

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

*USMEPCOM Regulation
No. 25-51

Effective date: January 14, 2020
Information Management
Records Management

FOR THE COMMANDER:

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Deputy Commander/Chief of Staff

DISTRIBUTION:

Unlimited. This Regulation is approved for public release.

Summary. This regulation provides policy, procedures, and responsibilities for recordkeeping within the United States Military Entrance Processing Command utilizing the Army Records Information Management System.

Applicability. This regulation applies to all USMEPCOM personnel with recordkeeping responsibilities as indicated in [paragraph 1-4](#).

Supplementation. Except where authorized under the provisions of this UMR, supplementation of this regulation is prohibited without prior approval from the proponent.

Suggested improvements. Users are invited to send comments and suggested improvements on [Department of the Army \(DA\) Form 2028](#) (Recommended Changes to Publications and Blank Forms), or memorandum to proponent: HQ USMEPCOM, ATTN: J-1/MEHR-SD-MSS, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Management control process. This regulation contains management control provisions. The management control evaluation process is found in [paragraph 2-8](#) utilizing [USMEPCOM Form 25-51-2 \(Records Management Program Evaluation Checklist\)](#). The checklist is derived from the evaluation process outlined in Department of the Army Pamphlet (DA Pam) 25-403 (Guide to Recordkeeping in the Army), paragraph 11-6, and appendix B-3; and Army Regulation (AR) 25-59 (Office Symbols), appendix B.

*This revision supersedes USMEPCOM Regulation 25-51, dated December 3, 2018.

Summary of Changes

Minor revisions have been made to this regulation and are formatted in **red text** (administrative corrections are not identified).

Incorporating minor revision effective January 14, 2020

- Throughout: rendered administrative corrections.
- Paragraph 1-4d: added responsibilities for J-6/MEIT.
- Paragraph 1-4e & 1-4f: further delineated Records Manager duty appointments.
- Paragraph 2-2: added filing procedures.
- Paragraph 2-7b: added availability of training via Defense Collaboration Services.
- Paragraph 3-1d(2): added statement on ARIMS' relation to non-Army Service records.
- Paragraph 3-4: added record cutoff.
- Paragraph 3-6: added verbiage regarding the use of ORLs as a records inventory or file plan.
- Paragraph 3-7: clarified labeling procedures.
- Paragraph 4-2: added hardcopy record storage area criteria.

Table of Contents (TOC)

	Paragraph	Page
<u>Chapter 1</u>		
General		
Purpose	<u>1-1</u>	1
References and Forms	<u>1-2</u>	1
Explanation of Abbreviations and Terms	<u>1-3</u>	1
Responsibilities	<u>1-4</u>	1
Additional Prescribing Directives	<u>1-5</u>	4
 <u>Chapter 2</u>		
Recordkeeping		
Record Characteristics	<u>2-1</u>	5
Current Files Area and Filing Procedures	<u>2-2</u>	6
USMEPCOM Detailed Records List	<u>2-3</u>	7
Records Inventory	<u>2-4</u>	7
Recordkeeping Requirements in Publications	<u>2-5</u>	7
Record Scheduling	<u>2-6</u>	8
Records Management Training	<u>2-7</u>	9
Records Management Program Evaluations	<u>2-8</u>	9
 <u>Chapter 3</u>		
The Army Records Information Management System		
Overview	<u>3-1</u>	11
Access to ARIMS	<u>3-2</u>	11
ARIMS Retention Periods	<u>3-3</u>	12
Record Cutoff	<u>3-4</u>	12
Army Consolidated Record Schedule	<u>3-5</u>	12
Office Records List	<u>3-6</u>	13
Labeling Procedures	<u>3-7</u>	13
Records Cross Reference	<u>3-8</u>	13
 <u>Chapter 4</u>		
Disposition of Records		
Overview	<u>4-1</u>	16
Storing Records	<u>4-2</u>	16
Records Disposal	<u>4-3</u>	16
Transferring Records	<u>4-4</u>	17
Records Freeze or Moratorium	<u>4-5</u>	18
Unauthorized or Accidental Destruction, Damage, or Removal	<u>4-6</u>	18
 <u>Chapter 5</u>		
Office Symbols		
Overview	<u>5-1</u>	19
Applicability	<u>5-2</u>	19
Policy	<u>5-3</u>	19
Creation, Modification, or Rescission of Office Symbols	<u>5-4</u>	19
Office Symbol Directory	<u>5-5</u>	20

Figures	Page
2-1 . Example “Appendix A, Section III – Recordkeeping Requirements”	10
3-1 . ARIMS User Role Change Request	14
3-2 . Example of Completed DA Form 1613, Records Cross Reference	15
5-1 . Example Action Memorandum Requesting Office Symbol Change	21
Appendices	
A . References	
Section I , <i>Publications referenced in, or related to this regulation</i>	22
Section II , <i>Forms referenced in, prescribed by, or related to this regulation</i>	22
Section III , <i>Recordkeeping Requirements</i>	23
B . Example of a Duty Appointment Memorandum	25
C . Glossary	
Section I , <i>Abbreviations</i>	26
Section II , <i>Terms</i>	27

Chapter 1 General

1-1. Purpose

This regulation prescribes policy, procedures, and responsibilities for the management of records created, received, and maintained by all levels of USMEPCOM, and implements use of the [Army Records Information Management System \(ARIMS\)](#) as the source of approved record retention schedules for the command's recordkeeping program via Executive Agent appointment. This regulation issues [USMEPCOM Pamphlet 25-51-3 \(Recordkeeping Handbook\)](#) as a supplement to this UMR, and establishes the USMEPCOM Detailed Records List as the consolidated resource for authorized record retention schedules used throughout the command. The guidance in this regulation does not supersede specific recordkeeping policies of the Military Services or the Department of Defense (DoD). For further clarification and assistance, questions may be directed to the J-1/MEHR-SD-MSS Records and Information Management Specialist [via email](#).

1-2. References and Forms

Associated references and forms are listed in [appendix A](#).

1-3. Explanation of Abbreviations and Terms

Abbreviations and terms used in this regulation are listed in [appendix C](#).

1-4. Responsibilities

Leaders at all levels are responsible for implementing and maintaining effective records management procedures within their organization to ensure the proper collection, preservation, and safeguarding of information.

a. **Commander, USMEPCOM** will:

(1) Implement lifecycle management of accession data generated by the operational mission of USMEPCOM in accordance with Department of Defense Instruction (DoDI) 1336.08 (Military Human Resources Records Life Cycle Management).

(2) Support a dynamic records management program throughout the command.

b. **Director, J-1 Human Resources (J-1/MEHR)** will:

(1) Appoint, in writing, a Records Administrator to serve as liaison to outside agencies.

(2) Administer a command-wide recordkeeping program.

c. **Records & Information Management Specialist** will:

(1) Be appointed, in writing, as Records Administrator to serve as liaison between USMEPCOM, the Army Records Management and Declassification Agency (RMDA), and the National Archives and Records Administration (NARA).

(2) Oversee a command-wide records management program.

(3) Develop, write, and publish USMEPCOM recordkeeping policy.

