

Headquarters
Eighth Army
Unit #15236
APO AP 96205-5236

Army in Korea
Pamphlet 25-68

1 December 2012

Information Management: Records Management

ARMY RECORDS TRANSFER GUIDANCE

***This regulation supersedes AK Pam 25-68, dated 10 May 2006.**

FOR THE COMMANDER:

TOMMY R. MIZE
Colonel, GS
Chief of Staff

OFFICIAL:



GARRIE BARNES
Chief, Publications and
Records Management

Summary. This pamphlet prescribes guidance and establishes procedures for the management of all Army records and transfer of Army long term transfer records to the Washington National Records Center (WNRC), the National Personnel Records Center, and Army Electronic Archives (AEA). It also prescribes procedures for deactivating Army units to use for disposing and transferring of records.

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

Applicability. This pamphlet applies to all Army units in Korea who create records under the Army Records Information Management System (ARIMS). Tenant commands, such as Far East Engineer District (FED), may elect to use another Records Holding Area outside of Korea for their records.

Supplementation. Supplementation of this pamphlet and issuance of command and local forms by subordinate commands is prohibited unless prior approval is obtained from Publication and Records Management (PRM) (EAGA-HRP), G-1, Eighth Army, Unit #15236, APO AP 96205-5236.

Forms. Army in Korea (AK) forms are available at http://8tharmy.korea.army.mil/g1_AG/Programs_Policy/Publication_Records_Forms.htm.

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 System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this pamphlet is the PRM (EAGA-HRP), G-1, Eighth Army. Users may suggest improvements to this regulation by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the PRM (EAGA-HRP), G-1, Eighth Army, Unit #15236, APO AP 96205-5236.

Distribution. Electronic Media Only (EMO).

CONTENTS

Chapter 1

Introduction, page 1

- 1-1. Purpose
- 1-2. References
- 1-3. Explanation of Abbreviations and Terms
- 1-4. Responsibilities

Chapter 2

Records Transfer and Retirement, page 1

- 2-1. General
- 2-2. Retirement of Records
- 2-3. Hardcopy Records
- 2-4. Electronic Records
- 2-5. Preparing Hardcopy Records for Transfer or Retirement
- 2-6. Classified Records
- 2-7. For Official Use Only (FOUO) Records
- 2-8. Transferring Records to Other Organizations
- 2-9. Preparing the SF 135

Chapter 3

Packing and Shipping, page 6

- 3-1. Packing the Boxes
- 3-2. Numbering Boxes for Shipment
- 3-3. Shipment of Boxes

Appendixes, page 9

- A. Sample SF Form 135, For Single Series Records Shipment
- B. Sample SF Form 135, For Permanent Series Records Shipment
- C. Sample SF Form 135, For a Mixed Series Records Shipment of Nonpermanent Records
- D. Sample Detailed Folder Listing
- E. Sample Types of Boxes and Supplies Required for Records Transfer
- F. Instructions on Assembling the Standard Size Box
- G. Sample Box Depicting Transfer and Box Numbers
- H. Sample of Recommended Stacking Order of Boxes on Pallets
- I. Phone numbers for Records POCs

Glossary, page 18

Chapter 1 Introduction

1-1. Purpose

To prescribe guidance and procedures for the management, disposal or transfer of Army long term transfer records to the Washington National Records Center (WNRC), the National Personnel Records Center (NPRC), the Army Electronic Archive (AEA) and the transfer of Army short term records for deactivating units.

1-2. References

a. Required and related publications.

(1) AR 25-400-2 (The Army Records Information Management System (ARIMS)) with AK Supplement 1 to AR 25-400.

(2) DA Pamphlet 25-403 (Guide to Recordkeeping in the Army).

(3) AR 380-5 (Department of the Army Information Security Program)

b. Referenced Forms

(1) DA Form 3964 (Classified Document Accountability Record)

(2) Standard Form (SF) 135 (Records Transmittal and Receipt)

1-3. Explanation of Abbreviations

Abbreviations used in this pamphlet are explained in the glossary.

