Headquarters
Eighth Army
Unit #15236
APO AP 96205-5236

Army in Korea
Supplement 1 to AR 25-400-2

25 September 2015

Information Management

THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)

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*This supplement supersedes AK Supplement 1 to AR 25-400-2, dated 1 August 2012.

FOR THE COMMANDER:

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Summary. This supplement prescribes local policy for the Army Records Information Management System (ARIMS) to be used by the Army in Korea (AK).

Summary of Change. This regulation has been substantially changed. A full review of its contents is required.

Applicability. This supplement is applicable to all Army units in Korea and to the joint headquarters and United States Army Garrisons (USAGs) for which Eighth Army is the executive agent.

Supplementation. Issue of further supplements to this publication and issuance of command and local forms are prohibited unless prior approval is obtained from Publications and Records Management (PRM) (EAPE-PPA-R), G1, Eighth Army, Unit #15236, APO AP 96205-5236. This supplement is automatically canceled by the publication of the next update of AR 25-400-2.

Forms. Army in Korea (AK) forms are available at http://Eightharmy.korea.army.mil/g1_AG/.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at https://www.arims.army.mil.

Suggested Improvements. The proponent of this regulation is the Publications and Records Management (EAPE-PPA-PF), G1, Eighth Army. Users may suggest improvements to this supplemental by sending DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Publications and Forms Section (EAPE-PPA-PF), G1, Eighth Army, Unit #15236, APO AP 96205-5236.

Distribution. Electronic Media Only (EMO).

AR 25-400-2, 2 October 2007, is supplemented as follows:

Page i, Applicability. Add the following at the end of the paragraph:

This supplement is applicable to all Army units in Korea and to the joint headquarters and United States Army Garrisons (USAGs) for which Eighth Army is the executive agent.

Page iii, Appendixes (Examples, Records Structure and Records Numbers for Ration Control). Insert appendix B, C, D, E, F, G, H, I, J and K after appendix A as follows:

Page 1, paragraph 1-4, Responsibilities. Add paragraph 1-4e(3) after paragraph 1-4e(2).

        (3) The Records Managers must ensure that the written records management contingency plan is signed by designated representative of each staff or Commander of each units. Records Manager or representative of Records Management Programs will forward approved records management contingency plan to all staffs and offices of Records Coordinators (RCs) or Action Officers (AOs) who have responsibilities of office records system.   A copy of each major subordinate command (MSC), USAGs, staff, activity, and tenant command's written records management contingency plans will be forwarded to the Records Administrator of Eighth Army; PRM, G1, Eighth Army, Unit #15236, APO AP 96205-5236. See appendix J for an example. These plans must be updated as soon as changes occur but at least every three years.

Page 1, paragraph 1-4, Responsibilities. Add the following paragraphs 1-4h, 1-4i, 1-4j, 1-4k and 1-4l after the paragraph 1-4g.

    h. All Eighth Army MSCs, USAGs (Yongsan, Daegu, Red Cloud and Humphreys) and other assigned units will appoint, in writing, a Records Managers (RM). Duty appointments of Records Manager must be signed by the Commander or unit representative. A copy of Records Manager duty appointments of all MSCs, USAGs and other units' will be furnished to the Command Records Manager of Eighth Army. All representative of units or offices will designate office Records Coordinators or Action Officers for program execution. Duty appointments of Records Coordinators or Action Officers must signed by Chief of respective offices and a copy of the approved duty appointments of RC and AO must be forwarded to the appropriate supporting area RM.

    i. Records Manager must conduct formal ARIMS training on a quarterly basis as a minimum. Records Management Surveys will be conducted every three years. Staff Assistance Visit and Courtesy Inspection are conducted when RC or AO requests it. Records Manager must review and approve all the request items on the ARIMS web site such as proposed Office Records Lists, User Role Change Approvals, Unit Access Requests, Manage Unit Users, Office Symbol Validation, Create Office Symbols, and Edit/Deactivate office Symbols on the ARIMS.

j. All personnel being tasked with ARIMS management responsibilities, RCs or AOs, must take ARIMS formal training. RCs or AOs may also take online web based training on the ARIMS web site to set up their office records systems properly.

k. Mission and housekeeping records must be maintained because an office exists, not why an office exists. (See appendix B for example.)

l. There are a large group of references, required and related publications on AR 25-400-2. Records Managers must use all the references in AR 25-400-2 to perform their records management program properly. RCs or AOs should also use references such as AR 25-1 para 5-4, AR 25-400-2, DA Pam, and AK Suppl 1 to AR 25-400-2 for further guidance.

Page 4, paragraph 1-9, International Armed Conflict or Threatened War. Add paragraphs 1-9c and 1-9d after paragraph 1-9b.

c. The PRM, G1, has been delegated records management responsibility for the Army in Korea. This responsibility includes ensuring the movement of operational short term records that would be required for continued operations in an emergency situation and transfer or retirement of valuable long-term records deemed essential. To ensure the orderly disposition of records in times of hostilities or other emergencies, short-term records and long-term records should be maintained with separate label positions in file drawers.

d. Upon notice of hostilities or unstable conditions, Records Managers and Records Coordinators, in conjunction with operation officers, will ensure that short-term records are moved to the unit's alternate site and long-term records are transferred to the Washington National Records Center (WNRC), National Personnel Records Center (NPRC) or other Federal Records Center (FRC), as appropriate.