[TOC](#)

- (4) Manage and serve as the approval authority for Records Manager user accounts within ARIMS.
- (5) Maintain an index of approved Records Manager duty appointments. Duty appointments will be retained under Record Number 1e/800D, "Housekeeping Instructions – Duty Appointments" (for disposition instructions see [Appendix A, Section III](#)).
- (6) Review, approve/disapprove, and assist with records inventories, office records lists and records disposition.
- (7) Coordinate with MEIG for conducting evaluations of records management activities IAW 36 CFR§1220.34, AR 25-1 (Army Information Technology) and DA Pam 25-403.
- (8) Develop and provide records management training to recordkeeping personnel.
- (9) Review USMEPCOM Policies, Regulations, etc. to ensure recordkeeping requirements are included as prescribed by 36 CFR§1222.24, AR 25-30 (Army Publishing Program), AR 25-400-2 (The Army Records Information Management System (ARIMS)), and DA Pam 25-403.
- (10) Assist J-6/MEIT, Directors, Commanders, and submitters of System Change Proposals to determine how records retention should be implemented in the USMEPCOM environment including USMIRS and other command applications or software, ensuring cyber security requirements are being met as well as data retention prerequisites stipulated by 36 CFR§1236.20 and DoDI 5015.02.
- (11) Develop and conduct mandatory annual briefings on the proper handling and safeguarding against the removal, destruction, or loss of records as prescribed by 36 CFR§1230.10, and AR 25-1.
- (12) Develop, manage, and maintain office symbols for the command IAW AR 25-59 (Office Symbols).

d. Director, Information Technology (J-6/MEIT) will ensure information systems used to manage and retain records (i.e. the USMEPCOM Integrated Resource System (USMIRS) as well as other command applications or software) meet electronic records management requirements stipulated by 36 CFR§1236.20 and DoDI 5015.02.

e. Commanders (at all levels), HQ Directors and Special Staff Officers will:

(1) Appoint, in writing, primary and secondary Records Managers (see [Appendix B, Example of a Duty Appointment Memorandum](#)). A duty appointment memorandum template is available on [SPEAR-Records Management](#).

(a) Primary Records Manager responsibilities at MEPS level will be assigned to the Operations Officer for the managerial oversight **of the MEPS records management program**. This appointment may be shared with the Processing NCOIC (or Supervisory Human Resources Assistant) at the discretion of the MEPS Commander.

(b) Secondary Records Manager responsibilities at MEPS level will be assigned **to a responsible individual within the Testing Section, Processing Section, and Headquarters (including the Medical Department), for the management of records within their functional area.**

[TOC](#)

(c) Primary Records Manager responsibilities within HQ Directorates, Sectors, and Battalions will be assigned to Division (or Branch) Chiefs, Administrative Officers, and Mission Support Specialists for the oversight of recordkeeping requirements throughout their functional program areas. Secretaries or Administrative Support Specialists will be appointed as secondary Records Managers to facilitate the management of administrative records. Primary Records Managers in larger program areas (such as large divisions within Directorates) may appoint secondary Records Managers as needed, at their discretion.

(d) HQ Special Staff Offices are only required to have a primary Records Manager if their mission workload does not warrant a secondary Records Manager.

(2) Ensure USMEPCOM Policies, Regulations, and Directives within their purview contain appropriate recordkeeping requirements IAW 36 CFR§1222.24, AR 25-30, and AR 25-400-2.

(3) Establish and enforce adequate business rules to further determine appropriate retention and disposition of records to be maintained “until no longer needed” (see [paragraph 2-5c](#)). **Note:** This only applies to leaders who serve as policy proponents.

(4) Oversee a thorough recordkeeping program within their organizational element.

f. **Records Managers** will:

(1) Be appointed in writing; duty appointment memoranda may be uploaded in ARIMS when submitting an access request (see [paragraph 3-2](#)) or may be sent to J-1/MEHR-SD-MSS [via email](#).

(a) **MEPS Records Manager Appointments:**

1. MEPS primary Records Managers will be responsible for the complete management of all records; this includes ensuring all records are actively tracked and accounted for, and personally identifiable information (PII) is protected at all times. MEPS primary Records Managers will also conduct periodic self-assessments using [UMF 25-51-2](#), ensure secondary Records Managers receive adequate training, and confirm adherence to records retention and disposition standards.

2. MEPS secondary Records Manager duties will be appointed to one responsible individual in each section, or department, who is familiar with all records associated within their functional area. Secondary records managers appointed in the Processing Section, Testing Section, and Medical Department will be responsible for applicant processing record tracking, control, retention, and destruction/purge procedures as outlined in UMR 40-1, UMR 40-8, UMR 55-2, UMR 601-4, UMR 601-23, UMR 611-1, and UMR 680-3 (both hardcopy and USMIRS data). This responsibility includes ensuring records with long-term retention schedules are transferred to the Army Electronic Archive IAW corresponding procedures (e.g. UMR 55-2, chapter 3 - recruit travel orders).

3. MEPS secondary Records Managers appointed in the HQs Section will be responsible for the proper maintenance and disposition of all housekeeping (administrative and logistical) records IAW corresponding directives.

(b) HQ Directorate, Sector, and Battalion primary Records Managers will ensure the proper retention and disposition of records associated to their functional program are being maintained IAW corresponding directives. HQ Directorate, Sector, and Battalion secondary Records Managers will ensure all housekeeping/admin records are being maintained IAW corresponding directives.

[TOC](#)

(c) HQ Special Staff Records Managers must be familiar with, and responsible for all records being created/maintained within their office.

(2) Serve as recordkeeping subject matter expert by providing policy interpretation and procedural guidance in executing, enforcing, and managing the records management program within their organizational element.

(3) Create and maintain a Records Inventory for their organizational element (see [paragraph 2-4](#)).

(4) Create, review, approve, and assist with office records lists (ORL) for each office symbol within their purview (when required for records with long-term retentions).

(5) Periodically self-evaluate records management procedures using [UMF 25-51-2](#).

(6) Provide general records management training to all personnel within their organizational element.

(7) Implement and enforce a plan of maintaining records electronically to the greatest extent (i.e. scanning to pdf), and utilizing the Army Electronic Archive (AEA) to manage and maintain records with long-term dispositions.

(8) Coordinate and manage appropriate disposition of records IAW [chapter 4](#).

g. All Personnel Employed By, or Assigned/Attached To USMEPCOM (including contractors):

(1) Have the responsibility of properly identifying and managing any and all records they create and maintain IAW this regulation.

(2) Will maintain records electronically to the greatest extent (i.e. scanning to pdf).

(3) Are responsible for coordinating with their Records Manager before executing the disposition of any records.

1-5. Additional Prescribing Directives

Although USMEPCOM is a jointly staffed organization, the command's records management program is derived from AR 25-400-2 (The Army Records Information Management System). Procedural guidance for implementing policy contained in AR 25-400-2 is found in DA Pam 25-403 (Guide to Recordkeeping in the Army). USMEPCOM utilizes the web-based [ARIMS](#) platform for the command's records management program. Recordkeeping officials at all levels should become familiar with the [ARIMS User's Guide](#) located in the [Records Management](#) section of SPEAR. Sector and Directorate Records Managers are encouraged to supplement this UMR by developing a Standard Operating Procedure (SOP) more conducive to their operational environment in order to standardize recordkeeping practices throughout their subordinate levels. [USMEPCOM Pamphlet 25-51-3 \(Recordkeeping Handbook\)](#), also available on [SPEAR](#), contains procedural guidance correlating to USMEPCOM recordkeeping and should be used in conjunction with this UMR.

