

Headquarters  
8th Army  
Installation Management Command  
Korea

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

28 July 2011

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 2 April 2009.**

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

**Applicability.** This supplement is applicable to all Army units in Korea and to the joint headquarters and United States Army Garrisons (USAGs) for which 8th Army is the executive agent.

**Supplementation.** Issue of further supplements to this regulation and issuance of command and local forms are prohibited unless prior approval is obtained from Publications and Records Management (PRM) (EAGA-HRP), G1, 8th 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://8tharmy.korea.army.mil/q1\\_AG/](http://8tharmy.korea.army.mil/q1_AG/).

**Suggested Improvements.** The proponent of this regulation is the Publications and Records Management (EAGA-HRP), G1, 8th Army. Users may suggest improvements to this supplemental by sending DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the PRM (EAGA-HRP), G1, 8th 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 8th Army is the executive agent.

**Page iii, Contents (Appendix).** Insert Appendix B, C, D, E, F, G, H, I, J and K after Appendix A as follows:

Appendix B: Army Filing Basic Structure, page 7.

Appendix C. Example of Action and Non-Action Labels of General Correspondence Records, page 8.

Appendix D. Example of Active and Inactive records, page 9.

Appendix E. Example of Dummy Folders, page 10.

Appendix F. Example of Guide Cards (Dividers), page 11.

Appendix G. Example of Record Containers and Binder Labels, page 12.

Appendix H. Example of Label Positions, page 13.

Appendix I. Example of Index for Drag and Drop of Electronic Records, page 14.

Appendix J. Additional Record Retention Schedules-Army for Ration Control in Korea, page 15-17.

Appendix K. Example of Contingency Plan, page 18-19.

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

(3) The records management contingency plan must be approved by Commander or designated representative. A copy of each major subordinate command (MSC), USAGs, staff, activity, and tenant command's written contingency plans will be forwarded to the PRM (EAGA-HRP), G-1, 8th Army, Unit #15236, APO AP 96205-5236. See Appendix K 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 and 1-4j after the paragraph 1-4g.

h. All 8th Army MSCs, Installation Management Command (IMCOM-K) USAGs (Yongsan, Daegu, Red Cloud and Humphreys) will appoint, in writing, Records Managers (RM). All other Army units and J and G staffs will designate office Records Coordinators (RC) or Action Officers for program execution. A copy of MSC, and IMCOM USAGs duty appointments will be furnished to the Command Records Manager, PRM (EAGA-HRP), G1, 8th Army, APO AP 96205-5236. All other Army units and staff activities will provide a copy of their Action Officers duty appointments to the appropriate supporting area RM.

i. RM should conduct formal ARIMS training quarterly at least. All personnel being tasked with ARIMS management responsibilities should take ARIMS training or on line ARIMS web based training on the ARIMS website (Online Video Tutorials) to set up office filing systems properly.

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

**Page 4, paragraph 1-9, International armed conflict or threatened war.** Add paragraphs 1-9c and 1-9d after paragraph 1-9b(3).

c. The PRM, G1, has been delegated records management responsibility for the AK. This responsibility includes ensuring the movement of operational Keep (K) records that would be required for continued operations in an emergency situation and transfer or retirement of valuable Transfer (T) records deemed essential. To ensure the orderly disposition of records in times of hostilities or other emergencies, K records and T records should be maintained in separate file drawers.

d. Upon notice of hostilities or unstable conditions, RMs and Records Coordinators, in conjunction with operation officers, will ensure that K records are moved to the unit's alternate site and T records are transferred to the Washington National Records Center (WNRC) or other Federal Records Center (FRC), as appropriate.

(1) Operational K 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 T 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 T records at a FRC, electronic means will be used to transfer all eligible T records to the AEA using preferably the Back-file indexing feature (Records Input Processing Subsystem (RIPS)) of 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 ARIMS RRS-A.

b. Electronic records will be managed and stored within the office area on a CD-RW, a separate hard drive, in shared folders on a local area network (LAN) 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 computer except "C" drive or "My Document", all records information would be used such as record code, 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 prepare every year when records are filed electronically in computer, server or share point.

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) "T" 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. "T" records should be passed to a designated records coordinator or RM 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 "T" and "K" records, on a local server. The records coordinator will manage these records and send the "T" records to AEA as required.

(2) "K" 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 "K" records) into the appropriate folders (See Appendix I for example). Office records coordinators 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 cards (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 should be stored separately. Annually arranged records may be stored in the same container or drawers using guide cards. Established file folders used only for filing appropriate documents (avoid misfiling).

b. When records are filed in separate containers or locations make an index or indicate on the ORL where they are filed.

