

**Headquarters
Eighth United States Army Korea
United States Army Installation Management Agency
Korea Region Office**

**Army in Korea
Pamphlet 25-68**

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Information Management: Records Management

ARMY RECORDS TRANSFER GUIDANCE

***This is the first edition of Army in Korea Pamphlet 25-68**

For the Director, KORO:

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Chief of Staff

Official:



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Summary. This pamphlet prescribes guidance and procedures for the management of all Army records and transfer of Army long term transfer (T) records due to the closure of the Overseas Command Records Holding Area – Korea (OCRHA-K). It also prescribes procedures for deactivating Army units to use for disposing and transferring of records.

Summary of Change. Not applicable.

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. Commanders will not supplement this pamphlet without Korea Region Office (KORO-HR) approval.

Forms. Army in Korea (AK) forms are available at <http://www-hr.korea.army.mil/>.

Records Management. Records created as a result of processes prescribed by this pamphlet 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 pamphlet is the KORO Human Resources Division (IMKO-HR). Users may suggest improvements to this pamphlet by sending DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the KORO (IMKO-HR), Unit #15742, APO AP 96205-5742.

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Glossary

Section I

INTRODUCTION

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

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

3. Explanation of Abbreviations and Terms. Abbreviations and terms are located in the glossary at the end of this publication.

4. Responsibilities:

a. KORO, Installation Management Agency (IMA): 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. 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. RCM will coordinate with and visit other Areas to inspect and approve records transfers. Records will not be shipped without RCM approval.

b. KORO Area Support Activity (ASA). Will ensure a Records Manager and one alternate is appointed and trained in each Area Support Activity. 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 (RCM). Phone numbers for the Records POCs are at Appendix I.

c. The KORO Command Records Manager is responsible for coordinating the transfer of the USFK J staff and Eighth Army G staff records located in Area II.

d. Army Units and Staff Activities. Will appoint a Records Coordinator who will coordinate the shipment of their records IAW subparagraph b above. Those Army units not located in an Army area will coordinate with the closest ASA 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.

Section II

RECORDS TRANSFER AND RETIREMENT

5. General.

a. Only records designated as T records are transferred to WNRC, NPRC or AEA. K 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 all K records in the CFA. T records are retired to WNRC when they are no longer needed for day-to-day operations within the office but no longer than 7 years. No hardcopy T records with a disposition of 7 years or less will be transferred to WNRC except those records with 6 to 7 years retention may be sent via e-mail attachment to the Army Electronic Archives (see paragraph 5b, below). They will be destroyed in the CFA at the end of the retention period.

b. Due to the labor, the cost of mailing and storing records at a Federal Records Center (FRC), the Army in Korea will transfer all eligible "T" records, except permanent records, those that cannot be scanned due to document size or composition and those that must be held in original format due to legal or signature requirements, via e-mail to the AEA using the Electronic Capture and Store (ECS) available through ARIMS. The maximum size of any file should not exceed four (4) megabytes (mb), if the file is larger than 4 mb it should be made into two or more files.

6. When to retire.

a. Generally most records are not needed for reference purposes past two years, so a general guideline would be to retire hardcopy T records after that time; however, if it is known specific records will not be needed in the CFA that long, they should be transferred earlier. If the record is needed for conducting business the entire retention period, it may be disposed of in the CFA; money should not be expended to transfer short-term "T" records eligible for disposal.

b. Electronic T records should be transferred as soon as all action on them is complete. Action is considered to be complete when all issues/decisions have been made and no further action is required. A copy can 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 and in no case should it be kept longer than the record copy.

c. If the electronic record copy needs to be kept on site past the time action has been completed, a request for exception will be forwarded to the United States Army Records Management and Declassification Agency (USARMDA) (AHRC-PDD-R), 7701 Telegraph Road, Alexandria, VA 22315-3860 and will include a point of contact (name, address, and telephone number) for coordinating and completing the information that will be entered to the master index of records in ARIMS.