(1) Operational short-term records. These records are required for continued operation in the event of an emergency situation or notice of hostilities. Retain with the command and move to an alternate command site.

(2) Valuable long-term records. These records have historical value or as an audit trail (for example, finance, claims, programs, plans, legal, historical records, permanent orders, line of duty and files pertaining to Korean National direct hire personnel). Upon notification of hostilities or unstable conditions, these records will be transferred to a FRC or the Army Electronic Archive (AEA).

Page 5, paragraph 3-1, Overview. Add the following sentences after the last sentence of paragraph 3-1.

Due the closure of the Overseas Command Records Holding Area – Korea (OCRHA-K) and the cost to the Army for storing hard copy long-term records at a FRC, electronic means will be used to transfer all eligible electronic long-term records to the Army Electronic Archive (AEA) using preferably the "Document Upload" on the ARIMS. Eligible records will be scanned to an electronic file and transferred electronically to the AEA. Ineligible records include permanent, those due to composition that cannot be scanned, and those that for legal reasons must be in original paper format; these records must be transferred in hard copy.

Page 5, paragraph 3-1, Overview. Add the following subparagraphs a through e after paragraph 3-1.

a. Electronic records must be identified, managed, protected and retained in accordance with retention schedules in Army Consolidated Records Schedule (ACRS) Instruction and Records Retention Schedule-Army (RRS-A) in Search Crosswalk – Detailed Reference-Crosswalk on the ARIMS site.

b. Electronic records will be managed and stored within the office area on share drive on a local area network identified for that purpose or an organizational repository. The records must be accessible to authorized persons throughout the records life and maintained for as long as required. When records are filed electronically in share drive, all records information would be used such as record year, number, title, privacy number (if applicable and year of accumulation). This makes the identity, purpose, and location of records predictable, consistent, and reliable. (See appendix I)

c. Backup copies of electronic records must be saved on CD(s) every year.

d. Setting up local repositories, shared folders or installing a certified records management application for managing short term records requires the close coordination with, and installation by, local IT shop and systems administrators. Besides building a location for the records, access requirements and periodic review procedures would have to be developed to ensure proper management and safeguarding of sensitive (e.g., privacy act) record information.

e. Transferring and control procedures of electronic records.

(1) Long-term Records: These records should not be sent to AEA until they are completed actions or the "event" has occurred on those records that have time/event dispositions. Long-term records should be passed to a designated records coordinator or Records Manager so that they can do the transfer. This will provides the records officers with some control over what their agency submits to AEA. In this case, it may be preferable for an office to set up "folders" (based on the Office Records List) for both their long-term and short-term records, on a share drive. The records coordinator will manage these records and send the long-term records to AEA as required.

(2) Short-term Records: Set up shared folders on a local server based on the office records list. Action officers can "drag and drop" records (e-mail and/or other electronic short-term records) and "Save As into the appropriate folders (See appendix I for example). Office Records Coordinators or Action Officers will ensure folders are updated every year and records up for destruction are destroyed at the appropriate time.

Page 9, paragraph 5-2, Recordkeeping Supplies. Add the following sentence after the last sentence of paragraph 5-2.

Boxes used for shipping records must be standard shipping boxes (NSN 8115-00-117-8249). These boxes must be purchased from the General Service Administration (GSA).

Page 9, paragraph 5-4, Using Guides and Folders. Add the following paragraph "d" after paragraph "c".

d. Use guide dividers to divide current and non-current records and to identify subdivisions for ease filing and retrieval. (See appendix F for example.)

Page 9, paragraph 5-5, Arranging Records. Add the following subparagraphs a thru b after the paragraph 5-5.

a. When storing official records, current year and non-current year record must be stored and arranged separately. Annually arranged records may be stored in the same container or drawers using guide dividers. Established file folders used only for filing appropriate documents (avoid misfiling).

b. When records are filed and maintained in separate containers or locations, users must make an index card and keep it instead of the records to indicate where records are filed or who kept that records.

Page 9, paragraph 5-6, Maintaining Classified Documents. Add the paragraph 5-6d after the paragraph 5-6c.

d. Established and arranged by ARIMS classified documents, operational records (for moving to alternate sites in an emergency situation) and valuable records (for transferring to WNRC or AEA in an emergency situation) should be filed in a separate drawer(s) or safe.

Page 10, paragraph 5-10, Office Records Lists. Add the following sentence at the end of paragraph 5-10c.

Use of the Office Records List (ORL) is mandatory and it is required to create annually. Users must file their approved ORL each year under record series 800 in housekeeping files. All supporting area records manager must approve proposed ORLs and track long-term records with approved ORLs.

Page 11, paragraph 6-2, Army Records Information Management System Records Labels.
Add the following sentences after last line of paragraph 6-2b.

Within this command, "ORLs & FOLDERs" will be used to create folders to print labels. The short-term sub-folders label entry can be RN, subtitle and year accumulation only if there is a full entry dummy folders. If there is no dummy folders, users must have full entry label information on labels. Long-term records labels must be printed from ARIMS with bar codes. (See appendix H for example.)