**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 ORL is mandatory and it is required to create annually. Users must file their approved ORL each year under record number "1a" in housekeeping files. All supporting area records manager must approve proposed ORLs and track T 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, RM-Assist will be used to print T record labels and bar codes labels. K record labels, TE or TEP active record labels, and subsequent label of dummy folders may be typed and generated by RM-Assist or computer. The sub-titles can be used only for sub-folders. (See Appendix E 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. K labels will be positioned at the top left of the folder, T 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 G 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 of General Correspondence Records clearly to prevent mixing ACTION document folders with NON-ACTION document folders. (See Appendix C for example.)

f. State (ACTIVE) and (INACTIVE) for all the combination time and event folders 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 active folder label does not show a year because the retention period does not begin until the event occurs and there would be no purpose for it. The inactive folder label would show a year because the information is now in the time phase. 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 number. A dummy folder label which contains the full label entries should be used. Sub-titles may be used if the user needs sub-folders. 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 and 7-1f 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. All the year of accumulation of uncompleted event records may be changed to new year of accumulation when new year comes. Uncompleted 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 T 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 T 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 Records Coordinator (RC) or Action Officers (AO) will prepare SF 135(s) (Records Transmittal and Receipt) and coordinate with AO’s supporting area Records Manager (RM) for review. After review of records, the RM will contact the Records Control Manager (RCM) 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 RN “1g” and RM will file the SF 135 under RN “25-400-2a”. All hard copy T records should be held for 2 years in the CFA then retired to the Washington National Records Center (WNRC). If those T records need to hold longer than 2 years for conducting business, approval from the Area Records Manager 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 T records will be converted to electronic format and sent to the AEA via Records Input Processing Subsystem (RIPS) (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 RIPS under RN “1g”. RMs will file RIPS receipt under RN “25-400-2a” 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 MEDCOM 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 RCM (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 records manager 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 to 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 Garrison records managers 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 RRS-A (<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 your security manager for instructions.

**Page 18, paragraph 10-1, Regional and overseas records holding areas.** Add subparagraph 10-1c after subparagraph 10-1b.

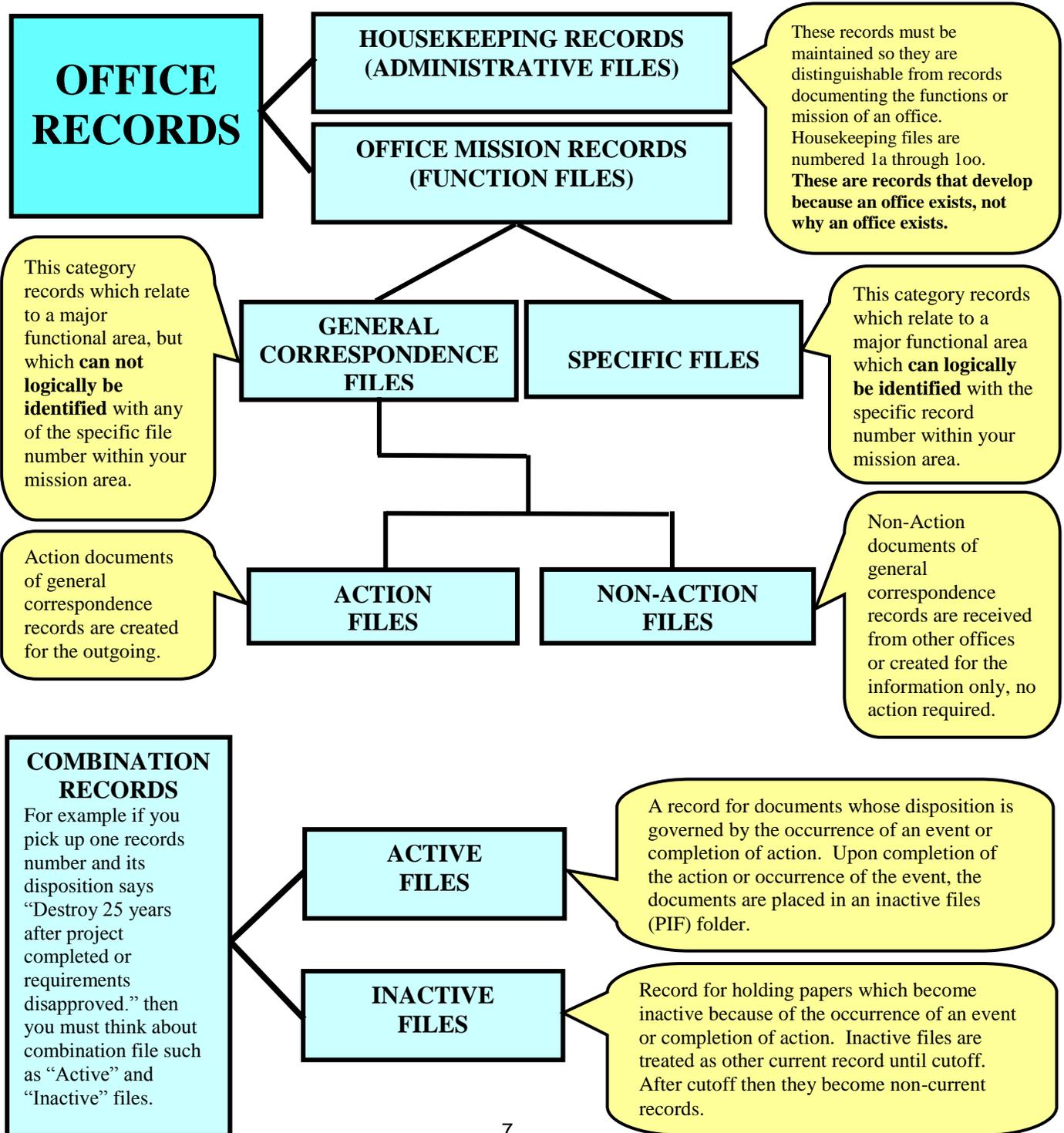
c. The OCRHA for Korea was closed in April 2006 due to base realignments.