7. 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 T records to ASA Records Managers upon request. ASA records managers will periodically visit tenant

units and installation staff organizations to inspect these records. ASA Records Managers will announce to all supported units, at least once annually, that T records will be coordinated for inspection and transfer.

a. T records with retention periods of 7 years or less will be maintained and disposed of within the CFA.

b. T records with retention periods longer than 7 years will be retired to WNRC where they will be managed and disposed of at the end of their life cycle by WNRC.

c. Permanent T 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.

8. Electronic records. Electronic T records are transferred to the ARIMS AEA by originating offices or units as soon as they are complete. This is accomplished using the ECS feature in ARIMS. The ECS may be downloaded directly from ARIMS and will install in all Microsoft Office applications. In Outlook, ECS will prompt users sending e-mail messages with the option to send a copy of the message to the AEA. Outlook ECS also allows for the easy transfer of records as attachments to an ordinary e-mail. Users sending records to the AEA will receive a message acknowledging the receipt of those records usually within 24 hours of delivery to the AEA, a copy of the receipt message will be filed under record number (RN) 25-400-2a. Once the ECS is installed, records are sent using the following procedures.

a. E-Mail messages. After the e-mail record is complete and it is ready for distribution, the user clicks on the "send button. If the ECS feature is installed, a dialog box will open allowing the user to select "archive" if they want to send the document to records storage and "do not archive" if they do not want to send the document to records storage. The user can also select a disposition instruction to categorize the record(s) from a drop down menu. This menu is made up of the T record numbers from the user's office records list (ORL). Selecting the appropriate disposition instruction activates the transfer of the record to the AEA. The user will receive a message acknowledging receipt, a copy of this receipt must will be filed under RN 25-400-2a . The "archive" button must be used if the document is a record.

b. Other electronic records.

(1) Electronic records created by Microsoft Office (MS-Office) applications such as Word, Excel, Access, and Power Point are sent to the AEA with the same ECS applet program. To submit a record from one of the applications, the user would select the Send to Army Electronic Archive option in the FILE drop down menu. A dialog box will open allowing the user to select a disposition instruction to categorize the record. The list of instructions is made up of the T record numbers from the user's ORL. Selecting the appropriate disposition instruction activates the transfer of the record to the AEA.

(2) Electronic records created from applications other than Microsoft Office can be sent to the AEA in two ways. As an attachment to an Outlook e-mail, or with proper access privileges, by using the Backfile Indexing function (located under the RIPS module). Examples of these types of applications are 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. If sending as an attachment to an Outlook e-mail that has no intended addressee, the user may “send” the e-mail to himself/herself so that the ECS dialog box will open. In this case, Outlook is merely being used as a transfer vehicle for the attached records.

9. Preparing hardcopy records for transfer or retirement.

a. Organization records coordinators will organize, pack, receipt, and send records to the WNRC 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 ASA Records Manager for guidance on their records. Only deactivating units may transfer “K” records, these will be kept to an absolute minimum.

b. If records officials are not available to an organization to pack and transfer the records, the office that created the records is responsible for doing so.

c. Prior to shipping hard copy records, the ASA Records Manager will scan the records barcodes into the ARIMS Records Input Processing System (RIPS). This establishes a locator data base.

d. Records will be retired to the WNRC using the SF 135, SF 135-A (continuation). 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. The SF 135 can serve as a receiving document, as a receipt returned to the creating office with signature and title of WNRC receipt (Item 3 on SF 135), and as an inventory tool showing where the records are located in the WNRC. Copies will be retained in records number 25-400-2a 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 with that individual is required when preparing the SF 135.

e. Prior to packing the records, the files should be reviewed and purged of unnecessary documents such as duplicates and non records.

f. 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.

(1) This regulation identifies the Privacy Act system notice number applicable to record numbers for records requiring protection. Cite the Privacy Act system notice number on the SF 135.

(2) If the Privacy Act system notice number associated with an ARIMS record number is incorrect, or newly created recordkeeping requirements lack Privacy Act protection, promptly notify the Command Records Manager at 724-6391.

g. The originating office or unit remains the legal custodian of the records even when they are retired to the WNRC and will provide input or review of the SF 135s when requested to 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.

h. If desired, ASA records managers may consolidate records transfers from the different offices within their Area in order to make full boxes for shipment.

i. The maximum length of time that permanent (TP and TEP) 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 USARMDA (AHRC-PDD-R), 7701 Telegraph Road, Alexandria, VA 22315-3860.

