

DEPARTMENT OF THE ARMY
U.S. Army Medical Department Center and School
2250 Stanley Road
Fort Sam Houston, Texas 78234-6170

AMEDDC&S Suppl 1
to AR 25-400-2

1 September 1994

Information Management: Records Management
THE MODERN ARMY RECORDKEEPING SYSTEM (MARKS)

Further supplementation of this regulation is prohibited.

AR 25-400-2, 26 Feb 93, as supplemented by HSC, 16 Jun 94 is further supplemented as follows:

Page 4, paragraph 3-11b (1), Managing records stored on electronic media. Add the following at the end of the paragraph:

FSH Label 28, For Government Use Only, will be placed on each diskette or diskette sleeve.

Page 9, paragraph 5-3, Assembling and fastening records. Add the following at the end of paragraph a:

Also remove any Optional Form 41, Routing and Transmittal Slip, before filing.

Page 9, paragraph 5-3, Assembling and fastening records. Add the following at the end of paragraph b:

Paper clips will not be used to fasten documents which are filed in file folders.

Page 9, paragraph 5-7, Use of guides and folders. Add subparagraph d after subparagraph c.

d. A second folder will be prepared when the first folder exceeds approximately three quarters of an inch thickness.

Page 9, paragraph 5-9, Arrangement of files. Add subparagraph e after paragraph d.

e. Chronological. Use this arrangement when files are in date sequence or when the date is primary means of reference. Place record with the latest date on top.

Page 10, paragraph 5-13, Lists of file numbers. Add subparagraph d and e after subparagraph c.

d. Activities will submit the selected list of file numbers to the AMEDDC&S Records Management Officer (RMO) annually and upon specific request of the RMO. The list for CY files will be submitted in December and for FY files in September.

e. An original and one carbon copy of AMEDDC&S Form 1045, List of File Numbers, will be submitted to the AMEDDC&S RMO for approval. The file title, files cutoff, and disposition standards will be spelled out. Double space between each file number, file title, and disposition standard.

Page 10. Add the following paragraph after paragraph 5-13.

5-14. Official records

a. Official records involve materials made or received either to comply with Federal Law or in the transaction of public business. In other words, correspondence designated "personal" or "private" but relevant to the conduct of public business is an official record. It is also subject to Federal Law relevant to the maintenance and disposal of such records.

b. Official files will be maintained in standard or modular filing equipment. Official files will not be maintained in desk drawers. Official records are public records and belong to the office not to the individual concerned.

c. Duplicate copies of official records will not be maintained

Page 16, paragraph 9-5, Preparing SF 135 and 135A. Add the following to paragraph 9-5b.

The SF 135 will be prepared in quadruplicate and forwarded to the AMEDDC&S RMO for approval and signature prior to transfer of records. Records must be inspected by the RMO prior to transfer by each activity to the 5th USA and Fort Sam Houston Records Holding Area. Inspections will be conducted at the activity site by coordinating with the RMO one week prior to the desired date of records transfer.

Page 23, paragraph 10-1, Operation of Records Holding Areas. Add subparagraph d after subparagraph c:

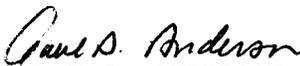
d. The AMEDDC&S is serviced by the 5th USA and Fort Sam Houston Records Holding Area located in Building 4190. The Records Holding Area is open daily from 0730-1600, Mon-Fri. Calendar year files will be transferred during January/February and fiscal year files during October/December.

(HSMC-IAR)

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