**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.**

**USFK Reg 60-1, Ration Control**

# ARMY FILING BASIC STRUCTURE



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

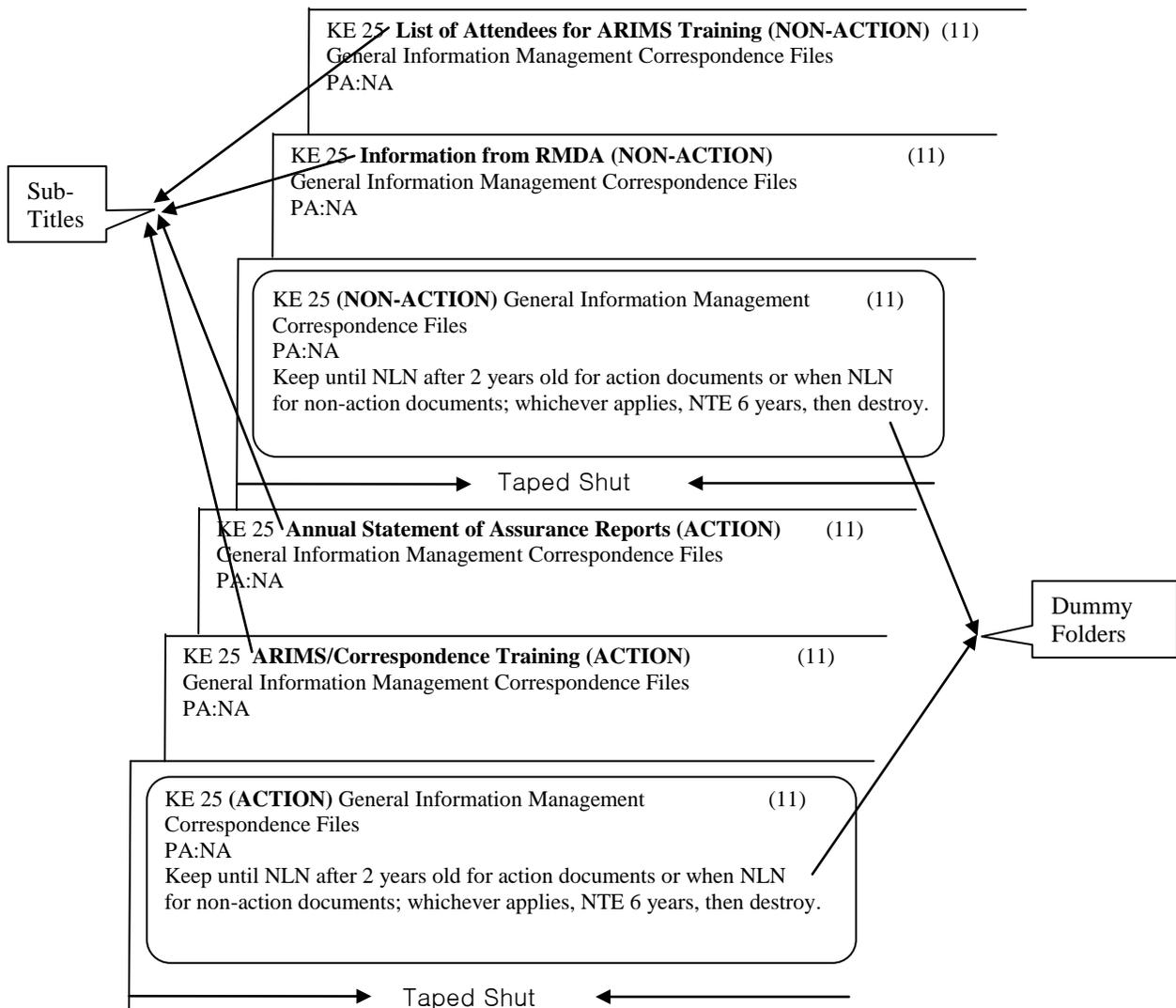
These categories for records which relate to a major functional area, but which can not logically be identified with any of the specific file number within your mission. These record numbers do not contain an alpha suffix but are further divided between “**ACTION**” records and “**NON-ACTION**” records.

