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Information Management: Records Management

**U. S. ARMY CADET COMMAND RECORDS MANAGEMENT PROGRAM**

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FOR THE COMMANDER:

OFFICIAL:

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**History.** This pamphlet is an Expedited Revision of the 1 November 2013 USACC Pamphlet. Less than ten percent has been changed and does not impact organizations outside the proponent.

**Summary.** This regulation provides detailed procedural guidance and assigns responsibilities for recordkeeping requirements within Headquarters (HQ) USACC, brigades, and Senior Reserve Officer Training Corp (SROTC) Programs. It outlines USACC policies, procedures, and other administrative instructions regarding implementation of the USACC records management program.

**Applicability.** This pamphlet applies to HQ USACC, brigades, and SROTC Programs.

**Proponent and Exception Authority.** The proponent of this pamphlet is the DCS, G-6, HQ, USACC. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling laws, regulations, and Army policies. 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 pamphlet 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 HQs to the policy proponent. Refer to AR 25-30 for specific guidance.

Publications and Blank Forms) directly to HQ, USACC, ATTN: ATCC-IT, Fort Knox, KY 40121-5123.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to

**Distribution.** This pamphlet is available in electronic format only and intended for HQ USACC and its subordinate units.

### **SUMMARY of CHANGE.**

USACC PAM 25-400-2

U.S. Army Cadet Command Records Management Program

This is an Expedited Revision, dated X April 2016--

- o Changed Records Manager's functions to more accurately reflect DA Pamphlet 25-403 1-6b.
- o Updated ARIMS User's Guide reference in Appendix A.

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## **Chapter 1 - Introduction**

### **1-1. Purpose**

To establish a records management program for USACC in accordance with (IAW) U.S. Code (USC): Title 44, chapter 31 and assign roles and responsibilities for the USACC records management program. Implement policy guidance for the operation and management of the USACC records management program under AR 25-1, AR 25-400-2, DA Pamphlet 25-403, and DA Memo 25-51.

### **1-2. References**

References, related publications, and referenced forms are listed in Appendix A.

### **1-3. Explanation of Abbreviations and Terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

### **1-4. Background**

a. The mission of records management is to create, maintain, and preserve information as records that document the role and activities of HQ USACC, brigades, and SROTC Programs in the conduct of their assigned missions. USACC must capture, preserve, and make available evidence concerning official Army business. The maintenance of official Army records is essential to document Army decisions and actions; to meet the needs of the American public; and to protect the rights and interests of the government and individuals. This program is to operate IAW 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.

c. Records management applies to the entire lifecycle of official records from creation through final disposition. IAW Title 44 USC chapter 33, sec 3301, records include all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under federal law or in connection with the transaction of public business.

d. It is the originating organization's responsibility to determine whether a document is a federal record, non-record material, or a personal paper; and for managing that document accordingly. To qualify as a federal record under the Federal Records Act, a document must be made or received in the course of business and be preserved because it is evidence of agency activities or has sufficient informational value to warrant preservation.

## 1-5. Appointment Memorandum

A sample Records Coordinator (RC) appointed memorandum is at figure 1-1.