Page 13, paragraph 6-2, Army Records Information Management System Records Labels.
Add the following sentences after the last line of paragraph 6-2c.

Label positions help to make the decision for which records are protected and moved to a safe place when emergencies or contingencies occur, such as deactivation, war, fire, or flood damage. Short-term labels will be positioned at the top left of the folder, long-term labels will be positioned at the top right of the folder and bar code labels will be at the top right on the front of the folder. (See appendix H for example.) All containers and binders must be labeled and followed appendix G in this supplemental. (See appendix H for example.)

Page 13, paragraph 6-2, Army Records Information Management System Records Labels.
Add the following paragraphs 6-2e, 6-2f and 6-2g after 6-2d.

e. State (ACTION) for action document folders and (NON-ACTION) for non-action document folders labels for General Correspondence Records clearly to prevent mixing ACTION document

folders with NON-ACTION document folders. ACTION document disposition is "Destroy after 2 years." (Time records) and NON-ACTION document disposition is "Destroy when no longer needed for current operations but not over 6 years." (Event records). (See appendix C for example.)

f. State (ACTIVE) and (INACTIVE) for all the combination time and event labels clearly to preclude mixing ACTIVE document folders with INACTIVE document folders. (See appendix D for example.) This disposition requires management of the record in its active state (prior to the event occurring) and the inactive state (after the event occurs). This requires the creation of two folder labels; one for active which would be created upon creation/receipt of the record, with the second label created upon occurrence of the event. The occurrence of the event starts the time phase and triggers the inactive state.

g. Use a dummy folder when there are several folders under one records series. A dummy folder label which contains the full label entries should be used except sub-titles. Sub-titles must be used on sub-folder(s). When preparing dummy folders, close the folder with tape so that no documents can be filed in it. (See appendix E for example.)

Page 13, paragraph 7-1, Disposition Standards. Add the following paragraphs 7-1e, 7-1f and 7-1g after the last line of paragraph 7-1d.

e. In each mission record, General Correspondence Records should be divided with action documents and non-action documents. Action document disposition is "Destroy after 2 years." (2 years time file) and non-action document disposition is "Destroy when no longer needed for current operations." (Event file). (See appendix C for example.)

f. Cut off for time records disposition (cut off is applicable to time disposition only).

TYPE OF TIME DISPOSITIONS	CUT-OFF (COFF)	RETENTION PERIOD	DATE OF DESTROY
Destroy after 1 month.	Every end of month.	Keep 1 month in CFA after COFF.	Destroy after total retention period.
Ex.) January Records: COFF end of January, keep during February, destroy during March.			
Destroy after 3 months	Every end of quarter	Keep 3 months in CFA after COFF.	Destroy after total retention period.
Ex.) January-March Records (1st quarter): COFF end of 1st quarter, keep during 2d quarter (April-June), destroy during July.			
Destroy after 6 months.	Every end of semi-annual	Keep 6 months in CFA after COFF.	Destroy after total retention period.
Ex.) January-June Records: COFF end of June, keep during July-December, destroy during January in next year.			
Destroy after 6 years. (Year record)	Every end of year	Keep 6 years in CFA after COFF.	Destroy after total retention period.
Ex.) Six years short-term record: COFF end of year (31 Dec), keep six years in CFA, destroy in next year after six years during January or February.			
Destroy after 25 years. (Year records and long-term records)	Every end of year	Keep 2 years in CFA and transfer long-term records to the WNRC for hard copy records and AEA for electronic records.	The WNRC or AEA destroys transferred long-term records after total retention periods.

Ex.) 25 years long-term records: COFF end of year (31 December), keep 2 years in CFA, transfer long-term records to the WNRC or AEA during Jan or Feb, WNRC or AEA keeps last total retention period, WNRC or AEA destroys the records after total retention period.			
Permanent Records (Long-term records)	Every end of year	Keep 2 years in CFA then transfer this permanent records to the WNRC for hard copy records and AEA for electronic records. The WNRC or AEA keeps 25 or 30 years (depends on the records), WNRC or AEA retires the permanent records to the NARA.	NARA keeps all permanent records permanently or until re-grading.
Ex.) Permanent records: COFF 31 December, keep 2 years in CFA, transfer permanent records to the WNRC or AEA, WNRC or AEA keeps 25 or 30 years, WNRC or AEA retire the permanent records to the NARA, NARA keeps the Army records permanently or until re-grading retention period.			

g. All the year of accumulation of incomplete event records must be moved to new year records area. All incomplete event records must be filed in current year records area until those specific events occur. Event records are required to be reviewed and screened periodically to ensure completed or not. Event records are destroyed immediately after specific event occur or when no longer need for current operation. For example event records disposition is written by only event such as "Destroy after next comparable survey or inspection." or "Destroy when no longer needed for administrative or reference purposes."

Page 16, paragraph 9-1, Transferring Long-Term Records. Add the following sentences after the last line of paragraph 9-1.