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

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

10. 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 this DA Pam.

d. Special intelligence documents, including TOP SECRET, will be retired only to the INSCOM records center. (See Table 10-1 for the mailing address.)

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.

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

12. 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 are the same as those described above.

13. Preparing the SF 135.

a. An electronic copy of the SF 135 is located in the ARIMS Master Index 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 www.archives.gov/records_center_program/forms/forms.html 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 records 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 acceptable 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 25-400-2a for office file.

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.

Section III

PACKING AND SHIPPING

14. 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.

15. 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.

16. Shipment of boxes.

- a. Records must be shipped to the WNRC within 90 days after receipt of the approved SF 135. If the transfer cannot be made within this period, promptly advise the WNRC. 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, 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 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 PAGES					
1. TO <i>(Complete the address for the records center serving your area as shown in 36 CFR 1228.150)</i>		5. FROM <i>(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)</i>									
Federal Records Center Washington National Records Center Washington, DC 20409		Commander US Army Soldier Support Center ATZI-AG-A/Records Manager Fort Benjamin Harrison, IN 46216									
2. AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL <i>(Signature and title)</i> Chief, Records Management Branch	DATE	02/23/2004								
3. AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL <i>(Name, office and telephone No.)</i> J.J. Kaye, Records Manager, 317-542-3613/DSN669-3613										
4. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY <i>(Signature and title)</i>	DATE									
<i>Fold Line</i> →											
6. RECORDS DATA											
ACCESSION NUMBER		VOLUME <i>(or #)</i>	AGENCY BOX NUMBERS	SERIES DESCRIPTION <i>(With inclusive dates of records)</i>	RESTRICTION	DISPOSAL AUTHORITY <i>(Schedule and item number)</i>	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG <i>(a)</i>	FY <i>(b)</i>							NUMBER <i>(c)</i>	LOCATION <i>(j)</i>	SHELF PLAN <i>(k)</i>	CONT. TYPE <i>(l)</i>
		4		(Enter Privacy Act Information here if the records listed are subject to the Act.) US Army Soldier Support Center, Fort Benjamin Harrison, IN Enter Historical Data, Staff Judge Advocate Article 139 Claim Files, Filed alphabetically. 1993 A thru C D thru E F thru P Q thru Z	N	RN: 27-20n	1/2004				
NSN 7540-00-834-4093		135-107		Standard Form 135 (Rev. 7-85)			Prescribed by NARA 36 CFR 1228.152				

Sample SF Form 135, For Single Series Records Shipment

APPENDIX B
Sample SF Form 135, For Permanent 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 PAGES					
1. TO <i>(Complete the address for the records center serving your area as shown in 36 CFR 1228.150.)</i>		5. FROM <i>(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.)</i>									
Federal Records Center Washington National Records Center Washington, DC 20409		Commander US Army Armor Center and Fort Knox ATZK-IMP Fort Knox, Kentucky, 40121-500									
2. AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL <i>(Signature and title)</i> Chief, Information Management Division	DATE	02/23/2004								
3. AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL <i>(Name, office and telephone No.)</i> M.E. Wright, Records Manager, 502-624-6231/DSN 464-6231										
4. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY <i>(Signature and title)</i>	DATE									
<i>Fold Line</i> →											
6. RECORDS DATA											
ACCESSION NUMBER		VOLUME <i>(cu. ft.)</i>	AGENCY BOX NUMBERS	SERIES DESCRIPTION <i>(With inclusive dates of records)</i>	RESTRICTION	DISPOSAL AUTHORITY <i>(Schedule and item number)</i>	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG <i>(a)</i>	FY <i>(b)</i>							NUMBER <i>(c)</i>	LOCATION <i>(j)</i>	SHELF PLAN <i>(k)</i>	CONT. TYPE <i>(l)</i>
			1	These records are an addition to a records system previously retired to the records center; and the information previously submitted by HQDA is still applicable. Historical Data: <i>(If any)</i> U.S. Army Armor Center and Fort Knox Mobilization Plans and Programs - Office responsible for preparation, Filed numerically by plan. 2003	N	RN: 500-5a1	Perm				
NSN 7540-00-834-4093		135-107		Standard Form 135 (Rev. 7-85)			Prescribed by NARA 36 CFR 1228.152				