Chapter 2 Recordkeeping

2-1. Record Characteristics

Records include all books, papers, maps, photographs, machine-readable material, or other documentary materials (regardless of physical form or characteristics) made or received by any organizational element of USMEPCOM in connection with the transaction of official business; and preserved as evidence of the organization, functions, personnel, policies, decisions, procedures, operations, or other activities of the command. Recordkeeping officials at all levels are responsible for assisting employees in the proper determination of record material within their organizational element.

a. Records follow a three-stage lifecycle: creation or receipt, maintenance & use, and disposition (see paragraph 6 of [UMP 25-51-3](#) for a more comprehensive description of the records lifecycle). Record material will fall into one of three record categories–

(1) Federal Record – include materials that are made and preserved, or are appropriate for preservation, as evidence of USMEPCOM functions, organization, and activities or are preserved because of the value of the information they contain. By law, Federal records are all documentary materials including letters, memorandums, completed forms, statistical and narrative reports, graphics, photographs, audio and video recordings, maps, architectural, engineering, and other drawings. Federal records also include electronic records (email, digitized images, and so on), photographic prints and negatives, motion picture films, and tape recordings. Under the provisions of 36 CFR§1222.10, documentary material considered Federal records are required to be retained IAW approved, published retention schedules.

(2) Personal Records (or Personal Papers) – include documentary materials belonging to a military member, or civilian employee that may contain references to, or comments on USMEPCOM operations, but are not used in the actual conduct of business. Examples of personal records include diaries, journals, notes, personal calendars, and appointment schedules; though work-related, they are typically used only as reminders and personal observations on work-related topics, not for the transaction of Government business under the provisions of 36 CFR§1222.20, and are not required to be retained as a Federal record.

(3) Non-Records – include documentary materials excluded from the legal definition of records. Examples of non-records include: information copies of correspondence, directives, forms, and other documents on which no administrative action is recorded or taken; routing slips and transmittal sheets adding no information to that contained in the transmitted material; follow-up, or suspense copies of correspondence, provided they are extra copies of the originals; duplicate copies of documents maintained in the same file; extra copies of printed or processed materials for which complete record sets exist, such as current and superseded manuals maintained outside the office responsible for maintaining the record set; catalogs, trade journals, and other publications that are received from other Government agencies, commercial firms, or private institutions and that require no action and are not part of a case on which action is taken. Non-records (regardless of physical form or characteristics) are not required to be retained as Federal records under the provisions of 36 CFR§1222.16.

b. Records are further identified in one of two functional categories:

(1) Program Records – document the command’s unique, mission-related activities.

(2) Administrative Records – document the command’s routine housekeeping support activities.

c. Vital Records – are records that contain information the command may need to conduct business under emergency operating conditions. 36 CFR§1223 (Managing Vital Records) and DA Pam 25-403 mandate organizations to establish plans for the management of vital records. Leaders at all levels should establish a program to identify, protect, and manage vital records as part of the command's continuity of operation plan designed to meet emergency management responsibilities.

d. Unscheduled Records – Records that do not have a retention schedule approved by NARA will be retained as permanent records until a disposition is approved; these records cannot, by law, be transferred or destroyed. Unscheduled records must be reported to J-1/MEHR-SD-MSS [via email](#) as soon as possible.

2-2. Current Files Area and Filing Procedures

a. Current Files Area (CFA) refers to the designated area where active and inactive records are stored and maintained regardless of format - hardcopy or electronic. A CFA is a local “files room” or “office file area” within any given office (for hardcopy records), or a secured network shared drive or file sharing program (for electronic records). Inactive records are maintained in the CFA, separate from active records, in accordance with authorized retention schedules, not to exceed 6 years. Records to be retained in excess of 6 years will be transferred to a Federal Records Center (FRC), or the Army Electronic Archive (AEA). Some records may be transferred to another agency as determined by the functional program (e.g. DoD Motion Media Records Center or the National Personnel Records Center). CFAs, whether for hardcopy or electronic records, will not be co-located with non-records or employees' personal papers ([paragraph 2-1](#)). Records Managers should establish a standard method of maintaining CFAs in order to provide continuity throughout their organization.

b. **Hardcopy documents will be filed according to corresponding record numbers in appropriate folders to consolidate, retrieve, and protect the integrity of the record. Individual file guides will be used to divide record categories and identify sub-series divisions to ease filing and retrieval. DD Form 2923 (Privacy Act Data Cover Sheet) will be posted on drawers or cabinets where records are filed that contain Personally Identifiable Information (PII) and/or Protected Health Information (PHI). DD Form 2923, DA Label 87 (For Official Use Only Cover Sheet), and DA Label 113 (Congressional Cover Sheet) will be affixed to folders when records are retrieved and routed, as applicable. Inactive hardcopy records with long-term retention schedules (beyond 6 years) will be scanned into pdf documents and uploaded into the ARIMS AEA as electronic records. Inactive hardcopy records that cannot be scanned will be transferred to the FRC when the business need ceases or when the record is 6 years old, whichever occurs first (see [paragraph 4-4a](#)).**

c. **Electronic documentary records (including forms, word processing files, spreadsheets, presentations, photographic images, etc.) will be maintained by corresponding record number IAW retention schedules, on a protected network shared drive governed by specific permissions so as to restrict access to appropriate personnel. Inactive electronic documentary records with long-term retention schedules (beyond 6 years) will be uploaded to the [ARIMS](#) AEA (see [paragraph 4-4b](#)). Storage of records containing PII/PHI on protected shared drives will be limited whenever possible, and access restricted to personnel with a duty related need to know. Storage of records containing PII/PHI on common drives is prohibited. Electronic records containing PII/PHI will be encrypted when being retrieved and routed via email for business use. At no time will records containing PII/PHI be transmitted to commercial email accounts (e.g. yahoo, gmail, Hotmail, etc.)**

d. **Electronic data records (USMIRS data files, databases, etc.) will be maintained IAW 36 CFR§1236.20 and DoDI 5015.02.**

e. Unless specified by the prescribing directive, records should be arranged in a manner that best suits the business or reference needs of the office, whether hardcopy or electronic. Records that contain PII/PHI will not be arranged to permit retrieval by personal identifier (i.e. name, social security number, date of birth) unless the purpose for collecting and retaining these records is identified by a Privacy Act (PA) System of Records Notice (SORN) published in the Federal Register.

2-3. USMEPCOM Detailed Records List

Retention schedules specific to USMEPCOM have been published in the USMEPCOM Detailed Records List. The list was developed from ACRS retention schedules to assist recordkeeping officials at all levels in executing and sustaining an effective records management program. Disposition instructions cited therein serve as the command's records retention authority, and have been established in accordance with Federal records management guidelines approved by RMDA and NARA either upon specific application or through the General Records Schedules. The detailed records list is published on SPEAR as a Microsoft Excel spreadsheet enabling the user to search, sort, or filter by any data element. This list of record schedules can be a vital instrument when producing a records inventory ([paragraph 2-4](#)), generating an ARIMS Office Records List ([paragraph 3-6](#)), or manually creating labels ([paragraph 3-7\(b\)](#)). The USMEPCOM Detailed Records List is located on SPEAR, J-1/Human Resources, Mission Support Branch [Records Management](#) link, under "Resources, Links, and Tools" at the bottom of the page.