Transfer procedures are in AK Pam 25-68 (Records Transfer Guidance). **Failure to transfer eligible long-term records will result in an automatic "UNSATISFACTORY" rating for ARIMS during the Command Inspection Program and the tri-annual Records Management Survey.** The originating office RCs or AOs will prepare SF 135(s) (Records Transmittal and Receipt) and coordinate with AO's supporting area RM for review. After review of records, the RM will contact the Records Control Manager to request accession number for AO's shipment of records. SF 135 and records must have an accession number prior to shipment. RCs or AOs will file the SF 135 under Housekeeping Records, RN 800D, and RM will file the SF 135 under Records Management Program, RN 400B. All hard copy long-term records should be held for 2 years in the current file area then retired them to the WNRC for hard copy records or AEA for electronic records. If those long-term records need to hold longer than 2 years for conducting business, approval from the Area RMs will be required.

Page 16, paragraph 9-2, Sending Records to the Army Electronic Archive. Add paragraph 9-2c after paragraph 9-2b.

c. All eligible electronic long-term records will be converted to electronic format and sent to the AEA via "UPLOAD" (Bulk Upload or Document Upload) (the preferred method). A copy of the receipt will be furnished to the RM and RCM, see AK Pam 25-68. RCs or AOs will file the receipt of transferred of long-term records via UPLOAD under Housekeeping, RN 800D. RMs will file the receipts under RN 400B as a mission.

Page 18, Chapter 9, Records Transfer and Retirement. Add paragraphs 9-8 and 9-9 after

paragraph 9-7.

9-8. Retiring Civilian Official Personnel and Medical Personnel Records
The Civilian Human Resource Agency will retire civilian official personnel records by sending them directly to the Center Manager, National Personnel Records Center, 111 Winnebago Street, St. Louis, MO 63118 and the Medical Brigade will retire in & out medical personnel records by sending them directly to National Personnel Records Center, Room #1194, 9700 Page Avenue, St. Louis, MO 63132-5100. The shipment will include a transmittal memorandum of individual names in alphabetical order. A copy of the transmittal memorandum will be sent to the Records Control Manager (Tel #753-5786).

9-9. Management and Procedure of Record for Inactivation or Change-in-Unit Status

 a. Inactivating units will contact the servicing MSC or Garrison RMs to schedule records management workshops on unit inactivation.

 b. On notification of inactivation or change in unit status, the commander of the affected unit must ensure that unit record information is properly accounted for and managed to ensure that records are not inadvertently lost or destroyed.

  (1) Classified and unclassified documents (including copies of classified and unclassified documents) eligible for destruction will be destroyed on site according to disposition instructions.

  (2) Classified records not eligible for destruction or retirement will be transferred to the appropriate staff agency at the unit's next higher headquarters for filing and disposition. (Commanders may consolidate the records of their assigned units before transfer. The SF 135 that lists the records first must be approved by the receiving headquarters. This approval is needed to prevent shipping records that may not be needed or that are already available.

  (3) Unclassified records not eligible for destruction will be transferred to the WNRC.

  (4) Inactivating units will send organizational history files (classified and unclassified) directly the United States Army Center of Military History (DAMH-FPO), 103 Third Avenue, Fort McNair, DC 20319-5058

 c. On notification of inactivation or change in unit status----

  (1) Commanders of affected units will ensure that records subject to the Freedom of Information Act or Privacy Act (that is, For Official Use Only (FOUO) records) are protected.

  (2) MSC and Area Garrison RMs will----

   (a) Help sustaining-base activities prepare their record information for transfer and provide guidance to table of organization and equipment (TOE) units.

   (b) Provide guidance on, review, and serve as the approval authority of records-shipment lists.

 d. Record information may be destroyed only according to the ARIMS ACRS/RRSA (https://www.arims.army.mil) and this supplemental.

Page 17, paragraph 9-5, Classified Records. Add paragraph 9-5f after paragraph 9-5e.

f. Do not attempt to retire classified records without contacting unit security manager for instructions.

Page 18, paragraph 10-1, Regional and Overseas Records Holding Areas. Add subparagraph 10-1c after subparagraph 10-1b.

c. The OCRHA for Korea was closed in April 2006 due to base realignments so all long-term records must be sent to WNRC, NPRC or AEA directly.

Page 21, Appendix A, References. Add the following publications to Section II, Related Publications, in alphabetical order.

AK Pam 25-68, Army Records Transfer Guidance, 1 Dec 12

Supplement 1 to AR 25-400-2, ARIMS, 25 Sep 15

USFK Reg 60-1, Ration Control Policy, 2 Aug 13

ARMY RECORDS BASIC STRUCTURE

2012 Office Records	2013 Office Records	2014 Office Records	2015 Office Record	2016 Office Record

(Office records should be distinguished and set up yearly.)

IN A YEAR

2016 OFFICE RECORDS

HOUSEKEEPING RECORDS
(Administrative Office Records)

OFFICE MISSION RECORDS
(Function Records)

GENERAL CORRESPONDENCE RECORDS

SPECIFIC MISSION RECORDS

ACTION DOCUMENTS
(2 year Time Records)

NON-ACTION DOCUMENTS
(Event Records)

TIME RECORDS
(Current/Non-Current)

EVENT RECORDS
(Always be in Current year area)

ACTIVE/INACTIVE RECORDS
(Combination Records)
(Active=Event/Inactive=Time)

Combination Records: For example, if you pick up one records number and its disposition tells you time and event, "Destroy 25 years after project completed or requirements disapproved.", then you must think about combination file such as "Active" and "Inactive" records. Active records will be place in an Inactive records because of the occurrence of an event or completion of action. Inactive records are treated as other current record until cutoff and after cutoff then they become non-current records.

