanent. Permanent orders are filed numerically by order number. Contracts are filed by contract number. Do not seal the boxes, just inter-flap the top. Place your box numbers in the upper right corner of the end of the box (i.e.1 of 1, 1 of 10, 4 of 10, etc.) The first number is the box number and the second number is the total number of boxes in your shipment.
   d. Prepare SF 135. This form is available electronically. Include and attach an inventory list of each folder inside each box.
   e. Turn-in SF 135 along with inventory list to YOUR ORG G-6 Records Management Branch, 1 Gabreski Drive, Bldg 1947, Shaw AFB, SC 29152. **Do not bring or ship boxes at this time.**
   f. If located in the Headquarters, bring boxes of files to Records Manager upon notification and to finalize before shipment.
   g. Files containing Personally Identifiable Information (PII) will be shipped Certified and Return Receipt.