1-4. Responsibilities

a. Eighth Army. Responsible for the overall program of records transfer and appointing a Command Records Administrator to oversee the Records Management Program and a Command Records Manager to oversee ARIMS. **Eighth Army will appoint a Records Control Manager (RCM) who will act as the “quality control” agent and review and approve all shipments of records to WNRC (this slot is currently in Human Resources, United States Army Garrison (USAG) Humphreys, Unit #15228, APO AP 96271-5228).** Eighth Army RCM will control and assign accession numbers for transfer records and coordinate with and visit all units and areas to inspect and approve records transfers. Records will not be shipped without RCM approval.

b. USAGs. Will ensure a Records Manager and one alternate is appointed and trained in each USAGs. Will provide funding for the storage and retrieval of records as required by base levels of support. Will assist all Army units, located within their Area, with the procedures outlined in this pamphlet. Will coordinate records transfer with supported units and the Records Control Manager. Phone numbers for the Records point of contacts (POCs) are at Appendix I.

c. The Eighth Army Command Records Manager is responsible for coordinating the transfer of the United States Forces Korea (USFK) staff and Eighth Army staff records located in Area II.

d. Major Subordinate Command, Will appoint a Records Manager who will coordinate the shipment of their records in accordance with (IAW) subparagraph b above. Those Army units not located in an Army area will coordinate with the closest USAG Records Manager. Records will not

be shipped without the approval of the Records Control Manager. Will purchase supplies for shipping records (see Appendix E) and pay for the cost of official mail postage for the shipment and, if required, the return of any records not accepted by WNRC.

Chapter 2

Records Transfer and Retirement

2-1. General

a. The retention period of records more than 6 years (long term records) are transferred to WNRC, NPRC or AEA. Up to 6 years records are managed and destroyed within the current file area (CFA) except for those units that are deactivating. All other units will hold and destroy records in the CFA. The 6 years and 3 months retention period that records can be maintained and disposed in the CFA are Eighth Army exceptions. (Refer to DA Pamphlet (Pam) 25-403, paragraph (para) 3-9b).

b. The hard copy records will be transferred to the WNRC via Army mailing, or the electronic records will be transferred to the AEA via "Document Upload" (up to 4 mb long term records) or "Bulk Archive Tool" (over 4 mb long term records) on ARIMS.

c. If the electronic long term record copy needs to be kept on site past the time action has been completed, a request for exception will be forwarded to the Publication and Records Management (PRM), G-1, Eighth Army, Unit #15236, APO AP 96205-5236. This request will include a point of contact (name, address, and telephone number) for coordinating purpose. PRM, G-1, Eighth Army will contact the United States Army Records Management and Declassification Agency (USARMDA) (AHRC-PDD-R), 7701 Telegraph Road, Alexandria, VA 22315-3860 for final completion. It will then be entered to the master index of records in the ARIMS.

d. A back-up copy of electronic long term records must be kept within the CFA for reference purposes; however, the reference copy should be deleted as soon as it is no longer needed for reference. In no case should it be kept longer than the record copy.

2-2. Retirement of Records

a. Generally most records are not needed for reference purposes past two (2) years. As a general guideline retire hardcopy long term records after that time. If the records will not be needed in the CFA that long, they should be transferred earlier.

b. Electronic long term records should be transferred as soon as all action on them are complete or two (2) years after the mission is complete. Action is considered to be complete when all issues/decisions have been made and no further action is required.

c. Long term records will be shipped during January and February of each calendar year or October and November of each fiscal year.

2-3. Hardcopy Records

All records will be maintained in hardcopy until they are destroyed or converted to electronic format for transfer to the AEA. Offices will provide hardcopy long term records to Records Managers upon their request. Records managers will periodically visit their units and installation staff organizations to inspect these records. Records Managers will announce to all supported units, at least once annually, that long term records will be coordinated for inspection and transfer.

a. Long term records with retention periods of 6 (Refer to AK Pam 25-68, Exception is 6 years and 3 months duration) will be managed and disposed of to the end of their life cycle by WNRC.

b. Permanent records and those which cannot be converted to electronic format due to legal reasons, size or composition will be retired to WNRC where they will be managed until they are transferred to the National Archives according to the specific time stated in the disposition instructions.