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

**ACTION RECORDS** – General correspondences relating to subject area and they are outgoing documents.

**NON-ACTION RECORDS** – Records are received and created for information only, on which no action is required.

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

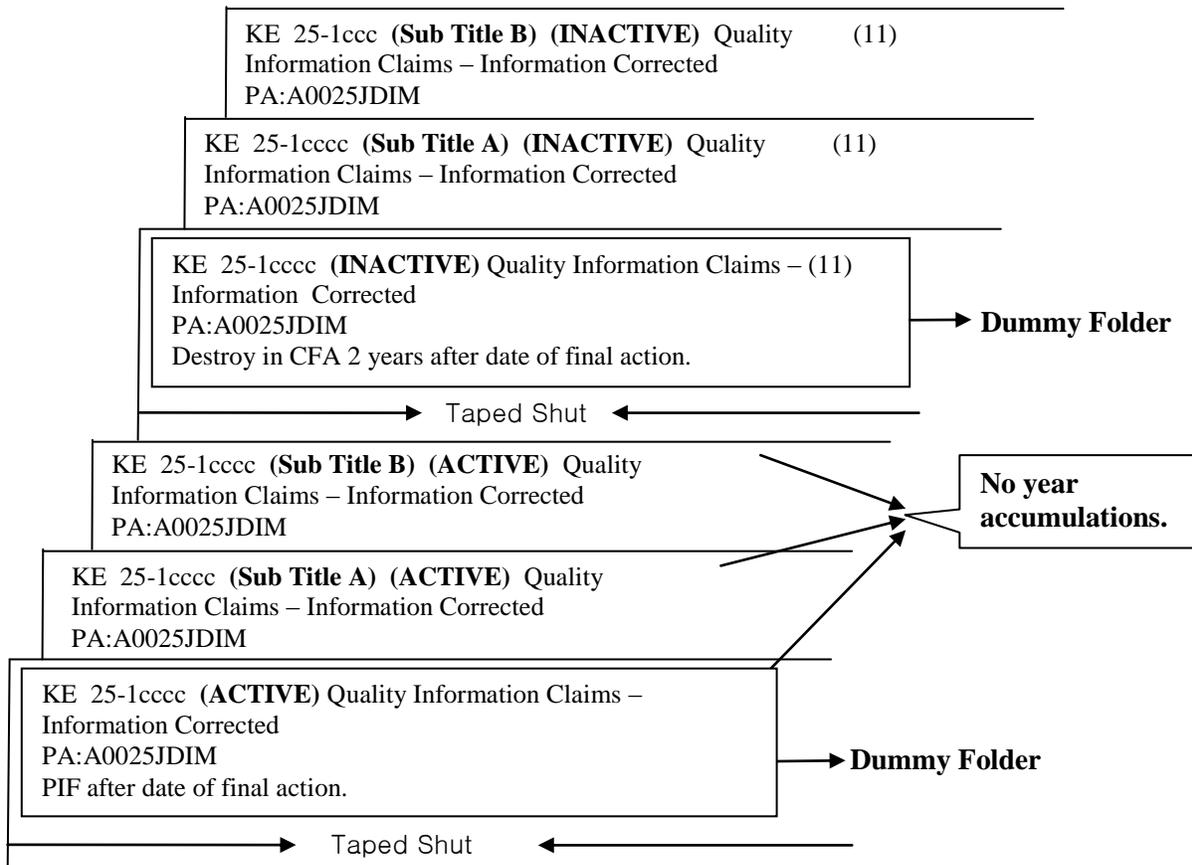


**Appendix D**  
**Example of Active (Event) and Inactive (Time) Records**

**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). ACTIVE folder labels may be generated by computer for disposition. For example of ACTIVE disposition, “PIF after date of final action.”, “PIF after case is closed.” etc.

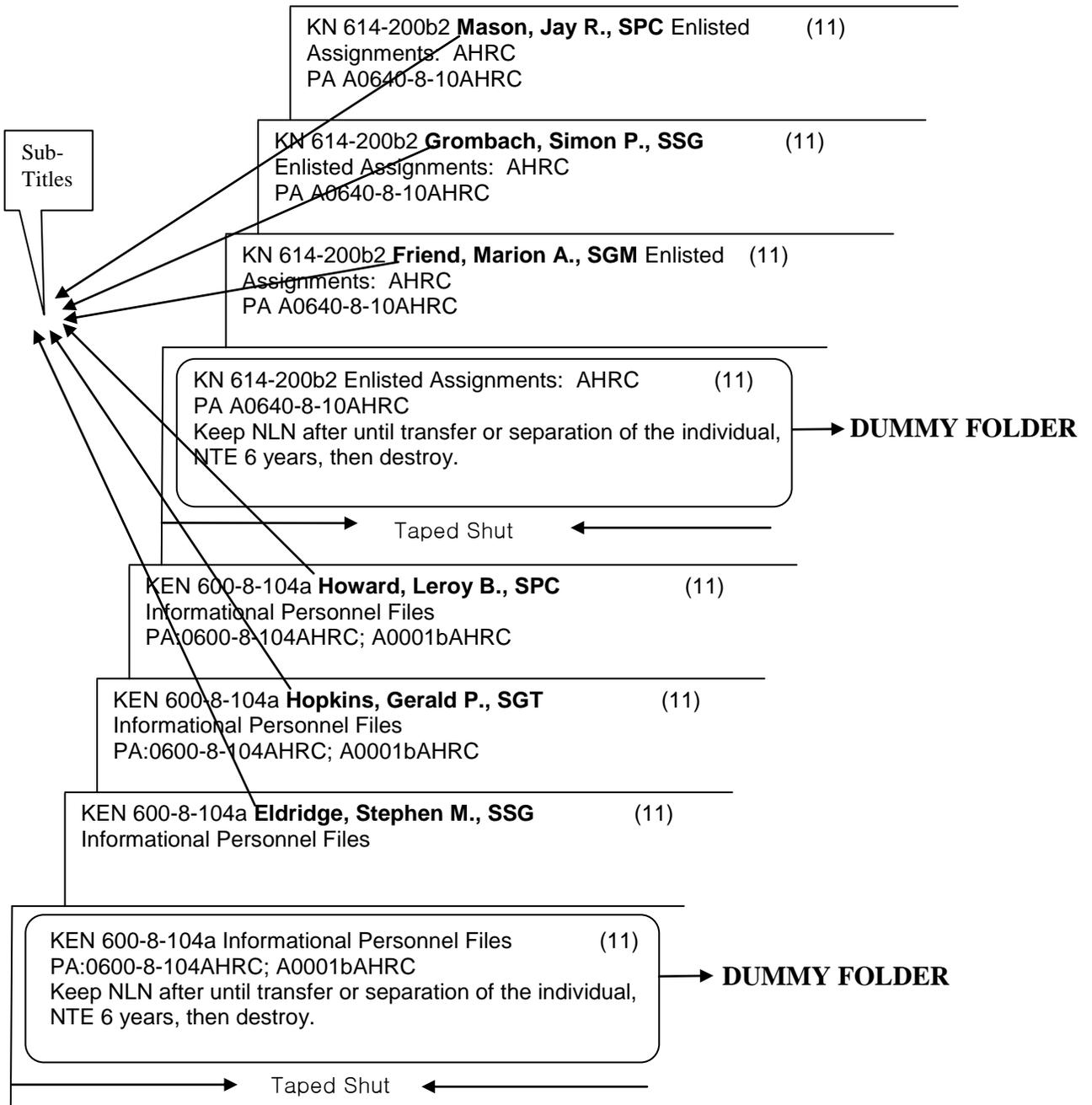
**INACTIVE RECORD:** Records which become INACTIVE because of the occurrence of an event or completion of action. INACTIVE records are treated as other current record until cutoff.