2-4. Records Inventory

a. Records Managers at all levels will maintain a complete records inventory for all records managed within their purview. The records inventory will include all records created and maintained under a specific office symbol. Organizational elements having multiple office symbols that identify branches, sections, divisions, etc. should maintain an individual records inventory for each office symbol, however, consolidating records under one office symbol is acceptable.

b. At a minimum, the records inventory should include the Retention Period, Sub-Series, Record Number, Record Title, PA SORN number, and Disposition. The USMEPCOM Detailed Records List contains all data elements required for the inventory, therefore it is highly recommended that Records Managers use the List to create their records inventory.

c. Procedures for creating a records inventory can be found in paragraph 15 of [UMP 25-51-3](#). A records inventory for MEPS level, and some HQ elements, can be found in the "Records Inventories" folder posted on the [Records Management](#) SPEAR page and may be used as a template. Recordkeeping officials are also invited to contact the J-1/MEHR-SD-MSS Records and Information Management Specialist for assistance. Completed records inventories will be **filed in the first folder in hardcopy filing systems, and placed in the parent folder of electronic network files**, under Record Number 25-400-2e/400B, "Office File Numbers" (for disposition instructions see [Appendix A, Section III](#)).

2-5. Recordkeeping Requirements in Publications

Recordkeeping requirements are statements in organizational publications that provide guidance on records to be created, collected, and maintained as a result of carrying out the programs prescribed therein. Under the provisions of 36 CFR§1222.24, AR 25-30, and AR 25-400-2 policy proponents will ensure recordkeeping requirements are listed within their publications when applicable.

a. When a regulation, issuance, or other policy directive mandates the retention of records associated with a program governed by that publication, the appropriate record number, series, title, and disposition must be provided. An example would be as follows:

4-4. Disposition of Applicant Packets

Efficient measures for control of an applicant packet, and documents within the packet, will be implemented and strictly enforced at all times. Applicant packets will be retained under Record Number 601-270a/600A “Examination/Enlistment Files” (for disposition instructions see Appendix A, Section III).

b. As shown in the example above, publications may include a consolidated listing of recordkeeping requirements in an appendix instead of, or in addition to, giving detailed retention schedules within the body of the regulation (see [figure 2-1](#) for the “Appendix A, Section III” of this example). The consolidated listing can then include all the details of the retention schedule such as PA SORN numbers, record series titles, thorough disposition instructions, etc. A consolidated listing will significantly aid recordkeeping officials in generating a records inventory, office records lists, labels, and file plans. Proponents are encouraged to coordinate with the J-1/MEHR-SD-MSS Records & Information Management Specialist for assistance.

c. Disposition instructions that state “*keep in CFA until no longer needed for conducting business, not longer than 6 years, then destroy*” are designed to give publication proponents the flexibility to retain records for a lifecycle that support their business needs, within a 6 year period. A more specific disposition instruction can and should be outlined in the USMEPCOM publication or organizational SOP. For instance, if the record falls under a retention schedule with the disposition “*keep in CFA until no longer needed for conducting business, not longer than 6 years, then destroy*”, and the proponent determines the business need only requires the record to be retained for one year, the disposition in the prescribing publication could simply state “*keep in CFA for 1 year upon completion or final action, then destroy*”.

2-6. Record Scheduling

a. All Federal records must be maintained under a disposition authority approved by the National Archives and Records Administration. Functional proponents of USMEPCOM policy and procedure (i.e. proponents of Issuances, Regulations, Policy Memoranda/Messages, Pamphlets, Manuals, etc.) will **not** prescribe record disposition criteria without an authorized retention schedule. Records that do not correspond to any record number listed on the USMEPCOM Detailed Records List will be reported to the J-1/MEHR-SD-MSS Records and Information Management Specialist as soon as possible. Records will be filed as “unscheduled”, and will not be transferred nor destroyed until an approved disposition is provided ([paragraph 2-1d](#)).

b. The J-1/MEHR-SD-MSS Records and Information Management Specialist will work directly with the proponent in reviewing the business process to determine how the records are used, where the records will be retained, how long the records must be kept to meet business needs, any statutory or regulatory requirements, as well as the proposed description and disposition. After these foundational elements are determined, a Request for Disposition Authority (SF 115) package will be assembled by J-1/MEHR-SD-MSS and coordinated with all Directorates and Special Staff Offices with a vested interest in the functional program of the record.

c. Upon MEJA review and the proponent’s final approval, the J-1/MEHR-SD-MSS Records and Information Management Specialist will coordinate with RMDA for submission to NARA. Completed SF 115’s with all supporting documentation, including coordination actions and legal reviews, will be retained under Record Number 25-400-2g/400B, “Records Disposal Authorizations” (for disposition instructions see [Appendix A, Section III](#)). Disposition also includes electronic formats generated by the NARA Electronic Records Archive.

2-7. Records Management Training

a. Recordkeeping officials at all levels are highly encouraged to explore ARIMS through the [ARIMS Training](#) website, and become familiar with the [ARIMS User's Guide](#); hands-on exploration is sometimes the best way to learn this web-based platform. The RMDA Records Management Division also provides training resources on their [Training and Program Management](#) website, as well as a two-part "Records Management Training Course" via the Army Learning Management System ([ALMS](#)).

b. Battalion and MEPS Commanders may request to have the J-1/MEHR-SD-MSS Records and Information Management Specialist travel to their MEPS to conduct in-depth, hands-on records management training with their staff. **The Records and Information Management Specialist is also available to conduct interactive training briefings via Defense Collaboration Service (DCS) upon request.**

c. USMEPCOM employees (civilian and military) will receive an annual briefing on the proper handling and safeguarding against the removal, destruction, or loss of Federal Records (as prescribed by 36 CFR§1230.10, and AR 25-1).

d. The [Records Management](#) section on SPEAR is the primary source of tools, resources, and current information regarding the USMEPCOM Records Management Program.

2-8. Records Management Program Evaluations

To ensure good recordkeeping practices have been implemented throughout USMEPCOM, and all legal requirements are being met, Records Management Program Evaluations must be performed periodically IAW 36 CFR§1220.34, and AR 25-1.

a. Command-wide evaluations of records management programs relating to the adequacy of documentation, maintenance, use, tracking, and disposition of records, will be conducted a minimum of once every three years. Evaluations will be performed by the Records & Information Management Specialist using [UMF 25-51-2, Records Management Program Evaluation Checklist](#). Completed UMF 25-51-2 will be retained under Record Number 1c/800D, "Office Inspections and Surveys" (for disposition instructions see [Appendix A, Section III](#)).

b. Although it's not specifically required, Directorate/Sector Records Managers should conduct evaluations of their subordinate organizations at their discretion. The focus of their evaluation should be adherence to their organization's filing and labeling standards (if applicable), as well as the adequacy of documentation, maintenance, use, and disposition of records. Records Managers will provide a copy of the UMF 25-51-2 to J-1/MEHR-SD-MSS upon completion of their evaluation.