2-4. Electronic Records

a. Electronic long term records are transferred to the AEA by originating offices or units as soon as they are complete or two (2) years after completion. This is accomplished using the "UPLOAD" features in two ways such as Records Upload (up to 4 mb records) or Bulk Archive Tool (BAT) (for bulk size transfer records) in ARIMS web site.

b. Electronic records created from applications other than Microsoft Office can be sent to the AEA with applications such as Adobe Acrobat records (file extension.pdf), image records (file extensions .gif, .jpeg, .tif, etc), video records (file extension.mov, etc) sound records (file extension .wav, etc), etc.

2-5. Preparing Hardcopy Records for Transfer or Retirement

a. Organization Records Coordinators (RC) or Action Officers (AO) will organize, pack, receipt, and send records to the WNRC or NPRC on a periodic basis. **All records shipments must be coordinated with and approved by the Records Control Manager.** When a unit is scheduled to deactivate the unit will contact the appropriate Records Manager for guidance on their records. Only deactivating units may transfer short term records, up to 6 years retention.

b. If records officials are not available to pack and transfer the records, the office that created the records is responsible for packing and transferring the records.

c. Records will be retired to the WNRC using the Standard Form (SF) 135. The SF 135 is the transmittal and tracking document for records sent out of the office files area. It accompanies records until they are destroyed or sent to the National Archives. It must be used for records that will be transferred to the WNRC. Copies will be retained in records number 800D of Housekeeping Records by all offices concerned during the life cycle of the pertinent records. All SF 135 will be approved by the Records Control Manager. Close coordination is required when preparing the SF 135.

d. Prior to packing the records, the files should be reviewed and purged of unnecessary documents. Duplicates and non records are not permitted.

e. Do not transfer or retire records that are subject to the Privacy Act unless they are covered by a system notice in DA Pam 25-51.

f. The originating office or unit remains the legal custodian of the records even when they are retired to the WNRC or NPRC. They will provide input or review of the SF 135s when requested. This will enable retrieval of these records if needed at a future date. For example, if the originating office receives a Freedom of Information Act (FOIA) request for records that were transferred or retired, that office is responsible for locating the records and retrieving them for review.

g. If desired, Records Managers may consolidate records transfers from the different offices within their Area in order to make full boxes for shipment.

h. The maximum length of time that permanent Army records can be legally kept in Army custody is 30 years. If permanent records are needed on site for longer than 30 years, a request for exception is forwarded to PRM, G-1, Eighth Army, Unit #15236, APO AP 96205-5236 then PRM, G-1, Eighth Army contact to USARMDA (AHRC-PDD-R), 7701 Telegraph Road, Alexandria, VA 22315-3860.

i. Do not retire records when the disposition is dependent on some future event. The holding facility would have no way of knowing when to dispose these type records.

j. Do not include more than one permanent records series on the SF 135. Each series should be transferred as a separate accession.

2-6. Classified Records

a. Agency security managers must be consulted before transferring classified records and actions initiated, as specified in AR 380-5, paragraph 6-27. RHAs will only accept classified documents that are properly marked. Classified information will not be disclosed on the SF 135. Only the unclassified title may be used to identify the records. Agency security managers should be consulted for specific information.

b. TOP SECRET records will not be retired until downgraded to a lower classification, except those in overseas commands and those which are to be deposited with the Defense Investigative Service and in the US Army Intelligence and Security Command (INSCOM) records center. (See 9-5c, d of AR 25-400-2.) When TOP SECRET records must be retired, transmission and accountability will be in accordance with AR 380-5 and other applicable security management instructions.

c. Instructions for listing, receipting, and packing material with SECRET and CONFIDENTIAL classifications are the same as those for unclassified, except that unclassified titles will be used on the SF 135 to list the records. In addition, other receipts may be needed such as DA Form 3964 (Classified Document Accountability Record). Wrapping and shipping material with these classifications will be in accordance with AR 380-5, chapter 8, AR 25-400-2 and applicable sections of AK Pam 25-68.

d. Special intelligence documents, including TOP SECRET, will be retired only to the INSCOM records center. The mailing address of INSCOM Records Center is as follows.

U.S. Army Intelligence and Security Command Records Center
8825 Beulah Street
Fort Belvoir, VA 22060-5246

e. Regardless of classification, Restricted Data and Formerly Restricted Data will not be intermingled with other information when being transferred to an RHA or FRC.

2-7. For Official Use Only (FOUO) Records

Records with the FOUO protective marking will be packed as prescribed in this chapter for unclassified records.

