



Headquarters
Department of the Army
Washington, DC
24 July 1995

DA Memo 25-51

Information Management

Records Management Program

Applicability. This memorandum applies to Headquarters, Department of the Army and its field operating agencies.

Proponent and exception authority. The proponent of this memorandum is the Administrative Assistant to the Secretary of the Army. The Administrative Assistant has the authority to approve exceptions to this memorandum that are consistent with controlling law and regulation. The Administrative Assistant may delegate the approval authority, in writing, to a division chief under his or her supervision within the proponent agency who holds the grade of colonel or civilian equivalent.

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1. Purpose

This memorandum prescribes policies, responsibilities, and procedures for managing records created or accumulated within Headquarters, Department of the Army (HQDA).

2. References

Required publications are listed below.

a. AR 25-1, The Army Information Resources Management Program. (Cited in para 5.)

b. AR 25-400-2, The Modern Army Recordkeeping System. (Cited in paras 4 and 5.)

3. Explanation of abbreviations

- a. DA.....Department of the Army
- b. DOIM.....Director of Information Management
- c. FOA.....field operating agency
- d. HQDA.....Headquarters, Department of the Army
- e. IMCEN.....Information Management Support Center
(FOA of the Administrative Assistant)
- f. MARKS.....Modern Army Recordkeeping System
- g. SSA.....staff support agency
- h. WNRC.....Washington National Records Center

4. Responsibilities

a. The Director, Information Management Support Center (IMCEN), as the HQDA Director of Information Management (DOIM) has overall responsibility for the Records Management Program.

b. The Deputy Director for Correspondence and Records, IMCEN, is the designated HQDA Records Administrator and will, through the HQDA Records Manager (Supervisor, IMCEN Records Management Branch)--

(1) Establish and promulgate necessary operating procedures to effectively control the management of all records created within the HQDA.

(2) Provide assistance and technical advice for the management, maintenance, and disposition of records.

(3) Conduct formal Modern Army Recordkeeping System (MARKS) training courses for supported activities.

(4) Schedule and conduct periodic records management program evaluations of all supported activities, and prepare written reports of evaluation findings and recommendations.

(5) Approve the transfer of records to the Washington National Records Center (WNRC) (when applicable).

(6) Analyze and oversee requests for Privacy Act System Notice Exemptions. Also ensure compliance with applicable regulatory requirements including provisions of the Freedom of Information and Privacy Acts.

(7) Conduct periodic records management seminars.

(8) Analyze requests for paper and electronic recordkeeping equipment/systems and make recommendations to the DOIM. Included are optical disk and database architectures or enhancements to existing electronic systems.

c. Principal officials of HQDA will--

(1) Appoint an individual to serve as their agency records manager to execute internal records management responsibilities. Additional records managers may be designated for field operating agencies (FOAs) and staff support agencies (SSAs).

(2) Ensure agency program fulfills the requirements of references, that periodic internal reviews of program are made; and that records are disposed of as prescribed in chapters 7 and 9 of AR 25-400-2, (MARKS). Preserve records of permanent value and other records needed to protect the rights and interests of the Army.

(3) Ensure that newly assigned personnel whose duties will involve the maintenance of records attend a MARKS training course. All action officers should attend the MARKS Action Officer Course.

d. Agency records managers will--

(1) Maintain, manage, and dispose of their organization's records according to the criteria and procedures established by references cited in paragraph 2, above, and this memorandum.

(2) Provide assistance to personnel within their organization on the maintenance, management, and disposition of records.

(3) Furnish the HQDA Records Manager lists of MARKS file numbers that will be used for each organizational element down to the user level.

(4) Supervise the use of files equipment to assure it is being used for that purpose.

5. Policies

a. Records created and accumulated, including all media display forms or electronic, will be maintained as required by AR 25-400-2. Specific guidance is provided in AR 25-1, paragraphs 8-5 and 8-6.

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b. The HQDA Records Administrator will be consulted concerning the removal of personal files accumulated by senior officials. These are described in AR 25-1, paragraph 8-4a.

6. Procedures

a. Furnish the name and telephone number of designated agency records manager(s), to the HQDA Records Manager at the end of each calendar year or when changes occur (JDIM-MC, room 3D679, Pentagon).

b. Coordinate the following with the HQDA Records Manager:

(1) Requests for exceptions to established policy.

(2) Planning for or update of any electronic or paper recordkeeping equipment/systems.

(3) Proposed agency records management procedures.

c. Records Transmittal and Receipt (SF 135) (used to transfer records to the WNRC), will be prepared and forwarded to the HQDA Records Administrator for review, assignment of an accession number, and signature (when applicable).

(SAAA)

By Order of the Secretary of the Army:

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