Figure 2-1. Example “Appendix A, Section III - Recordkeeping Requirements”

Appendix A

***Section III
Recordkeeping Requirements***

RN 601-270a/600A; Examination/Enlistment Files

PA: A0601-270USMEPCOM

Keep in CFA until no longer needed for conducting business, not longer than 6 years, then destroy.
(Referenced in paragraph 4-4)

RN 25-400-2b/400B; Charge-Out Suspense File

PA: N/A

Keep in CFA for one year after final action, then destroy.
(Referenced in paragraph 4-4b)

RN 600-20b/600A; EO Surveys

PA: N/A

Keep in CFA for 3 years, then destroy.
(Referenced in paragraph 4-6)

[\(Return to paragraph 2-5\)](#)

Chapter 3 The Army Records Information Management System

3-1. Overview

a. [ARIMS](#) is designed to provide enhanced capabilities for authorized users to maintain, transfer, locate, and retrieve electronically archived records with long-term (6+) dispositions. ARIMS will ensure electronic records with long-term and permanent dispositions are kept in compliance with Federal law, and that those records are securely stored and retrievable only by authorized personnel. All organizational elements of USMEPCOM will use the Army Records Information Management System as the authorized source for record retention schedules, regardless of media (hardcopy or electronic).

b. ARIMS allows individual business processes to manage short-term (0-6) records at the organizational level, and simplifies electronic recordkeeping by providing support services and automated tools via the internet.

c. ARIMS applies to all unclassified, controlled unclassified, and For Official Use Only (FOUO) records, regardless of format or medium (hardcopy, electronic, information system data files, etc.).

d. ARIMS does not apply to –

(1) DoD Financial Management records explicitly governed by the Defense Finance and Accounting Service (DFAS) records management program.

(2) Records related to assigned and attached non-Army Service Members that are specifically governed by their Service's records management program (this exception does not apply to applicants).

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

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

(5) Any non-record or personal paper material ([paragraph 2-1](#)).

3-2. Access to ARIMS

a. Recordkeeping officials at all levels must sign in to [ARIMS](#) via CAC authentication; users must have an Army Knowledge Online (AKO) account to access ARIMS. ARIMS builds user accounts by drawing information from AKO, and automatically associates the account to the organization where the user is employed/assigned. In the event a user does not have an AKO account, a sponsor is required (see paragraph 4.4.3 in the [ARIMS Users Guide](#) regarding account sponsorship).

b. Upon accessing ARIMS for the first time, users are initially granted the access level of Action Officer for the unit to which they are employed/assigned. Once the account is established, Records Managers may request the appropriate level by selecting the “*Manage*” tab, then “*User Role Change Request*” (see [figure 3-1](#)). When a higher level of access has been requested, it is automatically transmitted to J-1/MEHR-SD-MSS for review/approval. Requests for Records Manager access must have a duty appointment memorandum as outlined in [paragraph 1-4e](#); memoranda may be uploaded in ARIMS when submitting the request, or sent directly to J-1/MEHR-SD-MSS [via email](#).

c. User accounts, regardless of access level, will be deactivated after 12 months of inactivity.

3-3. Record Retention Periods

Under the ARIMS, records are grouped into one of 12 record series categories. Each series is divided into more comprehensive sub-series classifications to further categorize records within each series. Each sub-series is then separated into three broad retention periods (or durations): 0-6 years, 6+ years, and permanent. A CFA retention limit of 6 years enables individual business processes to manage short-term records at the organizational level. Records will be uploaded into the AEA, or transferred to an FRC, for long-term retention in excess of 6 years. The three ARIMS retention periods are defined as follows –

a. 0-6 Years: Records with a disposition of 6 years or less are maintained locally in the current files area for a maximum of 6 years, then destroyed; they are not electronically archived, nor transferred outside of the organization. All records with a disposition in the 0-6 year retention period will be destroyed by the individual(s) responsible for maintaining the records after coordination with their Records Manager. Records should not be retained locally beyond 6 years, however exceptions may be granted. Most records generated and maintained throughout the command will fall under the 0-6 retention period.

b. 6+ Years: Records with a disposition beyond 6 years are maintained in the CFA for a maximum of 6 years, then transferred to a Federal Records Center (hardcopy, electronic records placed on physical storage media, etc.), or uploaded to the Army Electronic Archive (AEA) for long-term storage. Records do not need to be retained locally for the full 6 year maximum if the business need does not warrant it; records may be transferred to an FRC, or uploaded into the AEA at any time after the business need ceases (this should be further defined in the corresponding regulation, or organizational SOP). Records will be destroyed/deleted by the FRC/AEA in accordance with authorized disposition instructions after coordination and approval from the J-1/MEHR-SD-MSS Records and Information Management Specialist.

c. Permanent: Records considered permanent are maintained in the same manner as records with a 6+ retention period. The FRC/AEA will retire permanent records in accordance with guidelines published by the National Archives. Proper, thorough determination must be made before records will be classified as permanent. Less than 10% of Department of Defense (DoD) records are categorized as permanent.

3-4. Record Cutoff

Record cutoffs are needed before disposition instructions can be applied because retention periods typically begin with the cutoff, not necessarily with the creation or receipt of the record. Cutoffs typically happen at regular intervals allowing the disposition to be applied in complete blocks whether it's destruction or transfer. Normally, correspondence type records are cutoff at the end of the year (fiscal or calendar, as appropriate), whereas personnel orders and most financial records are cutoff monthly. Reference or suspense based documents, such as duty appointment orders and inspection/evaluation checklists are cutoff when superseded. Once a record has been cutoff, the disposition clock begins and documents can no longer be added to that file.

3-5. Army Consolidated Records Schedule

The Army Consolidated Records Schedule (ACRS), a component within [ARIMS](#) under the "Search" tab, is the searchable database of authorized retention schedules organized by record series, sub-series, and retention period. The ACRS constitutes the U.S. Army's official database for records retention and disposal. It provides mandatory instructions approved by NARA for what to do with record material no longer needed for current business. Records retention and disposal should occur at regular intervals in the normal course of business. Procedures for using the ACRS are outlined in paragraphs 9 & 10 of [UMP 25-51-3](#).

3-6. Office Records List

An Office Records List (ORL) is a list of ARIMS record series categories used and maintained by a specific office identified by a registered office symbol. The primary purpose of an ORL is to facilitate the management of electronic records with long term retention schedules (6+ years and permanent), greatly reducing the amount of effort required to maintain these records. Procedures for creating and using an ORL can be found in paragraphs 11 & 12 of [UMP 25-51-3](#). **Viewing or printing an ORL will only display the sub-series, retention period, and approval status. Because of the limited information, ORLs will not be used as a records inventory or file plan. If there are requirements to use an ORL in this capacity, it should be reported to the J-1/MEHR-SD-MSS Records and Information Management Specialist immediately. Note:** Only approved office symbols will be used to create ORLs; a directory of current office symbols approved for use is located on SPEAR, J-1/Human Resources page under the Mission Support Branch – [Records Management](#) link.

3-7. Labeling Procedures

a. All folders and containers used to store official records, including records in electronic form, will be labeled. Records will be clearly identified by marking, designation, electronic labeling, or if physical marking of the medium is not possible, by some other means of identification. Labels may be placed anywhere (with a standardized continuity) on folders, disks, tapes, drawers, containers, and so on, suitable and visible for easy identification and retrieval of records. **DD Form 2923 (Privacy Act Data Cover Sheet) will be posted on drawers or cabinets where records are filed that contain PII and PHI.**

b. In ARIMS, when folders are created in an approved ORL for hardcopy records, the user will automatically be directed to the “Print Labels” screen. Recordkeeping officials may use this function if desired, however, it sometimes does not provide adequate disposition information required by the retention schedule.

c. Alternatively, recordkeeping officials may choose to create labels manually. When doing so, at a minimum, hardcopy record labels will contain the active year, the record number, the sub-series number & category title, the record title, the PA SORN number (when required), and the disposition instructions. Manual label templates for some USMEPCOM elements have been created and may be used if desired; these templates can be found in the “Manual Label Templates” folder posted on the [Records Management](#) SPEAR page.

d. For electronic document records, labeling folders in a shared drive may have restrictions on length and character use; at a minimum it should contain the RN, Record Title/Name, and active year. **A complete Records Inventory will be included in the parent folder identifying all records contained therein.**

e. **Specific details, and examples for creating labels can be found in paragraph 13 of [UMP 25-51-3](#).**

3-8. Records Cross Reference

a. DA Form 1613 (Records Cross Reference) is used to identify the location of material filed (or stored) in another location (see [figure 3-2, Sample of Completed DA Form 1613](#)). The DA Form 1613 is filed under the appropriate record number, in the front of the folder, before any other documents that may also be filed therein. DA Form 1613 may be used when:

- (1) A document is related to more than one action.