2-8. Transferring Records to Other Organizations

The procedures for packing records and preparing and distributing records transmittal lists when transferring records to organizations other than WNRC or NPRC are the same as those described above.

2-9. Preparing the SF 135

a. An electronic copy of the SF 135 is located in the ARIMS "UPLOAD" module which can be used to transfer records to individuals requesting them; however, this feature is not yet available for use when retiring records to the WNRC. National Archives and Record Administration (NARA) provides an electronic copy at Army Publishing Directorate, <http://www.apd.army.mil> which can be used for transferring records.

b. The SF 135 will describe records in enough detail to permit future location of the records contained in the shipment.

c. A separate SF 135 should be created for each year record shipment.

d. Instructions for completing the SF 135: (See Appendixes A, B, and C for examples of completed SFs 135.)

(1) Item 1: Enter the complete address for the records center serving your area.

(2) Item 2: Enter the name and title for the person authorizing the transfer. The date will be entered at the time the transferring official signs the block.

(3) Item 3: Provide the name, office, and commercial telephone number, including area code, of the person to contact concerning the records. You may also include an e-mail address.

(4) Item 4: This block is completed by the records center upon receipt of the records.

(5) Item 5: Give the transferring office's name and complete mailing address.

(6) Items 6(a) and (b): For (a) the NARA record group number assigned to the records of the organization making the transfer and (b) the last two digits of the current fiscal year.

(7) Item 6(c): In most records center, the staff assigns a sequential number in this column. At the WNRC, agency records officers typically control and assign transfer numbers.

(8) Item 6(d): Enter the volume of records in the shipment. For transfer and billing purposes, a standard-size box equals 1 cubic foot, and a half-size box equals 1/2 cubic foot.

(9) Item 6(d): Show the inclusive box numbers for each series of records being transferred. Each carton is numbered sequentially as follows: 1 of 25, 2 of 25, 3 of 25, etc. (Each new series of records should begin with carton number 1.) To facilitate control of the records and future reference service, the agency also shall mark each container with the assigned accession number prior to shipment.

(10) Item 6(f): Provide a detailed description of the records in the shipment.

(a) Include:

- File series title.
- Inclusive dates.
- Filing order (e.g. filed numerically, alphabetically by subject, etc).
- Organizational component when different from that shown in Item 5.
- Detailed folder listing for each box.
- Indicate whether the series of records is subject to the Privacy Act. (Since SF 135s are public records, information included on SF 135s should not be subject to the Privacy Act.)

(b) Also include if applicable:

- State "General Accounting Office (GAO) Site Audit" if records have been so designated by GAO and indicate whether they do or do not pertain to American Indians.
- For non-paper based records - these can include records such as microfilm, engineering drawings, etc: include the format.

(c) If the records belong to a special records collection (e.g., John F. Kennedy records) that should also be stated in this column.

(11) Item 6(g): Complete this section using one of the codes from the WNRC guide. Code "W" should be used for unclassified Privacy Act system records. Explain any special restrictions. Add "E" to designate Restricted Data (RD) or Formerly Restricted Data (FRD) records. In addition to the "E," you must include the appropriate classification (Top Secret, Secret, Confidential) set for in EO 12356 and later amended by EO 13292. These restrictions codes are only to apply to documents pertaining to National Security Information rather than information of a proprietary nature.

(12) Item 6(h): Cite the record number for each record title.

(13) Item 6(i): Enter the date records may be destroyed based on the disposition instructions for the specific record number. The date consists of the month and year the records may be destroyed. For permanent records, no month is shown since records are offered to NARA on an annual basis. Place a "P" after the offer year.

(14) Item 6(j), (k), (l) and (m) are completed by the records center.

e. When completed, forward the original SF 135 and a copy to the WNRC. Maintain a copy in your suspense files to follow-up with in the event you do not hear from the WNRC within approximately 10 working days.

f. If the records are accepted by the WNRC, you will receive a copy of the SF 135 back authorizing shipment of the boxes. This copy is placed in box 1 of the shipment before the records are sent to the center. One copy of the SF 135 should be filed in records number 800D for Action Officers or Records Coordinators and 400B for Records Administrators or Records Managers for their office files.

g. After the records have been received by the center, another copy of the SF 135 will be returned by the WNRC, annotated with a location number, as a receipt after the records have been shelved.