<u>LETTERHEAD</u>	
<u>OFFICE SYMBOL</u>	<u>DATE</u>
FOR U.S. ARMY CADET COMMAND RECORDS MANAGER, FORT KNOX, KY	
SUBJECT: Duty Appointment – Unit/Office Records Coordinators (RC)	
1. Effective <u>DATE</u> , <u>OFFICE</u> , has assigned/appointed the following duty of RC:	
Primary: Mr./Ms. <u>NAME</u> , <u>TITLE</u> , <u>COMMERCIAL PHONE NUMBER</u> or DSN <u>PHONE NUMBER</u> , AKO <u>E-MAIL ADDRESS</u> , and <u>ENTERPRISE E-MAIL ADDRESS</u> .	
Alternate: Mr./Ms. <u>NAME</u> , <u>TITLE</u> , <u>COMMERCIAL PHONE NUMBER</u> or DSN <u>PHONE NUMBER</u> , AKO <u>E-MAIL ADDRESS</u> , and <u>ENTERPRISE E-MAIL ADDRESS</u> .	
2. Authority: AR 25-1, Army Information Technology, 25 Jun 13.	
3. Purpose. RCs will execute the functions assigned by DA Pamphlet 25-403, paragraph 1-6c, to the role of RC. The RCs are designated at sub-elements as necessary for program execution. They serve as the records management point of contact (POC) for the unit/office they have been assigned to. They may—	
a. Develop Office Record Lists (ORLs) for their unit.	
b. Coordinate retirement of long-term / permanent records to the Federal Records Center (FRC).	
c. Serve as the subject matter expert for the unit's records.	
d. Resolve indexing problems with the FRC.	
e. Ensure implementation of recordkeeping procedures throughout their unit.	
f. Be appointed as an Army Records Information Management System (ARIMS) “multi-hatted user” to be responsible for more than one unit/office (sometimes outside their functional organizational chain), and will therefore request access to more than one Unit Identification Code (UIC) and office symbol.	
4. Serve as POC for the transfer, access, and release of stored records for which he/she is responsible. Will provide the organization records manager (RM) a copy of all completed Standard Form (SF) 135s, after records have been transferred.	

**Figure 1-1. Sample RC duty appointment letter**

Office Symbol

SUBJECT: Duty Appointment – Unit/Office Records Coordinators (RC)

5. ARIMS UIC/unit access. RCs will submit unit access requests in the role of RC for all UICs/office symbols for which they are appointed.
6. RCs will process unit/office symbols through the USACC RM.
7. SF 135 Records Transmittal and Receipt. RCs will maintain copies of the SF 135 documenting hard copy records transferred to the FRC for the life cycle of the pertinent records.
8. Period and cancellation: Authority is retained until rescinded, cancelled or withdrawn. Delegation is cancelled upon the resignation, retirement, change of duties, or change of position of the individual specified above.
9. This duty appointment supersedes all previous RC duty appointments.
10. POC is Mr./Ms. POC NAME at COMMERCIAL/DSN NUMBER, OR E-MAIL.

SIGNATURE BLOCK

**Figure 1-1. Sample RC duty appointment letter (continued)**

## **1-6. Army Records Information Management System (ARIMS) Registration**

The steps below outline the process for new user registration in ARIMS.

a. Go to [www.arims.army.mil](http://www.arims.army.mil). Read the ARIMS disclaimer. Click on “Proceed to ARIMS.ARMY.MIL Homepage” to view the ARIMS homepage.

b. To understand the functions of the ARIMS site, download the ARIMS user’s guide and review it before registering.

c. To register, a user must know his or her unit identification code (UIC), major Army command (for all USACC elements it is TRADOC), and office symbol. A new user must also determine what his or her role will be: action officer (AO) or records coordinator (RC). Generally, users will be classified as AOs. If an individual is responsible for more than just his or her own records area and requests a higher classification, the HQ RM must approve it. ARIMS administration will contact the HQ RM for approval if an individual requests a role other than action officer during registration. HQ RM may also submit a request through the ARIMS help desk feature to upgrade a user.

d. Register by selecting the LOGIN/REGISTRATION command from the main menu on the ARIMS Homepage and complete the instructions.

## **Chapter 2 - USACC Records Management Responsibilities**

### **2-1. USACC**

HQ USACC 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 DCS G-6, USACC will provide oversight of the program. USACC directorates, special staff offices, brigades, and programs will execute the USACC records management program.