Appendix C
Example of Action and Non-Action Labels of General Correspondence Files

These categories for records which relate to a major functional area and mission records have two categories. One is Specific Mission Records and the other one is General Correspondence Records. The records relate to mission area but which are not logically be identified within a specific instructions from RRSA then that kind of mission records should be file under general correspondence records area. These general correspondence records are divided based on whether they are **ACTION** and **NON-ACTION** documents.

State **ACTION** for action documents labels and **NON-ACTION** for non-action documents labels of General Correspondence Records clearly, otherwise they could be misplaced after using the folders.

For convenience, you may make two separate record labels as follow:

ACTION DOCUMENTS OF GENERAL CORRESPONDENCE RECORDS: (Time Record - Destroy after 2 years.) General correspondences relating to subject area and they are outgoing documents.

> **400B (Training Schedule) (ACTION) General   (16) Information Management Correspondence Files**
>
> **Destroy 2 years for ACTION documents and destroy when NLN for current business for NON-ACTION documents but not over 6 years.**

NON-ACTION DOCUMENTS FILES: (Event Record- Destroy when no longer needed for conducting business.) Records are received and created for information only, on which no action is required.

> **400B (List of Attendees) (NON-ACTION)   (16) General Information Management Correspondence Files**
>
> **Destroy 2 years for ACTION documents and destroy when NLN for current business for NON-ACTION documents but not over 6 years.**

Appendix D
Example of Active (Event) and Inactive (Time) Records

ACTIVE RECORD: A record for documents whose disposition is governed by the occurrence of an event or completion of action. Upon completion of the action or occurrence of the event, the ACTIVE documents are placed in an INACTIVE folder (PIF-Place in an inactive folders.)

INACTIVE RECORD: Records which become INACTIVE because of the occurrence of an event or completion of action. INACTIVE records are treated as other current record until cutoff.

State ACTIVE and INACTIVE record labels clearly, otherwise they could be misplaced after using the folders.

400B (QUALITY INFORMATION CLAIMS) (INACTIVE)   (16)
Quality Information Claims – Information Corrected
PA: Y

400B (INFORMATION CORRECTED) (INACTIVE)   (16)
Quality Information Claims – Information Corrected
PA: Y

400B (INACTIVE) Information Management, Military Publications   (16)
(INACTIVE)
PA: Y
Destroy in CFA 2 years after date of final action.

→ **Dummy Folder**

Taped Shut

400B (ACTIVE) (QUALITY INFORMATION)   (16)
PA: Y
Destroy in CFA 2 years after date of final action.

400B (ACTIVE) (CLAIMS INFORMATION CORRECTED)   (16)
PA: Y
Destroy in CFA 2 years after date of final action.

400B (ACTIVE) Information Management, Military Publications   (16
PA: Y
Destroy in CFA 2 years after date of final action.

→ **Dummy Folder**

Taped Shut

Appendix E
Example of Dummy Folders

When there are several folders in one record number, a dummy folder which contains the full label entries should be used. Sub-title can be used whatever user needs in sub-folders. Tape folder shut so that no documents can be filed in it.

800D (YI, CHI HUN; MR.)   **(16)**
PA:Y

Sub-Titles

800D (YANG, SON YO; MS.)   **(16)**
PA:Y

800D (BARNES, GARRIE; MR.)   **(16)**
PA:Y

800D Office Supervisory Civilian Employee   (16)
Records (Current Employee)
PA:NA
Event is when individual documents are superseded or no longer applicable. Review at end of each year and destroy applicable documents when event occurs.

→ **DUMMY FOLDER**

Taped Shut

400B (OFFICE SYMBOLS OF OTHER UNITs)   (16)
PA:NA

400B (OFFICE SYMBOLS OF MSCs)   (16)
PA:NA

400B (OFFICE SYMBOLS OF EIGHTH ARMY)   (16)
PA:NA

400B Office Symbols
PA:NA
Keep in the CFA until record is 6 years old, then destroy..

→ **DUMMY FOLDER**

Taped Shut

Appendix F
Example of Guide Cards (Dividers)

Guide dividers are used properly to divide records and to identify subdivisions to ease filing and retrieval.

400B (SURVEY RESULTS OF USFK)   **(16)**
PA:NA

400B (SURVEY RESULTS OF USAGs)   **(16)**
PA:NA

Sub-Titles

400B (SURVEY RESULTS OF MSCs)   **(16)**
PA:NA

400B (SURVEY RESULTS OF EIGHTH ARMY)   **(16)**
PA:NA

RECORDS MANAGEMENT SURVEY   → **GUIDE DIVIDER**

Taped Shut

400B (OTHER UNITs)   **(16)**
PA:NA

400B (MSCs)   **(16)**
PA:NA

Sub-Titles

400B (EIGHTH ARMY)   **(16)**
PA:NA

OFFICE SYMBOLS   → **GUIDE DIVIDER**

Taped Shut

400B (INFORMATION FROM WNRC)   **(16)**
(NON-ACTION)
PA:NA

Sub-Titles

400B (INFORMATION FROM RMDA)   **(16)**
(NON-ACTION)
PA:NA

400B (INFORMATION FROM NARA)   **(16)**
(NON-ACTION)
PA:NA

GENERAL CORRESPONDENCE RECORDS   → **GUIDE DIVIDER**

Taped Shut

Appendix G
Example of File Containers and Binder Labels

Container labels will be placed front and center and identify the contents of each drawers or shelves.