Sample SF Form 135, For Permanent Series Records Shipment

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 PAGES					
1. TO <i>(Complete the address for the records center serving your area as shown in 36 CFR 1228.150)</i>		5. FROM <i>(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)</i>										
Federal Records Center Washington National Records Center Washington, DC 20409		Commander US Army Forces Command AFCI-PR 177 Hardee Ave SW Fort McPherson, GA 30330-1062										
2. AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL <i>(Signature and title)</i> Chief, Information Management Division	DATE										
		02/23/2004										
3. AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL <i>(Name, office and telephone No.)</i> Raza Monroe, Records Manager, 404-484-1010/DSN 387-1010											
4. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY <i>(Signature and title)</i>	DATE										
<i>Fold Line</i> →												
6. RECORDS DATA												
ACCESSION NUMBER		VOLUME <i>(See 7)</i>	AGENCY BOX NUMBERS <i>(8)</i>	SERIES DESCRIPTION <i>(With inclusive dates of records)</i>	RESTRICTION <i>(9)</i>	DISPOSAL AUTHORITY <i>(Schedule and item number)</i>	DISPOSAL DATE <i>(1)</i>	COMPLETED BY RECORDS CENTER				
RG <i>(a)</i>	FY NUMBER <i>(b)</i>							LOCATION <i>(1)</i>	SHELF PLAN <i>(A)</i>	CONT. TYPE <i>(1)</i>	AUTO. DISP. <i>(m)</i>	
				Copyright assistance files are covered by PA A0027-60aDAJA and Royalties by PA A0027-60bDAJA. Staff Judge Advocate Data Releases. Filed Alphabetically. 2003 Royalties. Filed Alphabetically. 2003 Copyright assistance files. Filed alphabetically. 2003								
		1			N	RN: 27-60j	1/2025					
		1			R	RN: 27-60j	1/2025					
		1			R	RN: 2760r	1/2025					
NSN 7540-00-834-4093				135-107				Standard Form 135 (Rev. 7-85) Prescribed by NARA 36 CFR 1228.152				

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

APPENDIX D
SAMPLE DETAILED FOLDER LISTING

DETAILED FOLDER LISTING OF BOX 1

27-10d1 - Special Court Martials (BCD)

Folder 1:

27-10d1 - John J. Allister

Folder 2:

27-10d1 - James B. Curtis

Folder 3:

27-10d1 - Andy J. Henderson

Folder 4:

27-10d1 - Barry E. Hutchins

Folder 5:

27-10d1 - Shirley A. Jones

Folder 6:

27-10d1 - Elizabeth G. Kelly

Folder 7:

27-10d1 - James D. Levy

Sample detailed folder listing

APPENDIX E

Sample Types of Boxes and Supplies Required for Records Transfer

Boxes:

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.

Special purposes boxes - half-size boxes, 14 3/4" x 9 1/2" x 4 3/4"

NSN 8115-00-117-8338

X-ray Box: 18" x 15" x 5 1/2"

NSN 8115-00-290-3386

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.

Other Supplies:

