

Department of the Army
United States Army Intelligence Center
and Fort Huachuca
Fort Huachuca, Arizona 85613-6000

*FH Regulation 25-53

23 April 2001

Information Management: Records Management

RECORDS HOLDING AREA (RHA) PROCEDURES

Summary. This regulation prescribes records holding area (RHA) procedures for the U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH).

Applicability. This regulation applies to all directorates and staff offices within the USAIC&FH and partner activities serviced through an Intra-service Support Agreement (ISA).

Supplementation. Supplementation of this regulation is prohibited without prior approval from the proponent.

Suggested improvements. The proponent of this regulation is the Directorate of Information Management, USAIC&FH. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Intelligence Center and Fort Huachuca, ATTN: ATZS-IMO-IR, Fort Huachuca, AZ 85613-6000.

Availability. This publication is available solely on the Fort Huachuca Homepage at <http://huachuca-www.army.mil>.

Contents

	Paragraph	Page
Purpose	1	2
References	2	2
Explanation of abbreviations	3	3
Responsibilities	4	3
Records Holding Area operations	5	4
Transfer of records	6	4
Preparing the SF 135 (Records Transmittal and Receipt)	7	4

*This regulation supersedes FH Reg 25-53, 21 May 1999.

	Paragraph	Page
Classified records.	8	5
Disposition of records in the RHA	9	5
Inactive records.	10	6
Retrieval of records.	11	6
Unique information.	12	7
 Appendix A. Sample SF 135 (Records Transmittal and Receipt).		 8

1. Purpose.

This regulation establishes policies and procedures for handling organization records storage. The purpose is to expand upon the guidance provided in AR 25-400-2 and to standardize procedures unique to the USAIC&FH RHA.

2. References. Prescribed and referenced publications and forms are available electronically. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://www.usapa.army.mil>.

a. Required publications.

- (1) AR 25-400-2, The Modern Army Recordkeeping System (MARKS).
- (2) AR 340-21, The Army Privacy Program.

b. Related publications.

- (1) AR 380-5, Department of the Army Information Security Program.
- (2) DA Pam 340-6, Defense Privacy Board Decision Memoranda.
- (3) Department of Defense Regulation 5400.11-R, Department of Defense Privacy Act Program.

c. Referenced forms.

- (1) DA Form 2028, Recommended Changes to Publications and Blank Forms.

(2) SF 135, Records Transmittal and Receipt.

(3) OF 23, Charge-Out Record.

3. Explanation of abbreviations.

- a. AR Army Regulation
- b. DA Department of the Army
- c. DOIM Directorate of Information Management
- d. FRC. Federal Records Center
- e. MARKS. Modern Army Recordkeeping System
- f. RHA. Records Holding Area
- g. RM Records Manager
- h. RMC. Records Management Coordinator
- i. SF Standard Form
- j. USAIC&FH U.S. Army Intelligence Center and Fort
Huachuca
- k. USAG U.S. Army Garrison

4. Responsibilities.

a. The Directorate of Information Management (DOIM), Information Support Services Branch will receive, store, and transfer records.

b. The directorate staff office records management coordinators (RMC) and partner records managers (RM) will:

- (1) Maintain and dispose of records.
- (2) Review and sign each SF 135 (Records Transmittal and Receipt) transferring records to the RHA.
- (3) Coordinate all matters concerning the RHA.

5. Records Holding Area (RHA) operations. The RHA, located in building 61801, stores inactive records pending destruction or retirement into the Federal Records Center (FRC) system.

a. Please schedule appointments in advance for Monday and Wednesday by calling extension 8-2317 or 3-2054.

b. The Installation Records Manager (RM), extension 3-3932, will handle emergencies requiring immediate access on a case-by-case basis.

6. Transfer of records.

a. Fiscal year records are transferred to the RHA during the months of October and November and calendar year records during January and February.

b. Records with a disposition instruction of "destroy after 4 years" (or less) will be retained in the current files area until destroyed.

c. Pack long term (over 10 years to permanent) records according to AR 25-400-2, paragraph 9-16 prior to transferring the records to the RHA, remove staples or other fasteners from records requiring special destruction.

d. Transfer FOR OFFICIAL USE ONLY files in the same manner as unclassified files.

