DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5014

FSH Regulation
No. 25-9

31 January 1997

Information Management: Records Management
TRANSFER OF RECORDS

Issue of supplements to this regulation is prohibited unless specifically approved by Headquarters, U.S. Army Medical Department Center and School and Fort Sam Houston, Fort Sam Houston, Texas.

1. **PURPOSE.** To establish responsibilities and procedures for the transfer of records, in accordance with references listed below, and to assist in completion of Standard Form 135, Records Transmittal and Receipt.

2. **APPLICABILITY.** This regulation is applicable to all Headquarters, U.S. Army Garrison (USAG) directorates/staff offices and all supported activities that utilize the Fort Sam Houston records holding program.

3. REFERENCES.

a. AR 25-1, The Army Information Resources Management Program

b. AR 25-50, Preparing and Managing Correspondence

c. AR 25-55, Release of Information and Records from Army Files.

d. AR 25-400-2, The Modern Army Recordkeeping System (MARKS)

e. AR 310-50, Authorized Abbreviations and Brevity Codes.

f. AR 340-21, The Army Privacy Program

g. AR 380-5, Department of the Army Information Security Program

h. DA Pam 25-51, The Army Privacy Program-System Notices and Exemption Rules.

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*This regulation supersedes FSH Reg 25-9, 13 Nov 90.

4. RESPONSIBILITIES.

a. The user organization's records custodian will ensure that records eligible for transfer are transferred at the proper time and that Standard Form (SF) 135 is properly prepared.

b. The USAG records manager will ensure that records eligible for retirement to a records center are retired at the proper time, that records eligible for destruction are destroyed at the proper time, and that an efficient reference service is available for the records stored.

5. PROCEDURES.

a. Records are eligible for transfer according to the disposition instructions on the file labels. Files to be transferred for storage are those with a retention period of 3 years or more, unless otherwise indicated in the disposition instructions. For example "Destroy in current files area (CFA) after 5 years."

b. Records will not be sent through distribution channels. Upon review of the SF 135 by the installation records manager, arrangements for the pick-up of records (at the facility requesting the turn-in) will be scheduled, if the turn-in is more than 10 boxes. If the turn-in is less than 10 boxes, the records must be delivered to the Directorate of Information Management (DOIM), Building 4190, telephone number 221-3712.

c Preparing Records for Transfer:

(1) Do not transfer records that are subject to the Privacy Act unless they are covered by a system notice in the AR 340-21 series. Instead, promptly notify HQDA U.S. Army Publications and Printing Command, ATTN: SAIS-PRP-D, Alexandria, VA 22331-0301, through command channels. That office will arrange for preparation of an applicable system notice or give special maintenance and disposition instructions.

(2) Do not transfer records on persons or organizations not affiliated with the Department of Defense. Handle any such records per the instructions in AR 380-13.

(3) Before transferring classified records, initiate the actions specified in paragraph 3-4, AR 380-5.

(4) Separate the records to be transferred into the following groups:

Classified permanent records

Classified nonpermanent records.

Unclassified permanent records

Unclassified nonpermanent records

d. Packing Records for Transfer:

(1) Pack classified records separately from unclassified records. Pack microform records separately from paper records. Under each of the groupings, pack permanent records first, in MARKS number sequence, followed by nonpermanent records, also in MARKS number sequence.

(2) Pack letter-size paper records in boxes so that the file folders are parallel to the end of the box. If a small number of legal-size documents are filed with letter-size material, fold the bottom ends of the documents into the file folder to prevent tearing.

(3) Before transferring boxes, enter the box number and total number of boxes in the shipment on the end of the box in the upper right. For example, if a shipment includes three boxes, mark them "1/3," "2/3," "3/3."

(4) Place FSH Label 7 in the center of the front panel on each box of records.

e Preparing SF 135 and SF 135A:

(1) SF 135 and 135A will describe records in enough detail to permit retrieval of specific documents within statutory time limits imposed by AR 25-55 and by AR 340-21.

(2) Prepare a separate SF 135 for each records shipment Use SF 135A as a continuation sheet.