Chapter 3

Packing and Shipping Hard Copies Long Term Records

3-1. Packing the Boxes

a. Use the proper box size when packing the records. See Appendix E for types of boxes to use in shipping records. For legal and letter-size material, use standard-size boxes. Use half-size or other boxes only for microfilm, index cards, or other odd-size material. Contact the records center for assistance in selecting the proper container for odd-size materials.

b. For instructions on assembling the standard-size box, see Appendix F.

c. Place letter-size records in the box with labels facing the numbered end. The numbered end will be opposite the stapled end. Place legal-size records in the box so that the labels face the left of the box as you face the numbered end. Leave approximately 1 inch of space in each box for working the files (more if interfiles will be added later). Guides and tabs may be left in the records if they will help the records center personnel service the records.

d. Do not over pack the boxes. Never add additional material on the bottom, side or top of the records in the box.

3-2. Numbering Boxes for Shipment

a. Before the boxes are shipped to the records center, write the transfer number (formerly referred to as the accession number) and the box number in the designated printed blocks on each box at least 1.5" high.

b. For boxes without the printed blocks, write the transfer number in the upper left corner and the Army organization box number in the upper right corner of each box at least 1.5" high. Begin with box number 1, and include the total number in the transfer, such as 1/10 (1 of 10), 2/10, 3/10, etc. See Appendix G for sample box depicting transfer and box numbers. The sides of the boxes may be used to write any information concerning box content.

c. Do not use labels other than the barcode label to supply additional identifying information. No standard method of affixing labels is effective in long-term storage.

d. Do not write on sealing tape. Do not place tape over transfer or box numbers.

3-3. Shipment of Boxes

a. Records must be shipped to the WNRC or NPRC within 90 days after receipt of the approved SF 135. If the transfer cannot be made within this period, promptly advise the Records Control Manager to contact WNRC or NPRC. Unexplained delays of more than 90 days will result in the WNRC canceling the transfer number and returning the SF 135. If this happens, the organization will then be required to resubmit the transfer paperwork, obtain approval for the shipment, and renumber the containers with a new transfer number.

b. In most instances, especially commercial transportation or shipment via the US Postal Service, the boxes must be sealed with tape. Do not tape over the transfer number or the box number.

c. Records must be sent by official mail. Exceptions will only be granted on rare occasions. See Appendix H for recommended stacking order of boxes on pallets.

d. For shipments over 20 boxes, make all the necessary arrangements to ensure that boxes arrive at the records center in numerical order so that Box 1, with a copy of the SF 135 included, is the first box unloaded. If shipments of 20 boxes or more must be mailed, they may be sent in a postal container or by bulk mail.

e. Organizations shipping their boxes on pallets using a commercial carrier should complete a Transportation Services Order.

f. For shipments of 100 or more boxes to WNRC or NPRC, call the records center to schedule a shipping date, and instruct commercial carriers to contact the records center 24 hours before delivery.

g. Shipments arriving at the WNRC or NPRC out of order, in oversize boxes, improperly taped, or improperly marked, may require extensive remedial effort and increased costs. These costs are the responsibility of the shipping organization.

Appendix A Sample SF 135, For Single Series Records Shipment

RECORDS TRANSMITTAL AND RECEIPT		Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.			PAGE 1	OF 1 PAGES						
1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150)				5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)								
Federal Records Center Accession & Disposal Branch, Washington National Records Center, 4205 Suitland Road, Suitland, MD 20746-8001				PUBLICATIONS & RECORDS MANAGEMENT G-1, EIGHTH ARMY UNIT #15236 APO AP 96205-5236								
2. AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (Signature and title) 	DATE										
3. AGENCY CONTACT	TRANSFERRING AGENCY LIASON OFFICIAL (Name, office and telephone No.) JAMES D. CLARK; RECORDS CONTROL CLARK; 753-5786											
4. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and title) 	DATE										
Fold Line												
RECORDS DATA												
ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of record)	RESTRICTION	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SHELF PLAN	CONT. TYPE	AUTO DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
					These records are in addition to records system previously retired to the records center, and the information previously submitted by Headquarters, Department of the Army is still applicable.							
					Historical Data: None							
					Awards Section, G-1, Eighth Army, Unit #15236 APO AP 96205-5236							
338	10	7015	2	1/2	Military Award Cases (2009), PA: A0672-5-1TAPC	N	600A	JAN 2035				
					AAM							
					A thru P							
					Q thru Z							
				2/2	ARCOM							
					A thru P							
					Q thru Z							
NSN 7540-00-834-4093							135-107		Standard Form 135 (Rev. 7-58) Prescribed by NARA 36 CFR 1228.152			