(2) A classified document has a direct relationship with unclassified material. **Note:** Do not place classified information on DA Form 1613 filed in unclassified records.

(3) Documents with various dates relate functions to other sub-functions or actions.

(4) Documents have been changed from one record number to another.

(5) Documents are retained in a separate location from the proprietary owner on a temporary basis.

b. Use DA Form 1613 when filing bulky material in storage equipment suited to its size. This material may be maintained in record number, serial number, or date order. The form must identify the bulky material and related documents, and show storage locations and record series title. Attach a second copy of the DA Form 1613 to the bulky material.

c. The completed DA Form 1613 will be filed IAW the retention schedule associated to the record to which it is being used, and may be destroyed when no longer needed.

Figure 3-1. ARIMS User Role Change Request

The screenshot shows the ARIMS (Army Records Information Management System) interface. The top navigation bar includes links for HOME, SEARCH, UPLOAD, ORLs & FOLDERS, MANAGE, MY ACCOUNT, HELP, and REPORTS. The breadcrumb trail is MANAGE > MANAGE ACCESS > USER ROLE CHANGE REQUEST. The main content area is titled 'USER ROLE CHANGE' and contains a 'User Role Change Request' form. The form includes a dropdown for 'Select organization' (set to HQ US MEPCOM - W37NAA), a 'Current Role' field (Records Administrator (RA)), and a dropdown for 'Select access role' (set to Records Manager (RM)). There is an 'Appointment Letter' field with 'Browse...' and 'Upload' buttons. A 'Reason for Request' text area is also present. A 'Submit' button is at the bottom. Annotations with yellow boxes and arrows point to the 'MANAGE' and 'USER ROLE CHANGE REQUEST' links, the 'Select organization' dropdown, the 'Select access role' dropdown, the 'Upload' button, and the 'Reason for Request' text area.

[\(Return to paragraph 3-2\)](#)

3-2. Example of Completed DA Form 1613, Records Cross Reference

RECORDS CROSS REFERENCE			
For use of this form, see DA PAM 25-403; the proponent agency is OAA			
<i>File this sheet to show where related files are located.</i>			
1. ARIMS RECORD NUMBER <i>(in which this cross reference sheet is filed)</i>		2. ARIMS RECORD NUMBER TITLE	
RN 190-22a		Police Property Files	
3. RELATED RECORD INFORMATION <i>(Use a separate DA Form 1613 for each related record.)</i>			
a. ORIGINATOR			
437th MP Co.			
b. ADDRESSEE(s) <i>(Use Item 3g if more space is needed.)</i>			
1234 Right St., Installation Detainee Facility, Ft. Wilson, VA 12345			
c. SUBJECT			d. DATE (YYYYMMDD)
Detainee Property			20080605
e. LOCATION <i>(of where record is filed.)</i>			f. MEDIA
(1) ARIMS RECORD NUMBER	(2) ARIMS RECORD NUMBER TITLE		<input checked="" type="checkbox"/> HARDCOPY
RN 190-22a	Policy Property Files		<input type="checkbox"/> ELECTRONIC
g. SUMMARY <i>(Give a brief summary/description of the contents of the related record.)</i>			
Information showing the receipt of property that is found, impounded, seized as contraband, prohibited, or safeguarded for detained personnel. This includes logs, receipts and releases, and related information.			
DA FORM 1613, JUN 2008			APD PE v1.00

[\(Return to paragraph 3-8\)](#)

Chapter 4 Disposition of Records

4-1. Overview

The final stage of a record's lifecycle is disposition. Disposition is a comprehensive term that includes retention actions, such as disposal (typically by destruction or deletion), uploading into the Army Electronic Archive, or transfer to a Federal Records Center (or other agency such as the DoD Motion Media Records Center or the National Personnel Records Center).

4-2. Storing Records

Storage areas designated to hold hardcopy records prior to disposition must meet the following conditions:

- a. Records must be stored in an area where access is restricted to authorized personnel, and is kept locked when personnel are not present.
- b. The area either must not have any windows, or windows must be blocked/barred to prevent unauthorized access.
- c. Furnace/boiler rooms must not be used for record storage areas.
- d. Racking systems, steel shelving, or other open-shelf record storage equipment must be braced to prevent collapse.
- e. The roof, and any piping run through the area must be free of any leaks.

4-3. Records Disposal

Once a record with a retention schedule of 0-6 years reaches the end of its retention period, it will be disposed of within the CFA where the record was maintained. Records with a retention schedule greater than 6 years will be disposed of at the FRC (hardcopy or physical media), or deleted from the AEA (electronic).

- a. Records authorized for destruction will be disposed of as follows—
 - (1) Hardcopy – unclassified records with access/distribution restrictions such as For Official Use Only or subject to the Privacy Act will be destroyed by shredding or burning. Record material that does not have any access/distribution restrictions may be recycled, however, records Managers must exercise prudence before releasing any record material for recycling. When in the form of exposed x-ray film, motion picture film, and certain microfilm that contains precious metals, the record material should be disposed of IAW the [DoD Precious Metals Recovery Program](#).
 - (2) Electronic – unclassified records managed within the AEA (disposition 6+) will be destroyed IAW the procedures outlined in paragraph 5.5.6 of the [ARIMS User's Guide](#). Electronic records maintained locally (disposition 0-6) will be deleted (demagnetized/degaussed or securely deleted) if on disc, tape, or other updatable/re-writeable media; otherwise, the location (index) information will be deleted in a manner so that the records cannot be retrieved by any means. CD-ROMs/optical disks should be destroyed by burning, breaking, or pulverizing.
- b. Classified records will be destroyed IAW AR 380-5, Department of the Army Information Security Program.

[TOC](#)

c. Sectors, Battalions and MEPS must follow procedures outlined in [Policy Memorandum \(PM\) 5-12, USMEPCOM Media Sanitization Policy](#) by implementing a local media sanitization policy that includes a formal process with proper recordkeeping using [UMF 25-1-7, USMEPCOM Sanitization Validation Form](#).

4-4. Transferring Records

a. Hardcopy and/or Physical Media – records with a retention schedule greater than 6 years (6+), including permanent records, will be transferred to the Federal Records Center (FRC) for long-term storage. Transferring records with a 0-6 year disposition will be avoided, as in most cases it would not be cost-effective; case-by-case exceptions can be made in situations of inadequate records storage areas. **Note:** Hardcopy records should be scanned into pdf documents and maintained as electronic records to the greatest extent possible.

(1) Records Managers must contact the J-1/MEHR-SD-MSS Records and Information Management Specialist [via email](#) **prior** to initiating any hardcopy transfer requests.

(2) Records will be transferred to the FRC using [SF 135, Records Transmittal and Receipt Form](#), IAW the instructions found on the [FRC website](#).