(3) Make three copies of each. If the shipment has records of a discontinued unit, make four copies.

f Entries on SF 135:

(1) Item 1. "Federal Records Center" needs to be deleted and "Directorate of Information Management, Fort Sam Houston, TX 78234-5005" needs to be entered.

(2) Item 2. Enter the name and title of the agency official authorizing retirement of the records. That person will also sign in this block. Enter the current date.

(3) Item 3. Enter name/telephone number of the custodial of the records.

(4) Item 4. Upon review of the SF 135 the Records Manager will sign here.

(5) Item 5. Enter the complete address of the element assigned responsibility for retiring record to the FRC.

Item 6(a), (b), (c). Omit.

Item 6(d). Enter the number of cubic feet in the shipment

(8) Item 6(e). Enter number of each records box in relation to the number of boxes in the shipment (i.e., 1/4, 2/4) beginning with box number 1.

Item 6(f)

(a) If the records are subject to the Privacy Act, the first entry will address this. Enter the statement: These records are an addition to a records system previously retired to the records center, and the information previously submitted by Headquarters, Department of the Army is still applicable.

(b) Next, enter any historical data involving the organization that created the records. Include dates and authorities for events. Examples are activation, changes of command channels, transfer of functions, dual operating functions, mission changes, redesignation, discontinuance, disbandment, and inactivation. When records from multiple elements are listed on same SF 135 (mixed series), enter the historical data after the title and location of the element.

(c) Next, enter the complete title of the subelement that created the records. For example: Plans and Operations Division, Directorate of Information Management, building 4190

(d) Then, enter the file title, arrangement of the records (alphabetically, chronologically, etc.), and the year of the records. If the box series is contained in more than one box, show the contents of each box (A-K, L-Z, 1-250, 251-500, etc.).

(10) Item 6(g). Enter the proper coding to show any restriction on use of the records. The restrictions are listed on the reverse side of SF 135.

(11) Item 6(h). Enter the MARKS file number for the record series opposite the file title.

(12) Item 6(i). Enter the month and year in which the records are to be destroyed (Jan 98, Oct 98, Jan 2001, etc). If the records are permanent enter PERM.

Item 6(j (k), (l), (m). Omit.

(14) Item 6(i). SPECIAL INSTRUCTION FOR CLASSIFIED RECORDS: Do not disclose classified information on SF 135 or SF 135A; use unclassified titles or short titles instead.

g. Preparing Records for Retirement:

(1) Records from one group cannot be mixed with another group in the same shipment. Each group, however, may contain both single series records shipments and mixed series records shipments.

(2) Records accumulations of one box or more of a records series (MARKS file number) per year by an Army element will be retired as a single series records shipment.

(3) Records accumulations of less than one box of records series (file number) per year by an Army element will be retired as a mixed series records shipment. A mixed series records shipment cannot exceed one box, but it may contain records with different retention periods (nonpermanent only) and records from different Army organizations. Pack records making up this shipment in command order sequence when the same Records Holding Program supports multiple units of the same organization.

h. Turn-in of Records for Storage, Destruction or Archiving:

(1) Send two copies of completed SF 135 to the DOIM for approval

(2) Upon approval of SF 135, the DOIM will return one copy of the approved SF 135 to the activity. The DOIM will then make arrangements to have the records picked-up at the originating activity, within two working days, if more than 10 boxes. If less than 10 boxes, the activity must make an appointment to bring the records to the DOIM, building 4190. One copy of the approved SF 135 must be put in box number 1 of a single series records shipment, or in the box of a mixed series records shipment.

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(3) Upon receipt of the records the contractor will assign a location code number. The DOIM records manager will annotate the SF 135 and forward to the originating office.

i. Retrieval of Records: The requesting activity must notify the DOIM, telephone number 221-3712, and request the retrieval of records. The activity must state if retrieval must occur the same day, or if next day service is satisfactory. The DOIM will notify the requester upon receipt of retrieved records.

j. Refiling of Records: Refiles must be returned to the DOIM, so they can be returned to their original box.

The proponent of this regulation is the Directorate of Information Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, U.S. Army Medical Department Center and School and Fort Sam Houston, ATTN: MCGA-IM-R, Fort Sam Houston, TX 78234-5005.

James B. Peake

JAMES B. PEAKE
Major General, MC
Installation Commander

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