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



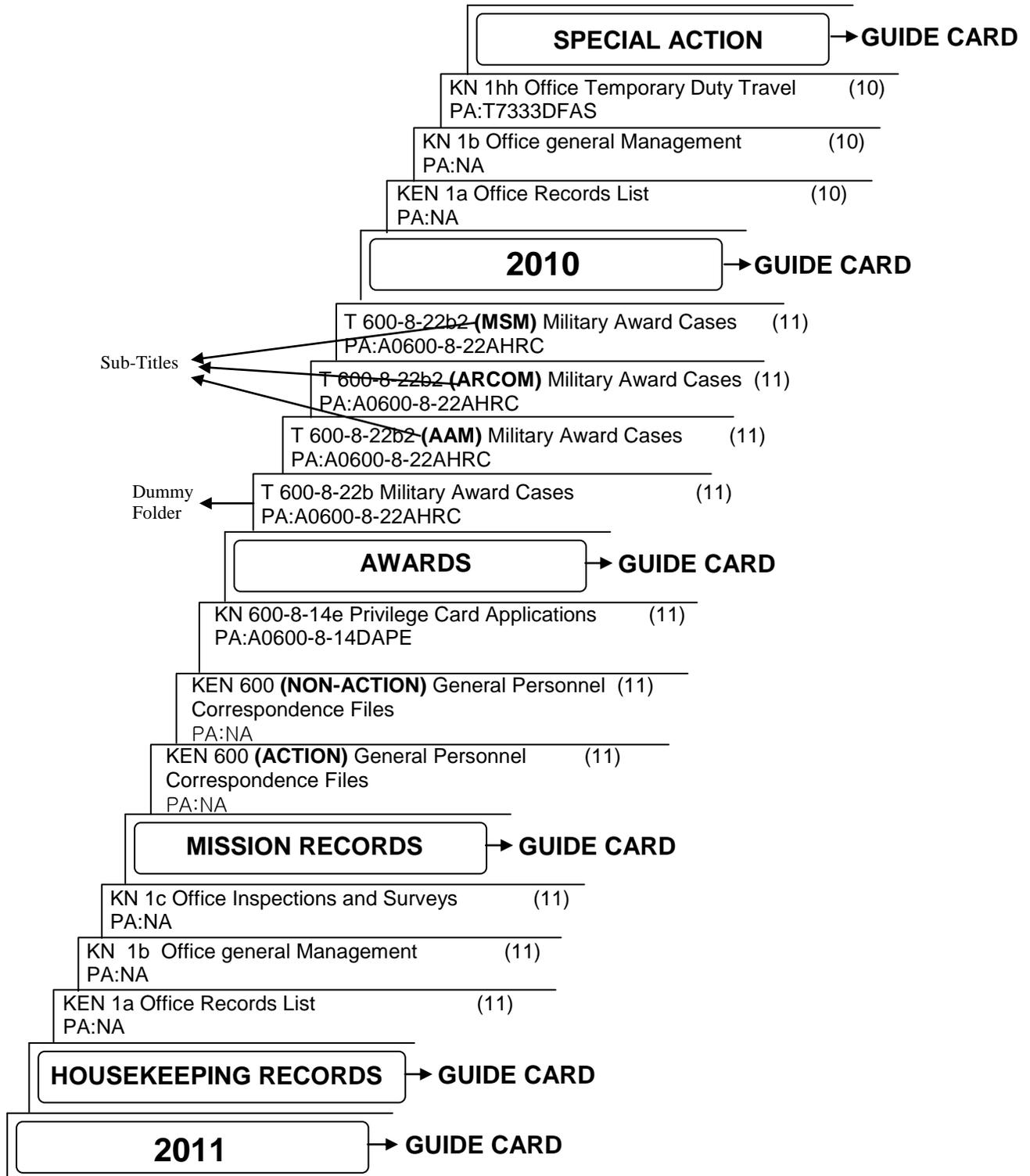
**Appendix E  
Example of Dummy Folders**

When there are several folders under 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.



**Appendix F**  
**Example of Guide Cards (Dividers)**

Guide cards (dividers) are used properly to divide current and non-current records and to identify subdivisions to ease filing and retrieval. Guide card titles are optional.



