

**Table of Contents**

**Chapter 1. INTRODUCTION** ..... 1-1  
 Purpose..... 1-1  
 Objectives ..... 1-1  
 Laws and Authorities ..... 1-1  
 Policy ..... 1-2  
 Responsibilities..... 1-2  
 Penalties ..... 1-3

**Chapter 2. FILES MANAGEMENT CONCEPTS**..... 2-1  
 General..... 2-1  
 Central Files ..... 2-1  
 File Stations ..... 2-1

**Chapter 3. SUBJECT FILES**..... 3-1  
 Purpose..... 3-1  
 Description..... 3-1  
 Subject Filing ..... 3-1  
 Arrangement ..... 3-2

**Chapter 4. CASE FILES** ..... 4-1  
 Purpose..... 4-1  
 Functional Categories of Case Files ..... 4-1  
 Case File Arrangement ..... 4-2  
 Working Reference Files ..... 4-2

**Chapter 5. TRANSITORY FILES** ..... 5-1  
 Purpose..... 5-1  
 Folders and Folder Labels..... 5-1  
 Transitory Files Operations..... 5-2

**Chapter 6. CLASSIFICATION**..... 6-1  
 Basic Steps ..... 6-1  
 Techniques ..... 6-1  
 Subject Files..... 6-1  
 Case Files ..... 6-2  
 Transitory Files ..... 6-2

**Chapter 7. VITAL RECORDS** ..... 7-1  
 Purpose..... 7-1  
 Vital Records Plan ..... 7-1  
 Vital Records Identification ..... 7-1  
 Vital Records Protection ..... 7-2  
 Vital Records Periodic Cycling ..... 7-2  
 Electronic Records ..... 7-2

**Chapter 8. RECORDS DISASTER MITIGATION AND RECOVERY** ..... 8-1  
Purpose..... 8-1  
Records Recovery Assessment ..... 8-1  
Media Recovery Processes ..... 8-2  
Additional Guidance ..... 8-4

**Chapter 9. FILING PROCEDURES**..... 9-1  
Record Creation and Filing ..... 9-1  
Arranging Folders, Guides, and Labels ..... 9-2  
Receiving and Preparing Documentation for Filing ..... 9-2  
Classifying Records for Filing ..... 9-2  
Cross-Referencing..... 9-3  
Placing Records in File Folders ..... 9-3  
Filing Sensitive Records ..... 9-3  
File Split and File Closure ..... 9-4  
Locating Files..... 9-5  
Loans..... 9-5  
Maintaining the Files ..... 9-6  
General Files ..... 9-6  
REDS-Records Data Entry ..... 9-7

**Chapter 10. RECORDS DISPOSITION**..... 10-1  
Objectives ..... 10-1  
Disposition Authority..... 10-1  
Transfer ..... 10-1  
Disposal..... 10-1  
General Transfer Procedures..... 10-2  
Preparing the Transmittal Form 135 and 135A ..... 10-3  
Submission Instructions for SF-135..... 10-4  
Processing the SF-135..... 10-4  
Shipping the Records ..... 10-4  
Signed SF-135..... 10-4  
Referrals to Stored Records ..... 10-4  
Disposal of Records by Reclamation or the FRC's..... 10-5  
Preparing Transmittal Form 258..... 10-5  
Retirement in REDS-Records ..... 10-6

**Chapter 11. LIBRARY MATERIALS**..... 11-1  
Library Materials ..... 11-1  
Library Use ..... 11-1  
Loan Procedure ..... 11-1  
Permanent Loans..... 11-1

**GLOSSARY**

**REVISION TRANSMITTALS**