### **2-2. DCS G-6,USACC**

The DCS G-6, USACC serves as the principal focal point in USACC for records management matters. The DCS G-6, USACC will:

a. Appoint in writing a primary and alternate RM and provide a copy of the appointment orders to the TRADOC RA. Appointment orders are an official/inspectable item and must be available to the TRADOC RA upon request. The RM will coordinate with the RCs assigned within HQ USACC, brigades, and SROTC programs to carry out the responsibilities of this official duty.

b. Provide oversight of USACC’s collection of information and control of paperwork, information dissemination, statistical data, policies and coordination, and records management.

c. Provide guidance and clarification necessary to carry out the provisions of the Army-wide records management program for key management controls (e.g., for conducting program evaluations at least once every three years) and for evaluation guidance and procedures.

d. Provide technical oversight to USACC'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.

### **2-3. Headquarters Directors, Brigade Commanders, SROTC Professor of Military Science (PMS)**

Primary and special staff directors at HQ USACC, brigade commanders, and SROTC PMSs will appoint in writing an RC and provide a copy of the unit's appointment orders to the HQ RM. Subordinate units are subject to and must comply with USACC records management policies and guidelines. All subordinate units' records management programs are subject to USACC announced and unannounced inspections.

### **2-4. Headquarters Records Manager**

a. Create, modify, and approve office records lists (ORL) for all offices within USACC.

b. Validate need of AO requesting RC privileges and approve or disapprove requests.

c. Submit electronic records to the Army Electronic Archive (AEA).

d. Organize, pack, receipt, and send records to the geographically closest Federal Records Center (FRC).

e. Manage, direct, and evaluate the records management program for USACC.

f. Maintain a basic ARIMS training program.

g. Obtain approval of office symbols from TRADOC RA.

h. 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.

i. Provide technical assistance and guidance to RCs.

j. Coordinate with TRADOC RA to resolve any issues.

## **2-5. Records Coordinator**

- a. Create ORLs, folders, and subfolders in ARIMS for their unit/organization.
- b. Organize, pack, receipt, and send records to the geographically closest FRC. E-mail a copy of the initial Standard Form (SF) 135 (Records Transmittal and Receipt) to HQ RM prior to shipping hardcopy records.
- c. Submit electronic records to the AEA.
- d. Resolve indexing problems with the FRC.
- e. Ensure implementation of recordkeeping procedures throughout their unit.
- f. Provide guidance to AOs under his/her responsibility to resolve problems.
- g. Notify RM of new office symbol requests or deactivation/reassignments of users.
- h. Update RC duty appointments and submit annually to RM.
- i. Coordinate with RM to resolve issues.

## **2-6. Action Officer**

- a. Create a draft ORL to be maintained for each office symbol within their unit or organization.
- b. Manage the records they create on behalf of the Army that are used for their unit/office level business operations.
- c. Submit electronic records to the AEA and assist RC/RM with transferring hardcopy records to the FRC. Notify RC when submitting records to AEA.
- d. Maintain ARIMS account for their assigned unit or organization.
- e. Coordinate with RC to resolve issues.

## **Chapter 3 - Identification of Record Types and Dispositions**

### **3-1. Non-Records**

Non-records are US Government-owned documentary materials excluded from the legal definition of records (Title 44 USC 3301), either by failing to meet the general conditions of record status or by falling under one of three specific categories. Destroy non-record materials when no longer needed for reference. National Archives and Records Administration (NARA) approval is not required to destroy such materials as:

- a. Extra copies of documents preserved only for convenience of reference.
- b. Stocks of publications and of processed documents.
- c. Library and museum material made or acquired and preserved solely for reference or exhibition purposes.

### **3-2. Temporary Records**

There are two types of temporary records: short-term and long-term. These types of records are destroyed after a fixed period of time or after occurrence of a specified event. Most (greater than 90 percent) Army records are temporary, as stated in AR 25-400-2.

a. Short-Term Records (0-6 yrs) are documents that are useful for accomplishing work but are not needed as part of the long-term documentation of an organization's activities. These records are maintained from creation to no longer needed for business or no longer than 6 years. Normally, short-term records are kept and destroyed within the offices current files area (CFA) and not transferred to an FRC or NARA. There are three types of short-term documents that commonly occur in offices:

(1) Transitory - documents of short-term interest, which have no documentary or evidential value.