7. Preparing the SF 135 (Records Transmittal and Receipt).

a. The office transferring the records (transferring office) prepares a SF 135 in triplicate and coordinates with the appropriate RMC or RM prior to forwarding to the Information Support Services Branch for final processing. The RMC or RM signs in block 2, Transferring Agency Official.

b. The transferring office provides a copy of the first page of the SF 135 electronically which contains records information only. Blocks 1 through 5 are not filled in.

c. Ensure records subject to the Privacy Act are covered by a systems notice in accordance with AR 340-21. If records are subject to the Privacy Act, the first entry will address this in block 6f.

d. Enter any additional information necessary to identify the originating organization in block 6f when that organization differs from the organization identified in item 5.

e. Enter the file title and year the records were created for each box in block 6f.

f. The transferring item office must identify records with special classifications not listed in the restrictions codes and records requiring special destruction in block 6f and include the restriction code "R" in block 6g. Failure to properly identify records could result in mishandling of sensitive information.

g. The Information Support Services Branch maintains the original SF 135.

h. The transferring office will receive the second copy through the RMC or RM indicating the location numbers of the boxes transferred.

i. The third copy is placed in the box of records (or in the first box of a multiple box transfer).

8. Classified records. The RHA is not authorized to store classified records. Classified records with a disposition of 10 years or less may be maintained in the current files area and then destroyed. See paragraph 9-2, AR 25-400-2, for further instructions.

9. Disposition of records in the RHA.

a. The Information Support Services Branch screens records semi-annually for retirement to an FRC or destruction locally based on the disposal date in column i.

b. The Information Support Services Branch maintains the SF 135 on records retired to an FRC and destroys the SF 135 only after all records listed are destroyed. Those reflecting permanent files are retained permanently.

c. Bulk release of computerized data printouts or cards does not constitute a disclosure of personal information precluded by the Privacy Act unless the format makes individual records readily identifiable. Such records may be disposed of as appropriate without deleting the names or identifying data.

d. All records eligible for destruction are given to the current recycling contractor with the following exceptions:

(1) The transferring activity requests special destruction at the Destruction Facility.

(2) The current recycling contractor does not have an industrial security clearance. Under no circumstances will Privacy Act records be given to an individual not possessing an industrial security clearance.

d. A massive release for disposal of computerized data printouts does not constitute a disclosure of personal information which would be precluded by the Privacy Act. Such computer products may be disposed of as appropriate without deleting the names or other individual identifying data.

10. Inactive records. The RHA is the only authorized inactive files storage facility at Fort Huachuca. Avoid accumulating inactive files in current files areas.

11. Retrieval of records.

a. The RHA contains many documents that are sensitive in nature or critically important to conducting Government business. Users must submit a list of individuals authorized to access records housed in the RHA. Specify the scope of their access (that is, entire directorate, branch only, etc.). Keep this list current by providing changes to the Information Support Services Branch, ATZS-IMO-IR as they occur.

b. Individuals can only remove or have access to documents or boxes their office transferred to the RHA. Records removed from the RHA will be signed out on a log sheet. When individual files are removed from boxes, an Optional Form 23, Chargeout Record, will be placed in the box. When an entire box or series of boxes are removed, they must be clearly labeled and returned in the same order and condition as when removed. A new SF 135 will be required for boxes or records which are not returned in the same condition.

c. Submit requests for records retired to an FRC by memorandum to ATZS-IMO-IR. Include a copy of the SF 135 retiring the records. If the SF 135 is not available, contact the Information Support Services Branch prior to submitting the request.

12. Unique information. The following requirements apply to the USAIC&FH directorates and staff offices only.

a. Transfer of files between staff elements. When transferring files between staff elements, the losing element will furnish the gaining element and the Information Support Services Branch the following information within 10 days following the transfer:

- (1) One copy of the document directing the transfer.
- (2) A list of the file numbers.
- (3) A listing of associated equipment transferred to maintain the files.

b. Transfer of records to the RHA. When transferring records to the RHA, include the "Organizational History" statement in block 6f, SF 135 (Records Transmittal and Receipt). All reorganizations and consolidations into the USAIC&FH must be annotated. Include dates and authorities for events.

c. Exceptions to disposition instructions. Submit requests for exceptions to the disposition instructions contained in AR 25-400-2 by memorandum through the RMC to the Information Support Services Branch, ATZS-IMO-IR for approval. Cite the approved exception on the label of each affected file. For example:

3605b News Media and Releases (93)
COFF 31 Dec 93, DEST in CFA Jan 99
1st End, USAIC&FH, ATZS-IMC-SR,
2 Oct 92, Subject: Exception to Policy)

d. Inactive Records. Offices will not store inactive records in basements, attics, or other storage areas in buildings on post without obtaining an exception from the Information Support Services Branch, ATZS-IMO-IR.