(3) The completed [SF 135](#) will be retained under Record Number 1g/800D, “Office Record Transmittals” (for disposition instructions see [Appendix A, Section III](#)).

b. Electronic – recordkeeping officials at all levels will actively use the Army Electronic Archive within ARIMS for the management of electronic documents with a retention schedule greater than 6 years. ARIMS will maintain, destroy, and/or transfer electronic records with 6+ and Perm retention periods IAW authorized retention schedules; and provide authorized users the ability to retrieve archived records throughout the record’s lifecycle. Records with a 0-6 retention period cannot be uploaded into the AEA and must be maintained in the CFA ([paragraph 2-2](#)).

(1) Electronic documents can be uploaded into the AEA individually, or in bulk. A schedule should be created to routinely upload records into ARIMS on a daily, weekly, or monthly basis.

(2) A step-by-step outline for uploading electronic records to the AEA can be found in paragraph 12, [UMP 25-51-3](#), located in the [Records Management](#) section of SPEAR.

c. Hardcopy documents that are scanned into pdf files (such as recruit travel orders) may be destroyed after the scanned copy has been successfully uploaded into the AEA.

d. Electronic documents may be deleted, or retained on the local computer after successful upload into the AEA at the discretion of the Records Manager. Electronic documents that are retained locally after AEA upload are considered reference copy/non-record material and may be destroyed once the business need to retain has ceased.

e. The archiving of electronic applicant records created and maintained in the USMEPCOM Integrated Resource System (USMIRS) will be coordinated between J-1/MEHR-SD-MSS and J-6/MEIT.

4-5. Records Freeze or Moratorium

A records freeze, preservation order, or moratorium is an exception to a record's approved disposition instruction. These exceptions refer to a court or agency-imposed requirement to keep the record until disputes or litigation, and all appeals are resolved. When a freeze or moratorium is received, J-1/MEHR-SD-MSS will determine if USMEPCOM records are affected and ensure the records are properly coded within ARIMS. An INFO or Tasking Message will also be published, as appropriate. Records affected by a freeze cannot be destroyed as scheduled and must be held until the freeze is lifted before normal disposition can be continued. When a freeze is lifted, the records disposition is carried out from the original date of the record, not the end of the freeze.

4-6. Unauthorized or Accidental Destruction, Damage, or Removal of Records

a. The maximum penalty for the willful and unlawful destruction, damage, or removal of Federal records (to include email) is a fine, 3 years in prison, or both (18 USC§2071, and 36 CFR§1230, and AR 25-400-2).

b. In cases of accidental loss or destruction of records by fire, natural disaster, or other cause, Records Managers will reconstruct the lost or destroyed records as much as possible. Records can often be reconstructed from other copies of the lost information maintained in other offices/organizations. A list of records that cannot be reconstructed will be provided to J-1/MEHR-SD-MSS.

Chapter 5 Office Symbols

5-1. Overview

Office Symbols are used to identify the originators of correspondence and electronically transmitted messages within the command. They are also used to identify the placement of an operational element within the command structure for historical and records management purposes. The J-1/MEHR-SD-MSS Records & Information Management Specialist is responsible for managing the development, maintenance, and registration of office symbols for USMEPCOM.

5-2. Applicability

This policy applies to every level of hierarchy (e.g. section, branch, division, group, etc.) within MEPS, Battalions, Sectors, Headquarters Special Staff Offices and Directorates.

5-3. Policy

USMEPCOM follows the policy and procedures prescribed in AR 25-59 (Office Symbols) with the following guidelines:

- a. Office symbols will not exceed 10 letters, separated into three sections by two hyphens (e.g. XXXX-XXX-XXX). Characters other than letters of the English alphabet will not be used in office symbols (the only exception being the hyphen(s)).
- b. The first section will always contain four letters. All USMEPCOM office symbols will begin with the command designation letters “ME”, followed by two letters that identify the originator’s Special Staff Office, Directorate, or Sector (e.g. Eastern Sector is MEES).
- c. The second section may contain no more than three letters that identify a Directorate, Battalion, MEPS, or comparable organizational element below the originator (e.g. Eastern Sector, 6th Battalion is MEES-SI).
- d. The third section, if needed, may contain no more than three letters that identify a staff division, branch, group, or individual at the next lower organizational element (e.g. Eastern Sector, 6th Battalion, Lansing MEPS, HQs Group is MEES-SIL-H).
- e. For administrative actions and correspondence, HQs Directorates will precede their office symbol with the appropriate J-Staff identifier (i.e. the complete office symbol for the J-1/Human Resources Directorate, Services Division, Mission Support Branch—Support Services Section is: J-1/MEHR-SD-MSS). **Note:** J-Staff identifiers cannot be used on office symbols within ARIMS.
- f. Organizational telephone charts that include office symbols will be reviewed by the J-1/MEHR-SD-MSS Records and Information Management Specialist prior to publishing.

5-4. Creation, Modification, or Rescission of Office Symbols

- a. Proponents requesting to create, modify, or rescind an office symbol will submit a request to J-1/MEHR-SD-MSS via Action Memorandum.
- b. Requests must be endorsed by the Director or Special Staff Officer (for headquarters staff), or Sector Commander (for Sectors, Battalions, and MEPS). The approval authority is the Director, Human

[TOC](#)

Resources Directorate (J-1/MEHR). See [figure 5-1](#) for an example of an Action Memorandum requesting an office symbol change.

c. Completed office symbol requests will be retained under Record Number 25-59a/400B, “Office Symbols” (for disposition instructions see [Appendix A, Section III](#)).

5-5. Office Symbol Directory

A directory of [current office symbols](#) approved for use is located on SPEAR, J-1/Human Resources page under the Mission Support Branch – [Records Management](#) link.

Figure 5-1. Example Action Memorandum Requesting Office Symbol Change

	<p align="center">DEPARTMENT OF DEFENSE HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND 2834 GREEN BAY ROAD NORTH CHICAGO, ILLINOIS 60064-3091</p>
ACTION MEMO	
May 29, 2018 2:37 PM	
FOR: J-1/MEHR, USMEPCOM _____	
FROM: Mr. Leroy Jethro Gibbs, Deputy Dir, J-2/MESS _____	
SUBJECT: Request Change of Office Symbols for J-2/MESS, Secret Division	
<ul style="list-style-type: none"> · Background – In July 2014, J-2/MESS reorganized the Whisper Division and the Tattle Tale Division into the J-2/MESS, Secret Division. The J-2/MESS Secret Division is split into two branches - the Gossip Branch and Exaggeration Branch. The Gossip Branch is further divided into three sections - the Liberal Section, Progressive Section, and Lifestyles Section. · This reorganization requires modifications to existing office symbols, and establishment of a leading office symbol for the Secret Division (J-2/MESS-BS). · Proposed office symbols and organizational chart for the J-2/MESS Secret Division, identifying the corresponding Branches and Sections, are located at Tab A. · Proposed Office Symbols are in compliance with UMR 25-51 (Records Management), and AR 25-59 (Office Symbols). Upon approval, this request will be submitted to the J-1/MEHR-SD-MSS Records and Information Management Specialist for registration with the US Army Records Management and Declassification Agency (RMDA), and published on SPEAR. 	
RECOMMENDATION: That the Director, J-1/MEHR approve the change of Office Symbols for the J-2/MESS Secret Division by initialing: Approved _____ Disapproved _____	
COORDINATION: None.	
Attachments: As stated	
Action Officer: Very Special Agent Anthony DiNozzo, ext. 0001	

[\(Return to paragraph 5-4\)](#)