**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. Because of the many variations in storage facilities (i.e., records cabinets or drawers), labels should be placed to ensure files are accessible and convenient for the Action Officers to have complete access. Record labels do not have to be arranged annually.

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

**KEN 1a thru KEN 870 (11)**

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

T 600-8-22b2 Military Award Cases-Approved (11) and disapproval authority: Approved peacetime awards and all disapproved awards.  
PA:#A0600-8-22AHRC  
  
KEEP UNTIL NLN. TRF RHA

\* **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.**

T 600-8-22b2 Military Award Cases-Approved (11) and disapproval authority: Approved peacetime awards and all disapproved awards.  
PA:#A0600-8-22AHRC  
**(A thru N)**  
  
KEEP UNTIL NLN. TRF RHA

T 600-8-22b2 Military Award Cases-Approved (11) and disapproval authority: Approved peacetime awards and all disapproved awards.  
PA:#A0600-8-22AHRC  
**(M thru Z)**  
  
KEEP UNTIL NLN. TRF RHA

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

**KEN  
1jj**

**Reference Publications**

**AR 1-200  
thru  
AR 340-21**

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



**KEN  
1jj**

**Reference Publications**

**DA Pam 1-1  
thru  
DA Pam 750-43**

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



**KEN  
1jj**

**Reference Publications**

**AK Reg 1-20  
thru  
AK Reg 690-635**

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

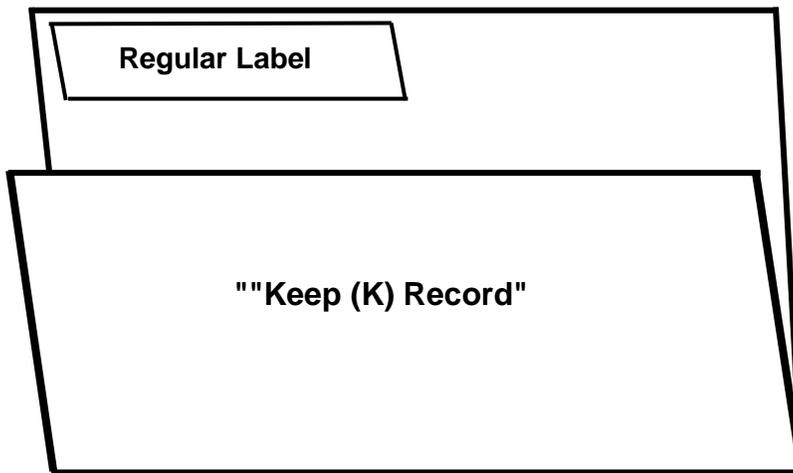


**Appendix H**  
**Example of Label Positions**

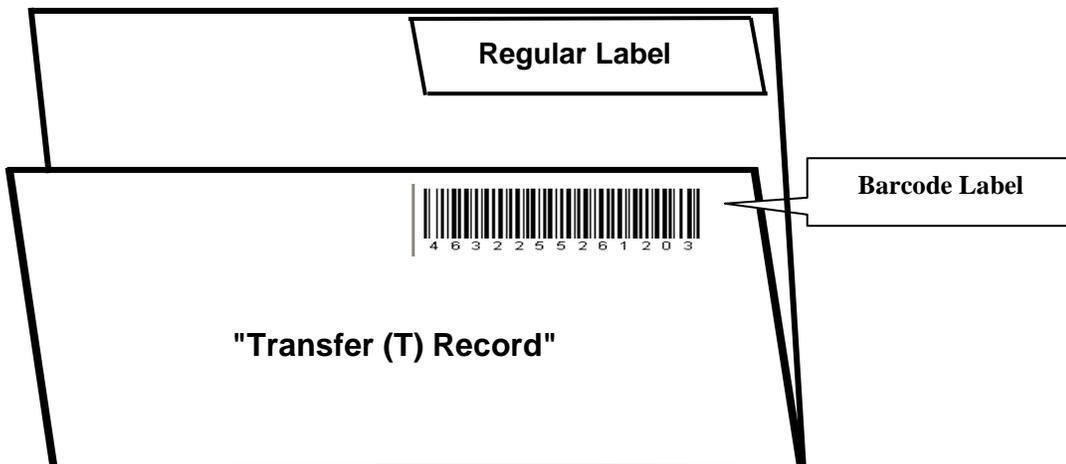
**Left Position:** Keep (K) records. Records can be destroyed in current record area.

**Right Position:** Transfer (T) records. Records to be retired to WNRC and subsequently destroyed and transferred to the National Archives and Record Administration.