Appendix A
Sample SF 135 (Records Transmittal and Receipt)

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 2 PAGES	
1. TO <small>(Complete the address for the records center serving your area as shown in 36 CFR 122B.150)</small> Federal Records Center Commander, U.S. Army Intelligence Center and Fort Huachuca Records Holding Area, ATTN: ATZS-IMC-SR Fort Huachuca, AZ 85613-6000		5. FROM <small>(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)</small> Commander, U.S. Army Intelligence Center and Fort Huachuca ATTN: ATZS-IM Fort Huachuca, AZ 85613-6000						
2. AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL <small>(Signature and title)</small>	DATE						
	Information Support Services Branch	1 APR 99						
3. AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL <small>(Name, office and telephone No.)</small>							
	Shirley L.M. Michaud Information Support Services Branch, 520-533-2931							
4. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY <small>(Signature and title)</small>		DATE					
	Management Assistant		1 APR 99					
6. RECORDS DATA								
ACCESSION NUMBER		VOLUME	AGENCY BOX NUMBERS	SERIES DESCRIPTION	RESTRICTION	DISPOSAL AUTHORITY	DISPOSAL DATE	COMPLETED BY RECORDS CENTER
RG	FY	NUMBER	(cu. ft.)	(With inclusive dates of records)	(g)	(Schedule and item number)	(i)	(j)
(a)	(b)	(c)	(d)	(f)	(g)	(h)	(i)	(j)
				PRIVACY ACT INFORMATION: 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. U.S. Army Intelligence Center and Fort Huachuca, Fort Huachuca, AZ 85613-6000		AR 25-400-2		
		2	1/2	Publication Record Sets USAIC&FH Regulations 1-2 7 Nov 86; 310-5 21 Mar 88; 350-2 1 Apr 88; 350-5 3 Sep 87; 350-11 6 Jan 88; 385-1 1 Jul 85; 420-1 18 Dec 86; 420-2 3 Dec 86; 420-3 12 Feb 87; 570-1 15 Apr 88; 600-5 1 Jun 88; 600-8 15 Dec 85 USAIC& FH Memorandums 1-2, 20 May 86; 1-5 26 Sep 86; 350-23 1 Jan 85; 380-3 1 Dec 88; 420-3 30 Mar 88; 600-2 25 Jan 87	R	25-30mm	PERM	

135-107

Standard Form 135 (Rev. 7-85)
 Prescribed by NARA
 36 CFR 1228.152
 USAPPC V1 10

RECORDS TRANSMITTAL AND RECEIPT (Continuation)				This form is to continue listing of Records Data when space on SF 135 is not adequate. Instructions for completion of SF 135 apply.		TRANSFERRING AGENCY'S NAME Information Support Services Branch Fort Huachuca, AZ 85613-6000		DATE 1 APR 99	PAGE 2 OF 2 PAGES			
ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	RESTRICTION	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	LOCATION	COMPLETED BY RECORDS CENTER		
RG (a)	FY (b)	NUMBER (c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	SHELF PLAN (k)	CONT. TYPE (l)	AUTO. DISP. (m)
			2	2/2	Freedom of Information Act Appeals (96) Privacy Act System Notice: A0239.01DAAG 96-001 thru 96-035 These records require special handling during destruction due to their sensitive nature. Do not recycle these records.	R		Dec 2003				

NSN 7540 00-823-7852
Previous edition usable

135-204

Standard Form 135-A (Rev. 7-85)
Prescribed by NARA
36 CFR 1226.152
USAPPC V1 10

(ATZS-IMO-IP)



OFFICIAL:
JOHN D. THOMAS, JR.
Major General, USA
Commanding

CALVERT T. SINGER
Major Military Intelligence
Director of Information Management

DISTRIBUTION:
E