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

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

SF 135. NSN 7510-00-634-4093

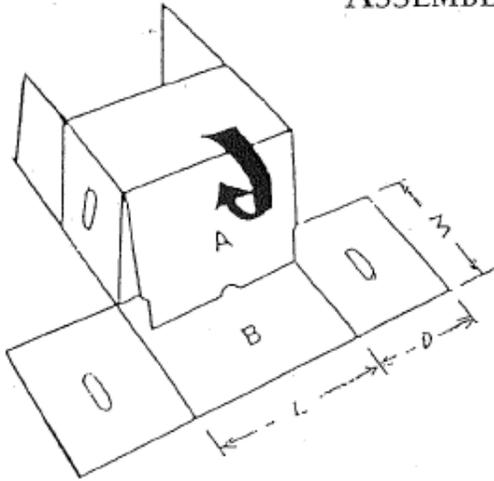
Felt-tip marker. NSN 7510-00-973-1059

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

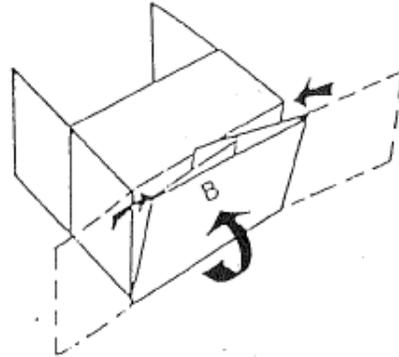
Types of boxes and supplies required for records transfer

**APPENDIX F
INSTRUCTIONS ON ASSEMBLING THE STANDARD SIZE BOX**

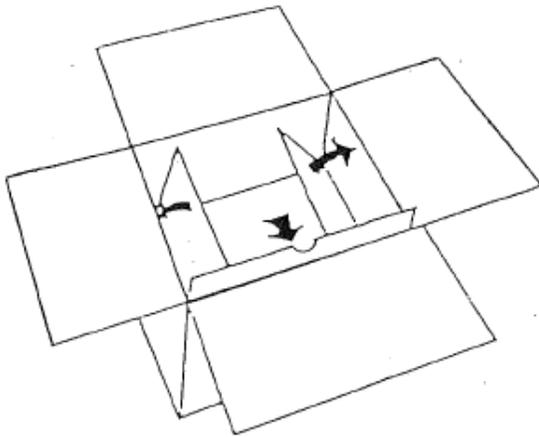
ASSEMBLY INSTRUCTIONS



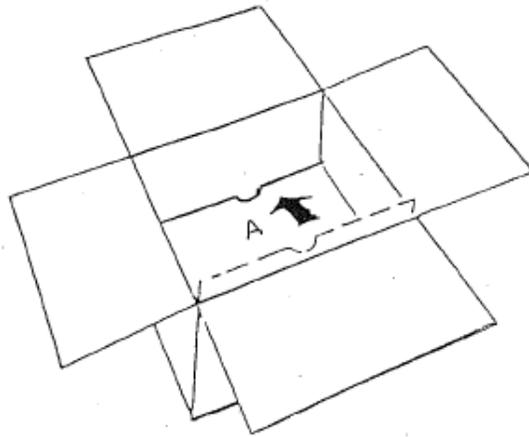
STEP 1. Square up box on its side, and fold flap A inside.



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

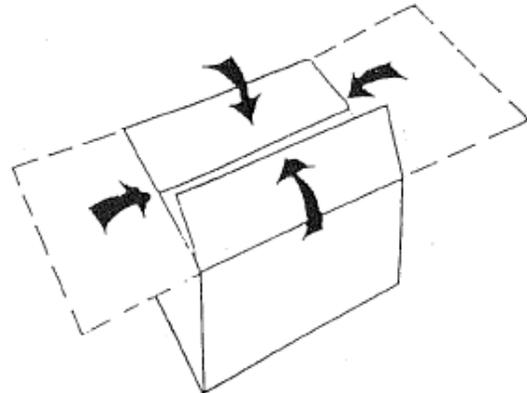


STEP 3. Lift flap A to vertical position, then lift and fold extensions of flap B up against end walls of box.



