

## **5 FAH-4 H-400 RECORDS REFERENCE AND RETRIEVAL**

### **5 FAH-4 H-410 RETRIEVAL PROCEDURES**

*(TL:RMH-1; 10-30-1995)*

#### **5 FAH-4 H-411 GENERAL**

*(TL:RMH-1; 10-30-1995)*

- a. The Records Management Division of Personnel (PER/EX/ADM/RM) provides records retrieval services of personnel records and those stored at the National Personnel Records Center in St. Louis, Missouri.
- b. Refer requests for Office of Inspector General documents, reports, or information directly to the Office of Inspector General for retrieval (See 2 FAM ).
- c. The Research and Retrieval Branch of the Office of Information Services (A/IM/IS/OIS/IA/RB) provides records retrieval services for all other records, i.e. those stored in the Automated Document System (ADS), the Records Service Center (RSC), and the Washington National Records Center (WNRC).
- d. To retrieve documents from the Dewey Decimal, Subject-Numeric, and ADS Systems, contact OIS/IA/RB.
- e. Make retrieval requests via telephone, FAX or walk-in.

#### **5 FAH-4 H-412 REQUESTING RETIRED RECORDS**

*(TL:RMH-1; 10-30-1995)*

- a. Offices or posts may telephone, request in writing, or visit in person the

Research Branch to request that their records be retrieved. The records are to be clearly identified, using either a copy of Forms DS-693 or DS-693-B or a complete description of the record.

- b. After use of the records is complete, they are returned to OIS. If any records have been removed, these are to be clearly identified.
- c. To retrieve Official Personnel Records, offices or posts should contact PER/EX/ADM/RM.
- d. Requests for Office of Inspector General documents, reports, or information are to be referred directly to the Office of Inspector General for retrieval.

## **5 FAH-4 H-413 REQUESTING RETRIEVAL SERVICES**

*(TL:RMH-1; 10-30-1995)*

Offices or posts call, request in writing, or visit in person OIS/IA/RB to request a search for or retrieval of records. The information requested is to be clearly identified, using as much data as possible, such as date range, subject, TAGS/Terms, and signatories or authors. OIS/IA/RB is located in Room 1239, Main State and their telephone number is (202) 647-5044.

## **5 FAH-4 H-414 TELEGRAMS NOT ON-LINE**

*(TL:RMH-1; 10-30-1995)*

Offices and posts may request from OIS/IA/RB telegrams no longer stored on-line either in the Office of Communications or the ADS. These telegrams will be retrieved from the microfilm and a copy sent to the requester.

## **5 FAH-4 H-415 THROUGH H-419 UNASSIGNED**