**Example of Left Label Position Folder**



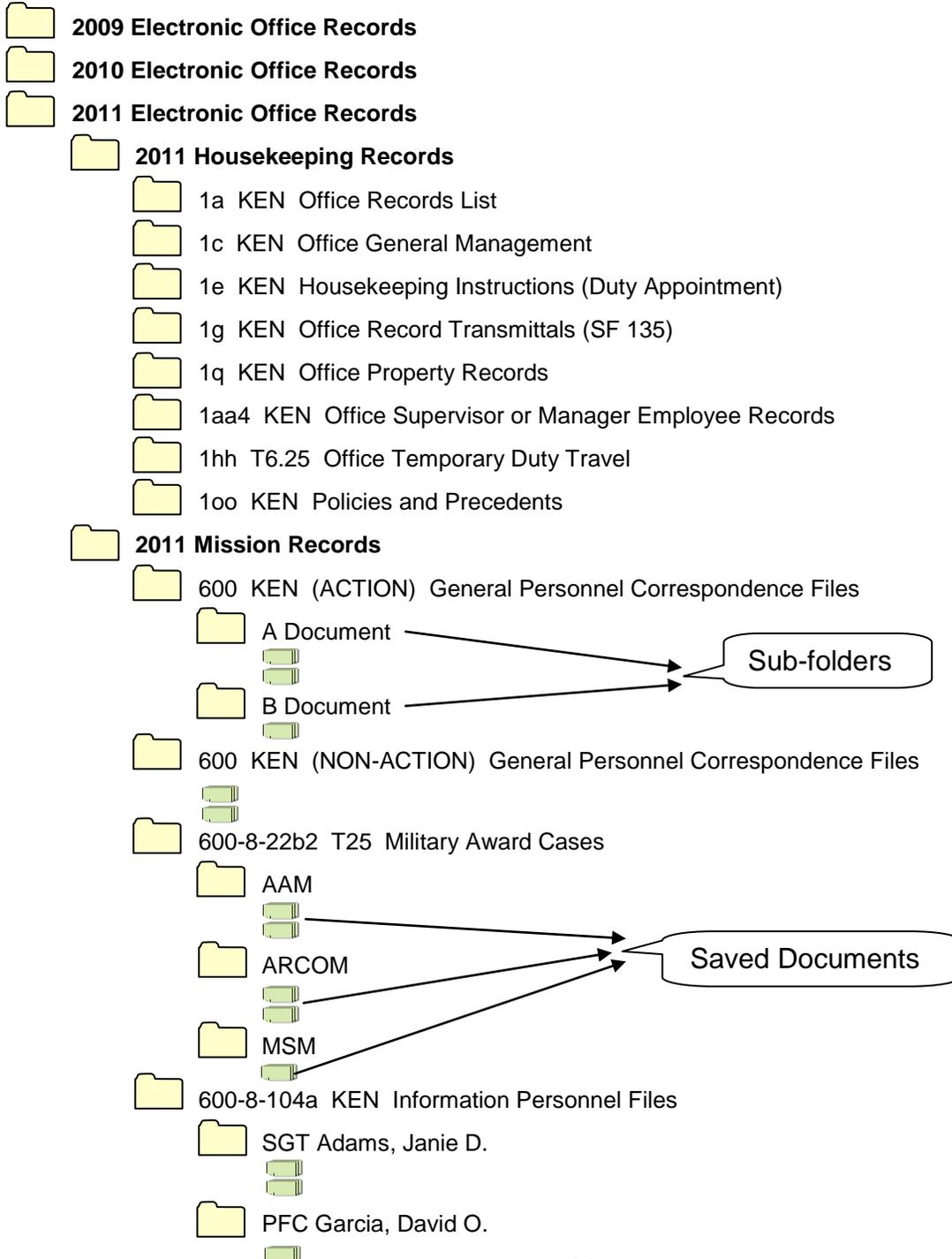
**Example of Right Label Position Folder**



## Appendix I

### Example of Index for Drag and Drop of Electronic Records in Computer or Sharing Server

This is index of electronic records. When records are filed electronically in computer or sharing server controlled by IMO, all records information should be used such as record number, code, title, privacy number (if applicable) and year accumulation. Recommend save office electronic records in unit or organization sharing server. 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. Require backup copies of electronic records and backup files (regardless of medium) should be filed in record number 1kk of housekeeping files.



**Appendix J**

**Additional Records Retention Schedules-Army for Ration Control in Korea**

Add the following after Table 27, File category 60: Exchange Service. These files are maintained in offices that have responsibilities for the Ration Control Program and will be used to file documents that result from efforts to prevent unauthorized sale and distribution of duty free items sold in United States Government retail facilities within the Republic of Korea.

**Type of Record:**

- K:** Keep in CFA until total retention period then destroy.
- KEN:** Short term Active and Inactive file
- R:** Rescinded

Record Type	Record Number	Record Title and Description	Disposition
R	60-20b.1	<p><b>United States Forces Korea (USFK) Letter of Authorization Purchase Record (LOAPR) Files</b></p> <p>Documents used to authorize and to purchase items that require USFK Form 48 (LOAPR)</p>	<p>a. Unit: Forward to servicing issuing agency for destruction 3 months after date eligible for return from overseas (DEROS), or in-country gaining unit as applicable.</p> <p>b. Issuing Agency: Destroy on receipt.</p>
K	60-20b.2	<p><b>Ration Control Plate (RCP) Accountability Files</b></p> <p>Issuing Agency for Documents used to account for ration control plates issued to authorized personnel during biannual RCP conversion. Documents include destruction certificates and DA Form 410/AF 213 (Receipt for Accountable Form or Similar Forms).</p> <p>PA #A00060-20USFK</p>	<p>a. Unit: Forward ration control cards to servicing destruction. All other ration card accountability documents: Destroy after 1 year.</p> <p>b. Issuing Agency. Destroy after 1 year.</p> <p>c. Central Processing Facility: Destroy after 2 years.</p>
KE	60-20b.3	<p><b>Retail Outlet Control Plate Files, USFK Form 74 (Purchase Controller Identification Plate).</b></p> <p>Documents used to control issue and use of retail control plates. Documents are used by retail outlet managers, store cashiers, and clerks. Included are documents that reflect continuous accountability of control plates.</p> <p>PA #A0060-20USFK</p>	<p>Destroy when no longer used or needed for reference.</p>