* Sample label entry for container
with two or more record series.

* Sample label entry for container with
only one record series.

<table>
<tr><td>

400B thru 1100B (16)

</td><td>
600A Military Award Cases-Approved   (16)
and disapproval authority: Approved peacetime
awards and all disapproved awards.
PA:Y
Keep 2 years in CFA then retire to WNRC. The
WNRC will destroy records when the record is 25
years old.
</td></tr>
</table>

* Sample label entries for containers with only part of one record series. Container labels need
identified by name, number, or other feature identifying the contents.

<table>
<tr><td>
600A Military Award Cases-Approved   (16)
and disapproval authority: Approved peacetime
awards and all disapproved awards (ARCOM)
PA:Y   **(A thru N)**
Keep 2 years in CFA then retire to WNRC. The
WNRC will destroy records when the record is 25
years old.
</td><td>
600A Military Award Cases-Approved   (16)
 and disapproval authority: Approved peacetime
awards and all disapproved awards (ARCOM)
PA:Y   **(M thru Z)**
Keep 2 years in CFA then retire to WNRC. The
WNRC will destroy records when the record is 25
years old.
</td></tr>
</table>

* Sample label entries for binders containing reference publications. Using symbols is authorized.

<table>
<tr><td>

800D

Reference Publications

ARs 1-200
thru
340-21

Keep until NLN after
supersession, obsolescence,
or no longer needed for
reference, NTE 6 years, then
destroy.
</td><td>

800D

Reference Publications

DA Pams 1-1
thru
750-43

Keep until NLN after
supersession, obsolescence,
or no longer needed for
reference, NTE 6 years, then
destroy.
</td><td>

800D

Reference Publications

AK Reg 1-20
thru
690-635

Keep until NLN after
supersession, obsolescence,
or no longer needed for
reference, NTE 6 years, then
destroy.

</td></tr>
</table>

Appendix H
Example of Label Positions of Records Folders (hard copy records)

Left Position: Up to 6 years duration (short-term records). Records should be destroyed in current file area.

Right Position: Over 6 year duration (long-term records). Records should be retired to WNRC or NPRC.

Example of Short-Term Records Folder Label Position

Regular Label

""Keep (K) Record"
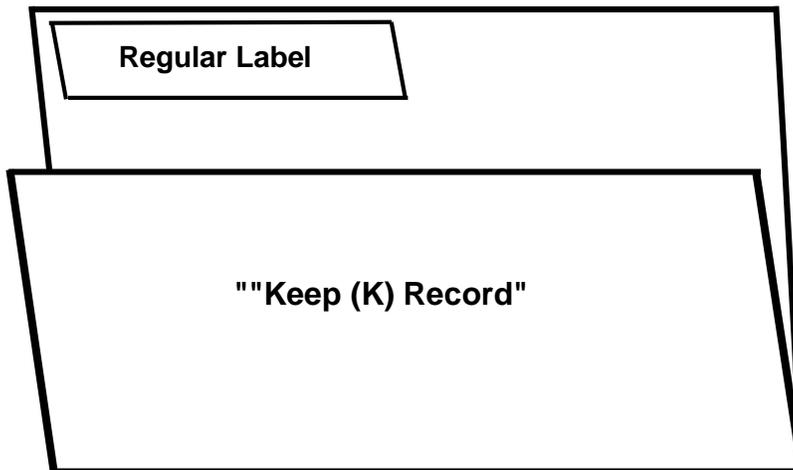
Example of Long-Term Records Folder Label Position

Regular Label

Barcode Label

4 6 3 2 2 5 5 2 6 1 2 0 3

"Transfer (T) Record"
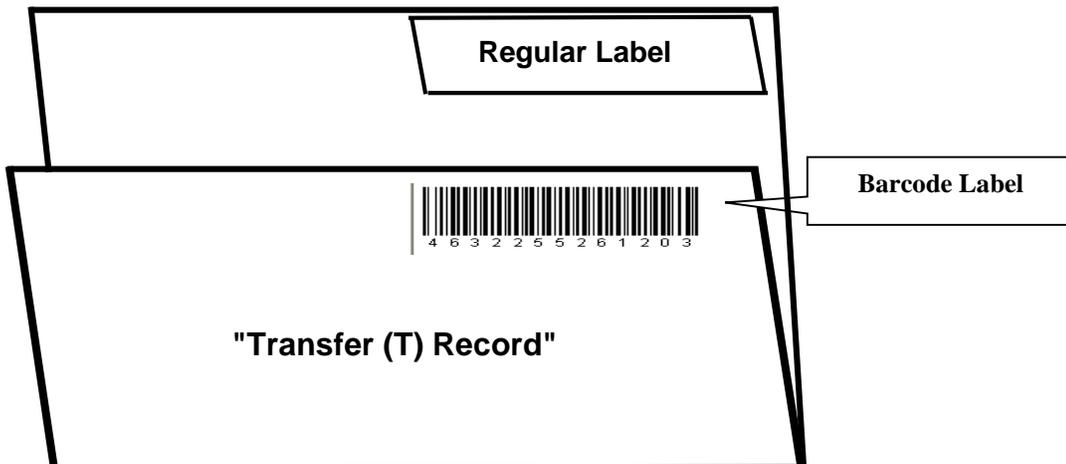
Appendix I
Example of Index for Drag and Drop of Electronic Records