Appendix C

Sample SF Form 135, For a Mixed Series Records Shipment of Nonpermanent Records

RECORDS TRANSMITTAL AND RECEIPT		Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.			PAGE 1	OF 1 PAGES						
1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150)				5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)								
Federal Records Center Accession & Disposal Branch, Washington National Records Center, 4205 Suitland Road, Suitland, MD 20746-8001				PUBLICATIONS & RECORDS MANAGEMENT G-1, EIGHTH ARMY UNIT #15236 APO AP 96205-5236								
2. AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (Signature and title)		DATE				Fold Line					
3. AGENCY CONTACT	TRANSFERRING AGENCY LIASON OFFICIAL (Name, office and telephone No.)											
4. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and title)		DATE									
6. RECORDS DATA												
ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of record)	RESTRICTION	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SHELF PLAN	CONT. TYPE	AUTO. DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
					These records are in addition to records system previously retired to the records center, and the information previously submitted by Headquarters, Department of the Army is still applicable.							
					Historical Data: (If any)							
					Staff Judge Advocate, Eighth Army, Unit #15236 APO AP 96205-5236							
338	10	7016	1	1/1	Data Releases, Filed alphabetically (2003)	N	1000A	01/01/2029				
			1	1/1	Royalties. Filed alphabetically (2003)	N	1000A	01/01/2029				
			1	1/1	Copyright Assistance Files. Filed alphabetically (2003)	N	1000A	01/01/2029				
NSN 7540-00-634-4093 135-107 Standard Form 135 (Rev. 7-88) Prescribed by NARA 36 CFR 1228.152												

Appendix D
Sample Detailed Folder Listing

DETAILED FOLDER LISTING OF BOX 1

600A - Military Awards Cases

Folder 1:

600A - John J. Allister

Folder 2:

600A - James B. Curtis

Folder 3:

600A - Andy J. Henderson

Folder 4:

600A - Barry E. Hutchins

Folder 5:

600A - Shirley A. Jones

Folder 6:

600A - Elizabeth G. Kelly

Folder 7:

600A - James D. Levy

Appendix E

Sample Types of Boxes and Supplies Required for Records Transfer

E-1. Boxes

a. Standard size record box for legal- or letter-size files: 14 3/4" x 12" x 9 1/2" (commonly referred to as 15x12x10), NSN 8115-00-117-8249.

Note: Boxes exceeding these dimensions will not fit on records center shelving.

b. Special purposes boxes - half-size boxes, 14 3/4" x 9 1/2" x 4 3/4", NSN 8115-00-117-8338.

c. X-ray Box: 18" x 15" x 5 1/2", NSN 8115-00-290-3386.

d. Magnetic tape box (lock bottom): 14 3/4" x 11 3/4" x 11 3/4", NSN 8115-00-117-8347.

Note: This box is intended only for magnetic tape. It will not fit on standard records center shelves.

E-2. Other Supplies

a. Tape (recommended) NSN 7510-00-073-6094. (The clear tape does not obscure numbers)

b. Tape - tan - 3". NSN 7510-00-079-7905.

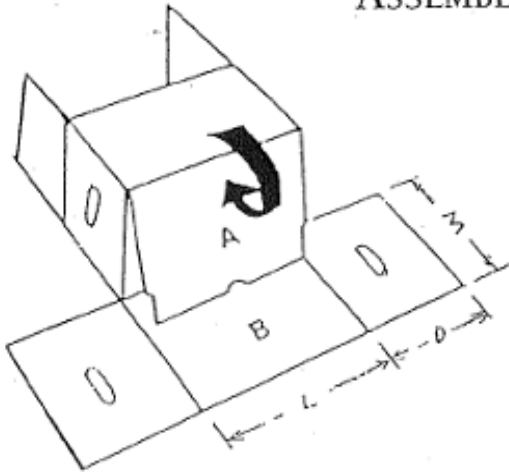
c. SF 135. NSN 7510-00-634-4093.

d. Felt-tip marker. NSN 7510-00-973-1059.

