Department of the Army
Headquarters, Fort Monroe
Fort Monroe, Virginia 23651-6000

FM Regulation 25-51

1 November 1995

Information Management: Records Management
RECORDS MANAGEMENT PROGRAM

Summary. This regulation prescribes policies, procedures, and responsibilities for the Fort Monroe Records Management Program.

Applicability. This regulation applies to Headquarters, Fort Monroe; Headquarters, United States Army Training and Doctrine Command, and tenant activities supported by the Directorate of Information Management (DOIM).

Suggested Improvements. The proponent of this regulation is the DOIM. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, Fort Monroe, ATTN: ATZG-BO-PF, Fort Monroe, VA 23651-7051. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

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1. Purpose. This regulation prescribes policies and procedures governing the Fort Monroe Records Management Program and assigns responsibilities to records management coordinators.

2. References. Required and related publications and referenced forms are listed in appendix A.

3. Explanation of abbreviations. Abbreviations used in this regulation are explained in the glossary.

4. Responsibilities.

a. The Records Manager, DOIM, will--

(1) Plan, direct, and establish objectives for a viable records management program for the installation and supported tenant activities.

(2) Periodically evaluate the following records management subprograms:

(a) Army Recordkeeping Systems Management.

(b) The Modern Army Recordkeeping System (MARKS) (includes manual and electronic recordkeeping systems).

(c) Correspondence Management.

(d) Freedom of Information Act (FOIA) Program Management.

(e) Privacy Act (PA) Program Management.

(3) Provide assistance and training, as needed, to the records management coordinators.

(4) Operate the records holding area (RHA).

b. Records management coordinators will--

(1) Conduct internal records management evaluations and provide assistance to activity personnel, as needed.

(2) Refer unusual inconsistencies or issues to the Fort Monroe Records Manager for resolution.

(3) Collect, approve, and forward lists of selected file numbers to the Fort Monroe Records Manager. Lists will be kept current by making changes as file numbers are added or deleted.

(4) Serve as the FOIA and PA Liaison Officer.

5. Policy.

a. Supported organizations will provide the DOIM, ATTN: ATZG-BO-PF, the name, position title, location, and telephone number of their records management coordinator. Organizations will update this information as changes occur.

b. The Fort Monroe Records Manager will provide written notification to the organization scheduled to be evaluated a minimum of one month in advance. This notification will provide the time, date, and parameters of the evaluation.

c. The Fort Monroe Records Manager will review the records management coordinator's program management for efficiency and compliance with regulatory and statutory requirements. If problem areas exist in the organization that the records management coordinator cannot resolve, the Fort Monroe Records Manager will review and recommend solutions.

d. The records management coordinator will provide a copy of the completed checklist (appendix B) to the Fort Monroe Records Manager during the evaluation.

e. The Fort Monroe Records Manager will provide a report to the head of the organization indicating the results of the evaluation. Report will list systemic strengths and weaknesses within the areas evaluated and provide recommended solutions, as appropriate.

Appendix A
References

Section I
Required Publications

AR 25-1
The Army Information Resources Management Program

AR 25-50
Preparing and Managing Correspondence

AR 25-55
The Department of the Army Freedom of Information Act Program

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

AR 310-4
Publication in the Federal Register of Rules Affecting the Public

AR 310-25
Dictionary of United States Army Terms

AR 310-50
Authorized Abbreviations and Brevity Codes

AR 340-21 with TRADOC Supplement 1
The Army Privacy Program

DA Pamphlet 25-51
The Army Privacy Program - System Notices and Exemption Rules

TRADOC Memorandum 1-11
Staff Procedures Guide

TRADOC Regulation 25-70 with Change 1
TRADOC Automation Use of Electronic Mail

Section II
Related Publications

AR 380-5
Department of the Army Information Security Program

AR 530-1
Operations Security (OPSEC)

Section III
Referenced Forms

DA Form 1045
Army Ideas for Excellence Program (AIEP) Proposal

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 4948-R
Freedom of Information Act (FOIA)/Operations Security (OPSEC)
Desk Top Guide

Appendix B
Records Management Program Coordinator Checklist

The purpose of this checklist is to implement the Army Management Control Process. The objective of the following test questions is to periodically evaluate the Records Management Program and its subprograms.

Test Questions:

B-1. Does your organization maintain all unclassified through SECRET records (manual and automated) under MARKS?

Response: YES_____ NO_____ NA_____

Comments:

B-2. Is an individual appointed as the records management coordinator?

Response: YES_____ NO_____ NA_____

Comments:

B-3. Are all individuals aware of the statutory requirements for maintenance and destruction of records?

Response: YES_____ NO_____ NA_____

Comments:

B-4. Are individuals aware that MARKS is the only legal authority for the destruction of nonpermanent records?

Response: YES_____ NO_____ NA_____

Comments:

B-5. Are unidentified files brought to the attention of the installation records manager?

Response: YES_____ NO_____ NA_____

Comments:

B-6. Are individuals aware of the difference between official Army records and personal papers and how personal papers are handled?

Response: YES_____ NO_____ NA_____

Comments:

B-7. Are all For Official Use Only (FOUO) records and those subject to the PA destroyed in such a way to preclude reconstruction?

Response: YES_____ NO_____ NA_____

Comments:

B-8. Are classified records filed separately from unclassified records in General Services Administration (GSA) approved security containers?

Response: YES_____ NO_____ NA_____

Comments:

B-9. Are periodic reviews conducted to ensure records are maintained, destroyed, or transferred to the Fort Monroe RHA?

Response: YES_____ NO_____ NA_____

Comments:

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B-10. Are lists of selected file numbers consolidated, approved, and forwarded to the Fort Monroe Records Manager?

Response: YES_____ NO_____ NA_____

Comments:

B-11. Are file labels properly prepared?

Response: YES_____ NO_____ NA_____

Comments:

B-12. Are file containers marked IAW MARKS?

Response: YES_____ NO_____ NA_____

Comments:

B-13. Are electronic records documented IAW MARKS?

Response: YES_____ NO_____ NA_____

Comments:

B-14. Are FOIA requests handcarried to the Fort Monroe Records Manager (FOIA Officer) for control when received directly from requestors?

Response: YES_____ NO_____ NA_____

Comments:

B-15. Is PA information (personal) released IAW AR 340-17 (The Army Privacy Program)?

Response: YES_____ NO_____ NA_____

Comments:

B-16. Is DA Form 4948-R (FOIA/OPSEC Desk Top Guide) which shows the names and telephone numbers of the FOIA and OPSEC officers current and in use? (This form is located in AR 25-55.)

Response: YES_____ NO_____ NA_____

Comments:

B-17. Do personnel understand rules governing FOUO information?

Response: YES_____ NO_____ NA_____

Comments:

Glossary

AR	Army regulation
DA	Department of the Army
DOIM	Directorate of Information Management
FOIA	Freedom of Information Act
FOUO	For Official Use Only
GSA	General Services Administration
IAW	in accordance with
MARKS	Modern Army Recordkeeping System
OPSEC	operations security
PA	Privacy Act
RHA	records holding area
TRADOC	United States Army Training and Doctrine Command

FOR THE COMMANDER:

JANICE C. KELLIHAN
Administrative Officer

DISTRIBUTION:
HQ Fort Monroe: A
HQ TRADOC: H1; H2