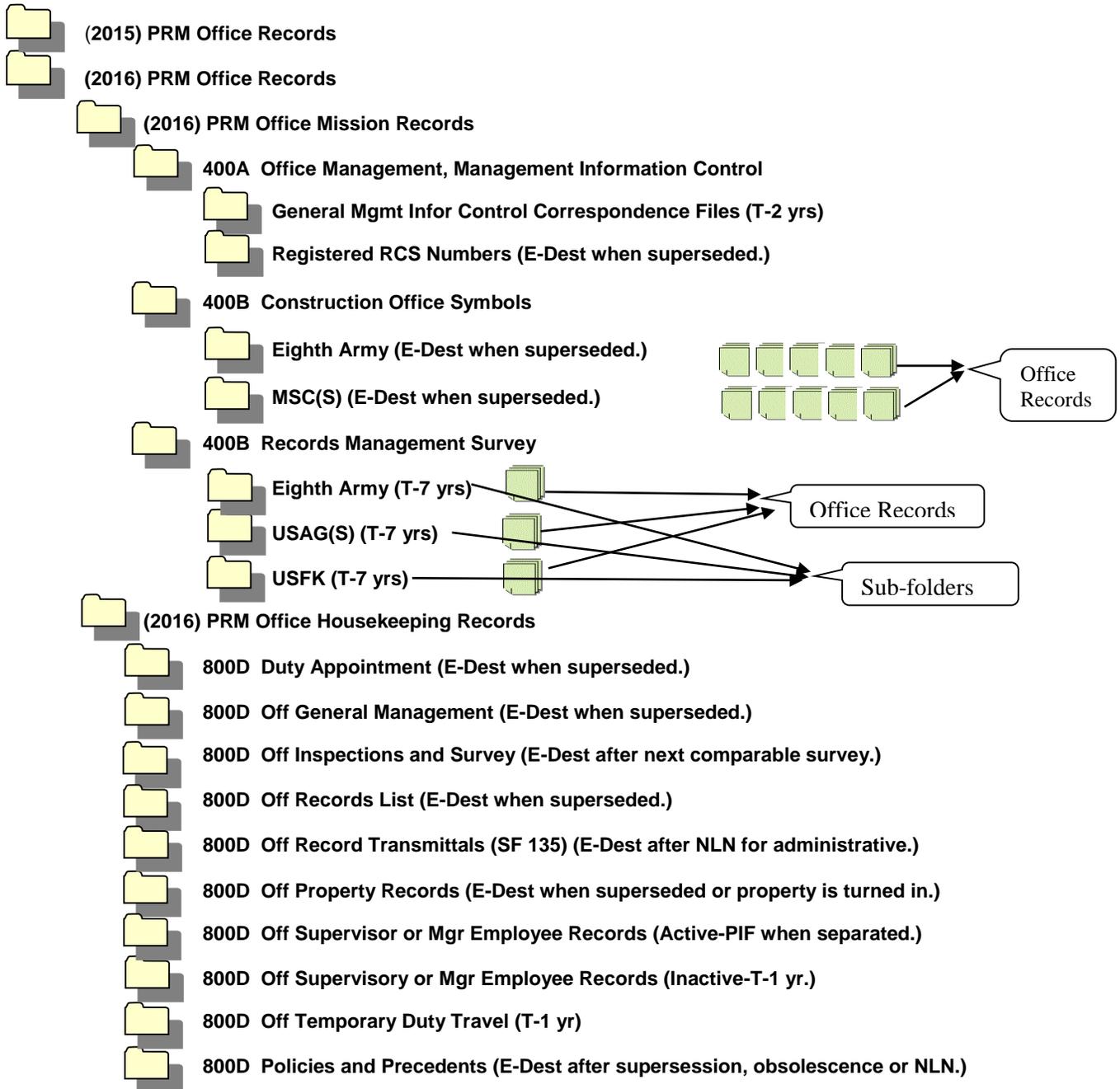This is index of electronic records. When records are filed electronically in share drive, all records information should be used such as records number, title, privacy number (if applicable) and year accumulation. Records should be readily available and accessible to all authorized users when they need them. This means that the identity, purpose, and location of records are predictable, consistent, and reliable. Electronic office records should be avoided to file under "C" drive or "My Document" for replacement to retrieval. Require backup copies of them and backup files (regardless of medium) should be filed in record number 800D **(BACK-UP RECORDS)** of housekeeping files.