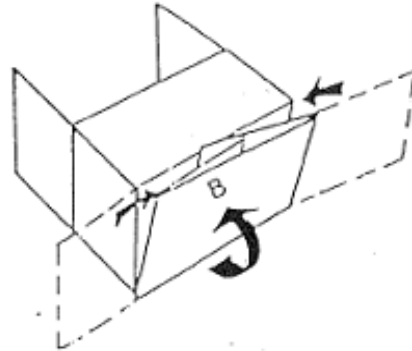
e. Optional Form 11. NSN 7510-00-682-6423.

Appendix F
Instructions on Assembling the Standard Size Box

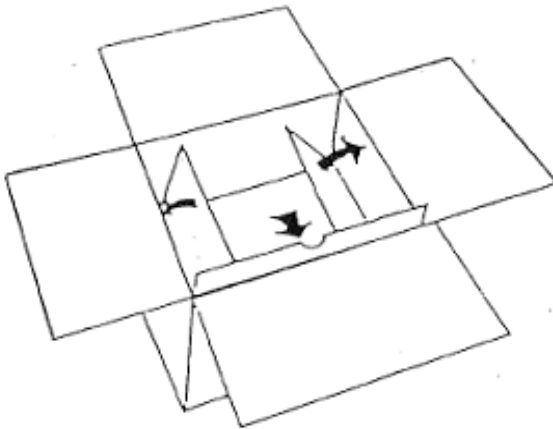
ASSEMBLY INSTRUCTIONS



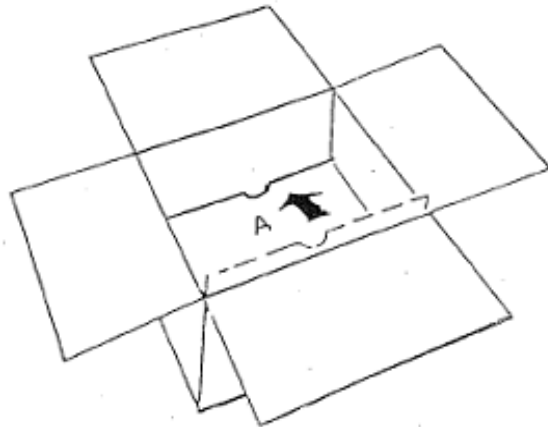
STEP 1. Square up box on its side, and fold flap A inside.



STEP 2. Fold extensions over on flap B, and fold to closed position.

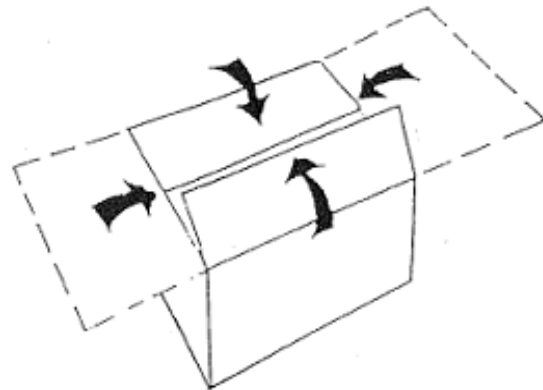


STEP 3. Lift flap A to vertical position, then lift and fold extensions of flap B up against end walls of box.

