



SECRETARY OF THE ARMY
WASHINGTON

26 JUL 2007

MEMORANDUM FOR

GENERAL COUNSEL OF THE ARMY, 104 ARMY PENTAGON, WASHINGTON,
DC 20310

ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY, 105 ARMY
PENTAGON, WASHINGTON, DC 20310

CHIEF INFORMATION OFFICER/G-6, 107 ARMY PENTAGON, WASHINGTON,
DC 20310

SUBJECT: Army Records Management

1. I understand that current Army recordkeeping policies and regulations fully comply with the Federal laws governing records management. However, it is now clear to me that Army-wide compliance with this guidance must be improved, particularly in regard to recordkeeping of all types of electronic records. The Army must establish recordkeeping systems and procedures for all paper and electronic records, as well as for records in other media, that both comply with the law and are as "practical" and "user friendly" as possible.
2. The Army E-mail Retention Working Group is leading the Army in this endeavor. Initially, the working group focused their efforts on e-mail retention only. We realize now that the problem is much larger than just e-mail and simply preserving daily e-mail back-up tapes. Accordingly, I direct the Administrative Assistant to rescind the interim policy memorandum, May 9, 2007, subject: Immediate Change to E-mail Back-up Retention Policy and to emphasize that the policies and procedures set forth in Secretary of the Army memorandum, February 22, 2005, subject: Electronic Mail (E-Mail) backup and Storage, remain in effect. This working group must expand the focus of its efforts to all records and provide a comprehensive solution for our Army.
3. Therefore, to ensure the Army addresses the entire spectrum of records management issues, I direct the Administrative Assistant, together with the Chief Information Officer/G-6, and the General Counsel of the Army to take the following actions:
 - a. Assess records management practices and procedures across the Army (e.g., Headquarters, Department of the Army; units in operational settings; and the institutional Army) to the extent required to identify both systemic deficiencies and best practices and to establish a baseline on which future planning efforts will build.

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b. Approach your counterparts in the other Military Departments and the Department of Defense to encourage cooperative efforts to address common challenges in records management and to identify best practices for potential application to Army planning efforts.

c. Develop plans, policies, and procedures to ensure Army-wide compliance with the laws, regulations, and policies governing recordkeeping. Planning efforts should address all areas that may affect records management, including training and education, technology, resourcing, facilities and equipment, and personnel.

d. Continue to emphasize to all members of the Army the requirement to comply with existing Army policies set forth in Secretary of the Army memorandum, February 22, 2005, subject: Preservation of Army Records, regarding the creation and retention of Army records, to include both paper and electronic records, and records in all other media.

4. Furthermore it is in the Army's best interest to keep appropriate Congressional Committees apprised of the records management challenges currently facing the Army and our plans to address them.

5. Finally, I direct the Army E-mail Retention Working Group to continue to meet under the leadership of the Administrative Assistant. All Army organizations will support this effort, as requested by the Administrative Assistant.

6. I cannot emphasize enough the importance of this effort for the future of our Army.



Pete Geren

CF:
HQDA Principal Officials
ACOMs
ASCCs
DRUs