📁 (**2015**) **PRM Office Records**

📁 (**2016**) **PRM Office Records**

  📁 (**2016**) **PRM Office Mission Records**

    📁 **400A Office Management, Management Information Control**

      📁 **General Mgmt Infor Control Correspondence Files (T-2 yrs)**

      📁 **Registered RCS Numbers (E-Dest when superseded.)**

    📁 **400B Construction Office Symbols**

      📁 **Eighth Army (E-Dest when superseded.)**

      📁 **MSC(S) (E-Dest when superseded.)** → Office Records

    📁 **400B Records Management Survey**

      📁 **Eighth Army (T-7 yrs)** → Office Records

      📁 **USAG(S) (T-7 yrs)**

      📁 **USFK (T-7 yrs)** → Sub-folders

  📁 (**2016**) **PRM Office Housekeeping Records**

    📁 **800D Duty Appointment (E-Dest when superseded.)**

    📁 **800D Off General Management (E-Dest when superseded.)**

    📁 **800D Off Inspections and Survey (E-Dest after next comparable survey.)**

    📁 **800D Off Records List (E-Dest when superseded.)**

    📁 **800D Off Record Transmittals (SF 135) (E-Dest after NLN for administrative.)**

    📁 **800D Off Property Records (E-Dest when superseded or property is turned in.)**

    📁 **800D Off Supervisor or Mgr Employee Records (Active-PIF when separated.)**

    📁 **800D Off Supervisory or Mgr Employee Records (Inactive-T-1 yr.)**

    📁 **800D Off Temporary Duty Travel (T-1 yr)**

    📁 **800D Policies and Precedents (E-Dest after supersession, obsolescence or NLN.)**

Appendix J
Example of Contingency Plan (This example is cited from Eighth Army G-1 Contingency Plan.)

DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH ARMY
UNIT #15236
APO AP 96205-5236

EAPE   Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Eighth Army G1 Records Management Contingency Plan

1. References:

    a. AR 25-1, Army Information Technology, 25 June 2013.

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

    c. AK Suppl 1 to AR 25-400-2, The ARIMS, 25 September 2015.

2. Purpose. To prescribe procedures for the withdrawal or destruction of records upon notification of hostilities or emergency conditions.

3. Applicability. These procedures are applicable to all elements assigned of the G1, Eighth Army.

4. Definitions.

    a. Short-Term Records. These records are maintained for 6 years of less. In the event that the situation precludes moving or transferring, these records should be destroyed on site.

    b. Long-term Records. These records are maintained for more than 6 years. These records should be moved to the alternate command site or transferred to Washington National Records Center (WNRC) as determined by the file disposition. In the event that the situation precludes moving or transferring, these records should be identified by records number, year and title, destroyed by burning or shredding, and the Records Management and Declassification Agency informed of their destruction at a later date.

5. Responsibilities.

    a. Deputy G1. Supervise G1 division staff actions.

    b. Chief, Plans and Operations Division, G1, Eighth Army.

EAPE
SUBJECT: Eighth Army G1 Records Management Contingency Plan

(1)   Notifies G1 of hostilities or emergency conditions.

(2)   In coordination with staff OIC's/NCOIC's, appoint records coordinators for each division staff element.

c.   Policies, Programs and Awards (PPA) Division identifies and coordinates alternate storage requirements.

(1)   Publications and Records Management (PRM) upon execution of CASOP measures, supervise and direct unit records managers to move, transfer or retire records.

(2)   PRM monitors the availability of internal and external supplies and equipment to store and/or transfer the records. PRM will determine the feasibility of utilizing Wartime Host Nation Support Assets to store/transfer the records to the WNRC as determined by the file disposition.

d.   Division Chiefs, G1.

(1)   Appoint records coordinators at the division staff level. Upon notification of hostilities or emergency conditions, supervise and direct the records coordinator to move, transfer or retire records.

(2)   As part of Annual Internal Review, conduct check of Division's files with Division Records Coordinator to determine appropriate designation and storage.

e.   Division Records Coordinators.

(1)   Ensure records are destroyed or moved to the alternate site as appropriate, under the supervision and direction of the Chief, Plan and Operation Division, G1, Eighth Army.

(2)   Ensure the orderly disposition of files in time of hostilities or emergency conditions by filing short-term records and long-term records in separate file drawers.

6. The point of contact is Mr. Barnes, 724-6499, garrie.barnes@korea.army.mil.

STEVEN R. DOE
COL, GS
ACofS, G-1

DISTRIBUTION:
All G-1 Staff, Divisions and Sections

CF:
Records Management Office (EAPE-PPA-R),
   G-1, Eighth Army, APO AP 96205-5236

Page 24, Glossary. Add the following acronyms to Section 1, Abbreviations, in alphabetical order.

ACRS
Army Consolidated Records Schedule

AEA
Army Electronic Archive

AK
Army in Korea

AO
Action Officer

ARIMS
Army Records Information Management System

CFA
Current File Area

COFF
Cut Off

FRC
Federal Records Center

GSA
General Service Administration

MSC
Major Subordinate Command

NPRC
National Personnel Records Center

ORL
Office Records List

PIF
Place in an Inactive File

PRM
Publications and Records Management

RA
Records Administrator

RC
Records Coordinator

RCM
Records Control Manager

RCP
Ration Control Plate

RM
Records Manager

RN
Records Number

RRS-A
Records Retention Schedule-Army

USAG
US Army Garrison

WNRC
Washington National Record Center