<b>KE</b>	<b>60-20b.4</b>	<p><b>Ration Control Purchase Files</b> Documents are used to record purchase of duty free goods. Included are USFK Form 45 (US Forces, Korea Refund Record); USFK Form 47 (US Forces, Korea Controlled Item Purchase/ Refund Record), and USFK Form 49 (US Forces, Korea Item Purchase Record).</p> <p>PA #A0060-20USFK</p>	<p>a. Central Processing Facility: USFK Form 49, hold in current file area for 3 years after monthly cutoff then destroy.</p> <p>b. Provost Marshal: USFK Form 45 and USFK Form 47: Destroy 3 years after DEROS then destroy.</p>
<b>KE</b>	<b>60-20b.5</b>	<p><b>Issuing Agent/Responsible Officer Files</b> Documents accumulated at an office with command-wide responsibility that verify the identity of issuing agents, or documents reflecting individuals as responsible ration control officers at all levels of command within the Republic of Korea.</p> <p>PA #A0060-20USFK</p>	Destroy 6 months after termination of appointment.
<b>K</b>	<b>60-20b.6</b>	<p><b>Command Unique Personnel Information Data System (CUPIDS) Master Files.</b> Documents used to provide a list of personnel and associated accounts with a CUPIDS data base.</p> <p>PA #A0060-20USFK</p>	<p>a. Unit and Issuing Agency: Destroy upon receipt of a new report.</p> <p>b. Central Processing Facility: Destroy after 2 years.</p>
<b>K</b>	<b>60-20b.7</b>	<p><b>CUPIDS Files, USFK Form 42 (CUPIDS Application)</b> Documents reflecting applications for RCPs. Documents include USFK Form 42, USFK Form 42-1 (CUPIDS Dependent Data Supplement), USFK Form 42-2 (Change to Application), Lost/Stolen RCP Reports, and exceptions to policy.</p> <p>PA #A0060-20USFK</p>	Central Processing Facilities: Destroy after 2 years.
<b>K</b>	<b>60-20b.8</b>	<p><b>Ration Control Violation Files</b> Documents used to notify individuals of ration control violations and related documents. Documents include monthly violation printouts.</p> <p>PA #A0060-20USFK</p>	Destroy after 2 years.
<b>K</b>	<b>60-20b.9</b>	<p><b>Ration Control Material Log/ Register Files.</b> Logs and registers used to maintain the accountability of accountable ration control form.</p> <p>PA #A0060-20USFK</p>	Central Processing Facility, Issuing Agency, and Replacement/ Reception Detachment: Destroy after 1 year.

KE	60-20b.10	<p><b>Unit Purchase Files</b></p> <p>Unit purchase documents relating to request for, authorization for, and utilization of documents relating to purchases made using unit purchase plates. Documents include requests for use of unit purchase plates, sales receipts, USFK Form 49, USFK Form 45, tissue copies that document purchases.</p> <p>PA #A0060-20USFK</p>	<p>Destroy 1 year after reconciliation is made against monthly violation roster.</p>
<p>a: KE b: K c: KE d. K</p>	60-20b.11	<p><b>Exception to Policy Files</b></p> <p>Documents relating to requesting an exception to USFK Reg 60-1</p> <p>PA #A0060-20USFK</p>	<p>a. Unit and Issuing Agency: Destroy 3 months after the expiration date of a temporary or permanent exception to policy.</p> <p>b. Central Processing Facility: Exceptions to Policy Letter of Authorization Purchase Records. Destroy after 3 years.</p> <p>c. Temporary or permanent exception to policy letter: Destroy 3 months after expiration date.</p> <p>d. All other documents: Destroy after 1 year.</p>
KE	60-20b.12	<p><b>Lost and Stolen Report.</b></p> <p>Documents used to provide a list of personnel who have a lost, stolen, confiscated or recovered RCP.</p> <p>PA #A0060-20USFK</p>	<p>Destroy upon receipt of new report.</p>

## Appendix K

Example of Contingency Plan (This example is cited from 8th Army G-1 Contingency Plan.)



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 8TH ARMY  
UNIT #15236  
APO AP 96205-5236

EAGA

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 8th Army G1 Records Management Contingency Plan

### 1. References:

a. Army Regulation (AR) 25-1, Army Knowledge Management and Information Technology, 4 December 2008.

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

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, 8th Army.

### 4. Definitions.

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

b. Long-Term Transfer (T) 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, 8th Army.

EAGA

SUBJECT: 8th 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. Human Resource Service Division (HRSD) 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, 8th Army.

(2) Ensure the orderly disposition of files in time of hostilities or emergency conditions by filing Short-Term (K) records and Long-Term (T) 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, Division and Section

CF:

PRM (EAGA-HRP), G-1, 8th Army  
APO AP 96205-5236

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

**AK**

Army in Korea

**MSC**

Major Subordinate Command

**PIF**

Place in an Inactive File

**PRM**

Publications and Records Management

**RCM**

Records Control Manager

**RCP**

Ration Control Plate

**RIPS**

Records Input Processing Subsystem

**RM**

Records Manager

**USAG**

US Army Garrison

**WNRC**

Washington National Record Center