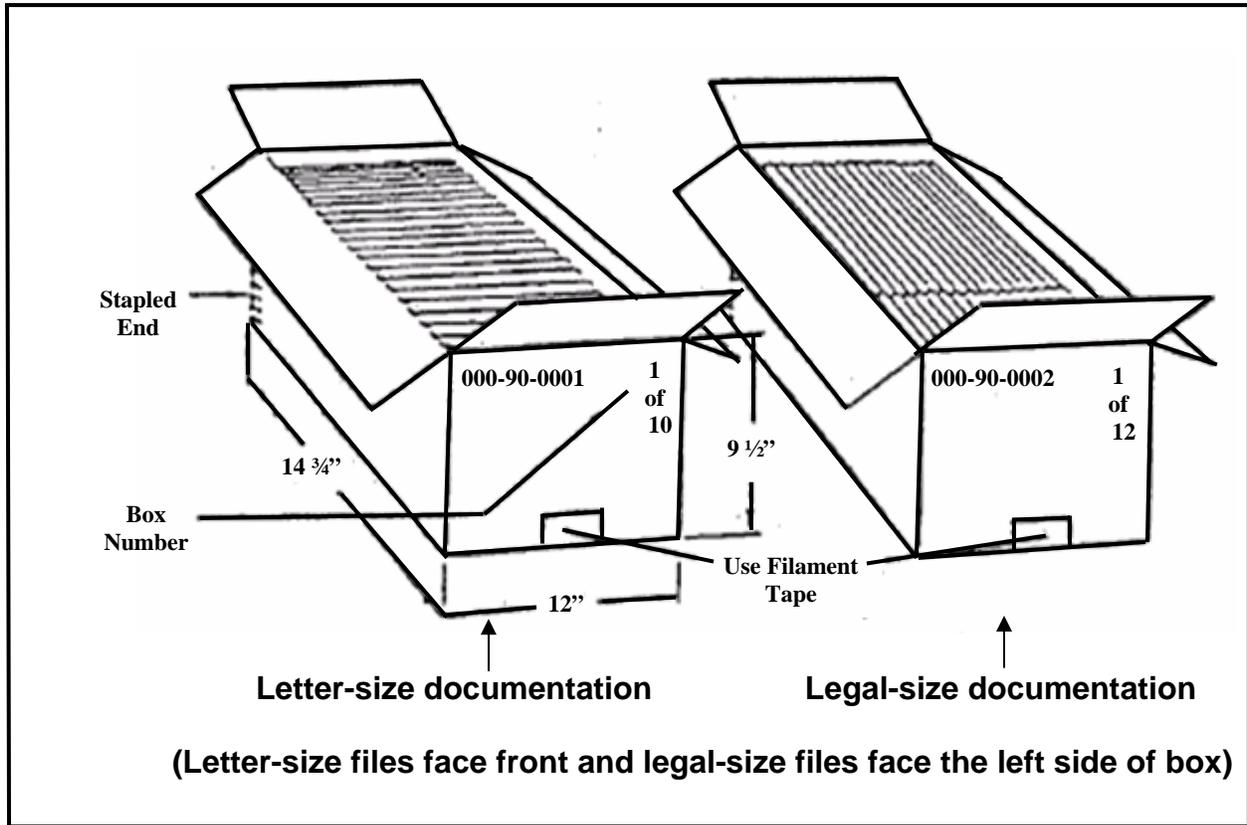
STEP 4. Lower flap A to bottom of box.

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



Instructions on Assembling the Standard Size Box

**APPENDIX G
SAMPLE BOX DEPICTING TRANSFER AND BOX NUMBER**



Sample Box Depicting Transfer and Box Numbers

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



Sample of Recommended Stacking Order of Boxes on Pallets

Instructions

1. Face the boxes as shown in diagram.
2. 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.
3. Four boxes on each row are placed perpendicular to the rest of the boxes in that row.
4. Numbered end not facing the front of the pallet should face right.
5. When records are boxed before pallets are available. Keep the boxes in numerical order so they can be loaded on pallets properly.
6. Failure to load pallets properly will be cause for the center to refuse the records.
7. 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

Section I

Abbreviations

AEA	Army Electronic Archives
AK	Army in Korea
ARIMS	Army Records Information Management System
ASA	Area Support Activity
CFA	Current File Area
DA	Department of Army
ECS	Electronic Capture and Store
FED	Far East Engineer District
FOUO	For Official Use Only
FRC	Federal Records Center
GAO	General Accounting Office
INSCOM	Intelligence and Security Command
KORO	Korea Region Office
NARA	National Archives and Record Administration
ORL	Office Records List
RD	Restricted Data
RN	Record Number
RIPS	Records Input Processing System
SF	Standard Form
T	Transfer
USARMDA	United States Army Records Management and Declassification Agency
WNRC	Washington National Records Center