(2) Facilitative - suspense, tracking, control documents, calendars, indexes, databases, spreadsheets, etc.

(3) Working files – documents such as rough notes, calculations, or drafts assembled or created and used to prepare or analyze other documents.

b. Long-Term Records (6+ yrs) are records with retention periods over 6 years and up through permanent. They have a value beyond the business need, such as for legal, historical, research, or lessons learned purposes. Long-term records are transferred to an FRC or the ARIMS AEA when no longer needed for business purposes, where they are destroyed at the end of their retention period or transferred to The National Archives if they are permanent.

### **3-3. Permanent Records**

The NARA designates records as permanent if they have sufficient historical or other value to warrant their continued preservation by the government. Relatively few (less than 10 percent) of Army records are permanent, as stated in AR 25-400-2.

a. Permanent records require special care and should be transferred to the NARA as soon as they are no longer needed for current business or operations. 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 FRC. The maximum length of time that permanent records may be legally kept in Army custody is 30 years.

b. See para 4-3a(5) of DA PAM 25-403 for types of records normally appraised by NARA for permanent, or archival, retention.

### **3-4. Record Dispositions**

Under ARIMS, all records are categorized as 0-6, 6+, or permanent. Zero to six (0-6) records are normally kept and destroyed within the CFA. Six-plus (6+) and permanent records are transferred to the FRC or ARIMS AEA when no longer needed for business purposes, where they are destroyed at the end of their retention period (6+) or transferred to NARA if they are permanent. Disposition standards for each disposition code are summarized in AR 25-400-2, table 7-1.

## **Chapter 4 – Managing Electronic Records**

### **4-1. Army Electronic Archives (AEA)**

The preferred method of filing USACC records is electronically via the ARIMS Bulk Archive Tool (BAT). The BAT enables registered users to upload electronic documents and e-mails locally, on a local computer hard drive or on a shared network drive, and then submit them as a batch to the ARIMS AEA. The AEA module of ARIMS provides large-scale, secure storage for the Army's long-term and permanent e-mail and other electronic records. Electronic records can be submitted to AEA as soon as they are complete.

### **4-2. Types of Electronic Records**

a. Electronic Mail (E-mail) - E-mail messages are official records when they are created or received in the transaction of public business and retained as evidence of official policies, actions, decisions, or transactions. Examples of e-mail messages that are considered records include:

- (1) Policies and directives.
- (2) Correspondence or memoranda related to official business.
- (3) Agendas and meeting minutes.
- (4) Work schedules and assignments.
- (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.

b. Image (bit-mapped) Files – Image files are created by scanning hardcopy records which digitizes and converts the information to a bit-mapped image. Images of textual records must be converted to searchable electronic text using optical character recognition (OCR) technology.

## **Chapter 5 – Managing Hardcopy Records**

### **5-1. Records Holding Area (RHA) and Federal Records Center (FRC)**

a. Installation RHAs and FRCs are used to store inactive long-term/permanent hardcopy records.

b. Fort Knox is currently not serviced by an installation RHA, therefore, USACC records management personnel may send records with long term or permanent value, pending their ultimate destruction or accession into the NARA, directly to the geographically closest FRC without prior authorization from United States Army Records Management and Declassification Agency (USARMDA). A copy of each finalized SF 135, transferring records to an FRC will be provided to USARMDA (JDRP-RDR), 7701 Telegraph Road, Alexandria, VA 22315-3860.

c. Refer to table 10-1 in AR 25-400-2 for a list of Army FRCs administrated by the NARA.

### **5-2. Preparing and Sending Hardcopy Records for Transfer or Retirement to FRC**

If records cannot be uploaded or retained through AEA, RMs and RCs will organize, pack, receipt, and send records to their geographically closest FRC. AOs will assist RC/RM with transfers that occur within their unit or organization. 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. The guidelines below outline the process for organizing, preparing, packing, and shipping hardcopy records to the FRC.