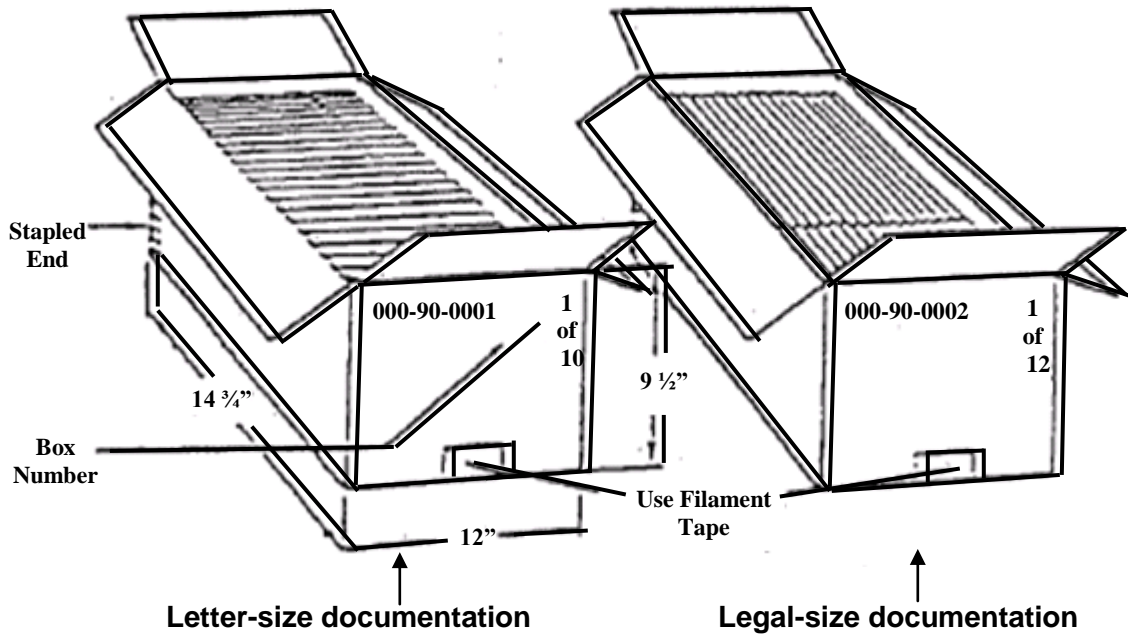


STEP 4. Lower flap A to bottom of box.

STEP 5. Fold all flaps in (small flaps first, large flaps last).



Appendix G
Sample Box Depicting Transfer and Box Number



(Letter-size files face front and legal-size files face the left side of box)

Appendix H

Sample of Recommended Stacking Order of Boxes on Pallets

**Example of Property Stacked Pallet
Showing Agency Box Numbers**

8th	9th	10th	
5th	6th	7th	
Box # 1	2nd	3rd	4th

Top View of Tap Row

17th	18th	19th	20th
14th	15th	16th	
11th	12th	13th	

Top View of Tap Row



Instructions

- a. Face the boxes as shown in diagram.
- b. Stacking pattern for palletized records is 10 standard records center cartons per row. 5 rows per pallet. 50 cartons per pallet. Box 50 is in the bottom row and box 1 is in the top row.
- c. Four boxes on each row are placed perpendicular to the rest of the boxes in that row.
- d. Numbered end not facing the front of the pallet should face right.
- e. When records are boxed before pallets are available. Keep the boxes in numerical order so they can be loaded on pallets properly.
- f. Failure to load pallets properly will be cause for the center to refuse the records.
- g. Pallets should be banded with steel, plastic, or cord strapping before shipping.

Appendix I
Phone Numbers for Records POCs

<u>Title</u>	<u>Camp</u>	<u>Phone</u>
Command Records Administrator	Coiner	724-6499
Command Records Manager	Coiner	724-6391
Records Control Manager	Humphreys	753-5786
ASA I Records Manager	Casey	730-4732
ASA II Records Manager	Yongsan	738-7256
ASA III Records Manager	Humphreys	753-6120
ASA IV Records Manager	Henry	768-6402

**Glossary
Abbreviations**

AR	Army Regulation
AEA	Army Electronic Archives
AK	Army in Korea
AO	Action Officer
ARIMS	Army Records Information Management System
BAT	Bulk Archive Tool
CFA	Current File Area
DA	Department of Army
FED	Far East Engineer District
FOUO	For Official Use Only
FRC	Federal Records Center
GAO	General Accounting Office
INSCOM	Intelligence and Security Command
NARA	National Archives and Record Administration
NPRC	National Personnel Records Center
ORL	Office Records List
Pam	Pamphlet
PRM	Publications and Records Management
RC	Records Coordinator
RCM	Records Control Manager
RD	Restricted Data
RHA	Records Holding Area
RN	Record Number
SF	Standard Form
USAG	United States Area Garrison

USARMDA

United States Army Records Management and Declassification Agency

WNRC

Washington National Records Center