Appendix A
References

Section I

Publications referenced in, or related to this regulation

18 USC§2071

Concealment, Removal, or Mutilation of Federal Records

44 USC§3301-3314

Disposal of Records

36 CFR§1220-1239

Records Management

DoDI 5015.02

DoD Records Management Program

DoDI 1336.08

Military Human Resource Records Life Cycle Management

DoD 5015.02-STD

Electronic Records Management Software Applications Design Criteria Standard

AR 25-1

Army Knowledge Management and Information Technology

AR 25-30

Army Publishing Program

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 25-59

Office Symbols

AR 380-5

Department of the Army Information Security Program

DA Pam 25-403

Guide to Recordkeeping in the Army

Policy Memorandum 5-12

USMEPCOM Media Sanitization Policy

Section II

Forms referenced in, prescribed by, or related to this regulation

UMF 25-3-7-E

USMEPCOM Sanitization Validation Form

UMF 25-51-2

Records Management Program Evaluation Checklist

DA Form 1613

Record Cross-Reference

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Label 87

For Official Use Only Cover Sheet

DA Label 113

Congressional Cover Sheet

DD Form 2923

Privacy Act Data Cover Sheet

SF 115

Request for Records Disposition Authority

SF 135

Records Transmittal and Receipt

Section III

Recordkeeping Requirements

RN 1e/800D: “Housekeeping Instructions – Duty Appointments”

PA: N/A

Keep in office file until rescinded, or no longer applicable, then destroy.
(Referenced in [paragraph 1-4c\(5\)](#)).

RN 1c/800D: “Office Inspections and Surveys”

PA: N/A

Keep in office file until the next evaluation, then destroy after 1 year.
(Referenced in [paragraph 2-8a](#)).

RN 1g/800D: “Office Record Transmittals”

PA: N/A

Keep in office file for 6 years after transfer to the FRC, then destroy.
(Referenced in [paragraph 4-3a\(3\)](#)).

RN 25-59a/400B: “Office Symbols”

PA: N/A

Keep in office file for 6 years, then destroy.
(Referenced in [paragraph 5-4c](#)).

[TOC](#)

RN 25-400-2e/400B: “Office File Numbers”

PA: A0025-55SAIS

Keep in office file for 1 year, then destroy.

(Referenced in [paragraph 2-4c](#)).

RN 25-400-2g/400B: “Records Disposal Authorizations”

PA: N/A

Keep in office file for 6 years; destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.

(Referenced in [paragraph 2-6c](#)).

Appendix B
Example of a Duty Appointment Memorandum

	<p>DEPARTMENT OF DEFENSE HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND 2834 GREEN BAY ROAD NORTH CHICAGO, ILLINOIS 60064-3091</p>
<i>Office Symbol</i>	<i>Month, Day, Year</i>
MEMORANDUM FOR COMMANDER, USMEPCOM, ATTN: J-1/MEHR-SD-MSS	
SUBJECT: Duty Appointment – Records Managers	
Effective immediately, the following personnel are appointed as Records Managers for <i>(insert organizational element)</i> :	
a. Primary: <i>insert name</i> Duty Title: <i>insert duty title</i> Email: <i>insert .mil email</i> Phone: <i>insert phone number (and extension)</i> Section: <i>insert the section, division, or branch the individual is responsible for</i>	
b. Secondary: <i>insert name</i> Duty Title: <i>insert duty title</i> Email: <i>insert .mil email</i> Phone: <i>insert phone number (and extension)</i> Section: <i>insert the section, division, or branch the individual is responsible for</i>	
<i>**additional subparagraphs for secondary appointees may be added as needed</i>	
Authority: 36 CFR§1220.34(d); AR 25-1, DA Pam 25-403, UMR 25-51	
Purpose: To provide policy interpretation, procedural guidance, and management of local recordkeeping practices ensuring compliance with the USMEPCOM records management program.	
This appointment will be retained indefinitely and will be rescinded upon the resignation, retirement, relief, change of duty, or change of position of the individuals appointed.	
<i>Boss' Name</i> <i>Director/Deputy, Commander/Deputy</i> <i>–or– Special Staff Officer</i>	
cc: Local File Appointed personnel	

[\(Return to paragraph 1-4\)](#)

Appendix C
Glossary

Section I
Abbreviations

ACRS
Army Consolidated Records Schedule

AEA
Army Electronic Archives

AKO
Army Knowledge Online

AO
Action Officer

AR
Army Regulation

ARIMS
Army Records Information Management System

CAC
Common Access Card

CFA
Current Files Area

CFR
Code of Federal Regulations

DA Pam
Department of the Army Pamphlet

DoDD
Department of Defense Directive

DoDI
Department of Defense Instruction

FRC
Federal Records Center

FOUO
For Official Use Only

NARA

National Archives and Records Administration

ORL

Office Records List

PHI

Protected Health Information

PII

Personally Identifiable Information

RMDA

Records Management and Declassification Agency

SF

Standard Form

UMF

USMEPCOM Form

UMR

USMEPCOM Regulation

UMP

USMEPCOM Pamphlet

USMIRS

USMEPCOM Integrated Resource System

Section II

Terms

Army Records Information Management System

A system for identifying, arranging, and retrieving records for reference and disposition according to the directive, usually a regulation or pamphlet, which prescribes their creation, maintenance, and use.

Army Consolidated Records Schedule

Records retention schedules, approved by the National Archives and Records Administration, and published by the Army Records Management and Declassification Agency.

Current Files Area

The physical location where active records are maintained; typically a section, or room in an office sufficient in size for multiple filing cabinets. CFA also refers to the location where active electronic records are stored (i.e. a dedicated computer shared drive).

Disposition

The actions taken with inactive records. These include transfer to a FRC, destruction, and/or offering to the National Archives.

Disposition Instructions

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

Disposition Schedule (a.k.a. Retention Schedule)

A document governing, on a continuing basis, the retention and disposition of the recurring record series of an organization or agency.

Federal Records Center

A facility that is designed for low-cost and efficient storage of records, and for reference service on inactive records, pending their ultimate disposition.

File / Folder

An accumulation of records maintained in a predetermined physical arrangement or to place documents in a predetermined location according to an overall plan of classification.

For Official Use Only

A designation that is applied to unclassified information which is exempt from mandatory release to the public under the Freedom of Information Act.

Housekeeping Files

Records accumulated or generated in an office that document the internal administrative functions of the office as opposed to those that document the primary missions of the office.

Information Management

The administration of information, its uses and transmission, and the application of theories and techniques of information science to create, modify, or improve information handling systems.

Non-Records

Documents excluded from the legal definition of records according to 44 USC § 3301.

Office

A place where records are created, maintained, or used; coffee is generally available.

Office Records List

A list of the specific record titles and record series 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.

Permanent Record

The designation applied to records worthy of permanent retention by the United States, and accessioned into the National Archives.

Personal Record

Documentary materials belonging to an individual that are not used to conduct agency business.

Record

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 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 Government or because of the informational value of the data in them.

Retention Period

The length of time that a record must be kept before it is destroyed. Records not authorized for destruction have a retention period of permanent.

Security Classification Information

Official records or information requiring protection against unauthorized disclosure. The degree of protection is specified by one of the following: TOP SECRET, SECRET, CONFIDENTIAL.

Transfer

The movement of records from an office or unit to a FRC or the AEA.

Unscheduled Records

Records that do not have a disposition authority (or retention schedule) approved by NARA.