#### **a. Organizing Records for Transfer**

(1) Before transferring records to FRC, identify and separate the records into series by records schedule item number and cutoff date. Each item or subordinate item in the records schedule represents a series. Each transfer must consist of at least one box and normally only one closing year date for a series of records. FRCs may accept more than one year of records in a transfer.

(2) FRC requires agencies to use specific types of materials for preparing records transfers. Standard-size record boxes (14¾" x 12" x 9½") for legal- or letter-size files must be used (NSN 8115-00-117-8249). Boxes exceeding these dimensions will not fit on FRC shelving. If your records do not fit into a standard box with these

measurements, call your local FRC to discuss alternatives before choosing a different size box.

(3) Place the files for shipment in the boxes in numerical/alphabetical order starting with box one and continue through the shipment. Ensure files are facing towards the front of the box. Prevent over packing by leaving a 1 to 2 inch space in each box to allow ease of reference. Do not include mixed media (e.g., compact discs) with paper records, as they cannot be stored in the same environment.

b. Preparing and Submitting SF 135

(1) Agencies may transmit the SF 135 to FRCs either in hard copy or electronically. Submitting the form electronically reduces mail time, is more secure, and allows revisions to be made in a timely manner. An electronic version of the SF 135 is located at [www.archives.gov/frc/forms/sf-135-intro.html](http://www.archives.gov/frc/forms/sf-135-intro.html). RCs will e-mail a copy of the initial SF 135 to HQ RM prior to shipping hardcopy records to the FRC.

(2) Before shipping records, you must send a completed SF 135 to your local FRC and receive approval of the form from the center. The "transfers" e-mail address for each FRC is available on the FRC Directors page of The National Archives website ([www.archives.gov/frc/directors.html](http://www.archives.gov/frc/directors.html)). A separate SF 135 is required for each individual record series having the same disposition authority and disposition date.

c. Approval of SF 135 and Preparation for Transfer

(1) After submission of the SF 135, the FRC staff will review it to ensure that it is complete and accurate. FRC staff will then assign the transfer number and will return one copy of the SF 135 to the requestor/sender within 10 working days, authorizing shipment of the boxes.

(2) Upon receipt of the approved SF 135 from the FRC, write the transfer number and the box number in the designated printed blocks on the front of each box. Use a black permanent felt-tip marker and make the numbers at least 1½ high. For boxes without the printed blocks, write the transfer number in the upper left corner and the box number in the upper right corner on one end of each box. Begin with box number 1, and include the total number in the transfer, such as 1/10, 2/10, and so forth.

d. Shipping Records to FRC

(1) A copy of the approved SF 135 (shipment copy) must be included in box #1 of each transfer. If the shipping containers must be sealed and cannot be opened by FRC staff, place the shipment copy in an envelope securely taped to the outside of box #1. Retain a copy of the detailed box contents for your records.

(2) Records containing personally identifiable information (PII) will be shipped certified and return receipt.

(3) Records must be shipped to the FRC within 90 days after receipt of the approved SF 135.

(4) Agencies are responsible for covering costs of shipping their records to FRCs. Shipments arriving at a FRC out of order, in oversize boxes, improperly taped, or improperly marked, may require extensive remedial effort and increased costs. Records may be sent via the U.S. Postal Service, commercial carrier, common carrier (on pallets), or by agency courier to the FRC.

(5) After the records are shelved by the FRC staff, a records center location number will be issued and documented on the completed, signed copy of the SF 135. It will be sent to the sender as an official receipt of the transfer. The location number will be used when requesting references.

## **APPENDIX A – References**

### **Section I – Publications**

United States Code (USC): Title 44 - Public Printing and Documents, 2008 Edition  
<http://www.gpo.gov/fdsys/pkg/USCODE-2008-title44/pdf/USCODE-2008-title44.pdf>

AR 25-1  
Army Information Technology, 25 June 2013

AR 25-30  
The Army Publishing Program, 27 March 2006

AR 25-400-2  
The Army Records Management Information System (ARIMS), 2 October 2007

AR 380–5  
Department of the Army Information Security Program, 29 September 2000

DA Memo 25-51  
Records Management Program, 30 April 2007

DA PAM 25-403  
Guide to Recordkeeping in the Army, 11 August 2008

### **Section II – Forms**

DA Form 2028  
Recommended Changes to Publications and Blank Forms

SF 135  
Records Transmittal and Receipt

### **Section III – Websites**

Army Records Information Management System (ARIMS) User's Guide, Version 3.6  
<https://www.arims.army.mil/ARIMS/Help/Instructions/ARIMUsersGuide.pdf>, 19 April 2013

The National Archives website  
<http://www.archives.gov/frc/>

## **GLOSSARY**

### **Section I - Abbreviations and Acronyms**

**AEA**

Army Electronic Archive

**AKO**

Army Knowledge Online

**AO**

Action Officer

**AR**

Army Regulation

**ARIMS**

Army Records Information Management System

**BAT**

Bulk Archive Tool

**CFA**

Current Files Area

**DA**

Department of the Army

**E-mail**

Electronic Mail

**FRC**

Federal Records Center

**HQ**

Headquarters

**NARA**

National Archives and Records Administration

**NSN**

National Stock Number

**OCR**

Optical Character Recognition

**ORLs**

Office Record Lists

**PAM**

Pamphlet

**PII**

Personally Identifiable Information

**PMS**

Professor of Military Science

**RA**

Records Administrator

**RCs**

Records Coordinators

**RHA**

Records Holding Area

**RM**

Records Manager

**SF**

Standard Form

**SROTC**

Senior Reserve Officer Training Corp

**UIC**

Unit Identification Code

**USACC**

United States Army Cadet Command

**USARMDA**

United States Army Records Management and Declassification  
Agency

**USC**

United States Code

## **Section II - Terms**

### **Action Officer**

AOs are responsible for managing the records they create on behalf of the Army that are used for their unit/office level business operations. The records management responsibilities of AOs are listed in DA Pam 25–403, para 1–6c.

### **Army Electronic Archive**

Web-based tool to manage both hardcopy and electronic Army records.

### **Disposition instructions**

Precise instructions specifying the time or event for transfer, retirement, or destruction of records.

### **Long-term Record**

The designation applied to records that have value beyond the business process, such as for historical, lessons learned, or research purposes. This type of record is kept longer than 6 years.

### **Non-Record**

US Government-owned documentary materials excluded from the legal definition of records (Title 44 USC 3301), either by failing to meet the general conditions of record status or by falling under one of three specific categories: Reference materials, extra copies, and stocks of publications.

### **Office Record List**

A list of the specific record titles and/or numbers describing the records accumulated or generated in an office. The list is prepared within each element where records are accumulated or generated and should be coordinated with the organization or installation records management official.

### **Official Record**

Official records include all documentary materials, regardless of physical form or characteristics, that provide evidentiary accounting for decisions, policies, plans, organizations, functions, procedures, operations, and essential transactions of an organization (as defined in Title 44 USC 3301).

### **Records Coordinator**

RCs are responsible for providing records management services to one or more unit(s)/office(s) and act as liaison between the unit(s)/ office(s) and the servicing RM. They also serve as points of contact POC for the access and release of stored records for which they are responsible. For more information on the function of RCs, reference DA Pam 25–403, para 1–6c.

**Records Manager**

An individual who serves at the subordinate command level or on the installation garrison staff with command-wide or garrison-wide records management responsibilities. RMs have approval authority for AOs requesting RC privileges. More information on the duties of RMs, is described in AR 25–400–2, DA Pam 25–403, and DA Memo 25–51.

**Permanent Record**

The designation applied to records that are considered sufficiently valuable for historical or other purposes, as to warrant continued preservation by the Federal Government.

**Short-term Record**

The designation applied to records that have no value beyond the business process and usually not kept longer than 6 years.