

8 April 2015

Information Management

Army in Europe Records Information Management

***This regulation supersedes AE Regulation 25-400-2, 2 October 2012.**

For the Commander:

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Summary. This regulation provides Army in Europe policy and procedures for identifying, maintaining, transferring, and retiring Army record information and for using the Army Records Information Management System (ARIMS). [Appendix B](#) provides policy and procedures of the USAREUR and IMCOM-Europe Privacy Program. [Appendix C](#) lists records disposition standards and descriptions of record information unique to the European theater. [Appendix D](#) lists records management procedures for departing employees.

Summary of Change. This revision—

- Deletes references to the preservation of operational records.
- Add provisions for the IMCOM-Europe Records Information Management Program throughout.
- Adds responsibilities in support of the Privacy Program in the Army in Europe ([app B](#)).
- Implements AE Form 25-400-2B, AE Form 25-400-2C, and AE Form 25-400-2D.

Applicability. This regulation applies to—

- HQ USAREUR and USAREUR major subordinate and specialized commands.
- HQ IMCOM-Europe, the Garrison Support Element, and United States Army garrisons.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the ARIMS website at <https://www.arims.army.mil>.

Supplementation. Organizations will not supplement this regulation without approval of the USAREUR Records Administrator, Information Technology Resource and Analysis Division, Office of the Deputy Chief of Staff, G6, HQ USAREUR.

Forms. This regulation prescribes AE Form 25-400-2A, AE Form 25-400-2B, AE Form 25-400-2C, and AE Form 25-400-2D. AE and higher level forms are available through the Army in Europe Library & Publishing System (AEPUBS) at <https://aepubs.army.mil/>.

Suggested Improvements. The proponent of this regulation is the USAREUR Records Administrator, Information Technology Resource and Analysis Division, Office of the Deputy Chief of Staff, G6, HQ USAREUR (mil 537-6343). Users may suggest improvements to this regulation and its forms by sending DA Form 2028 to the USAREUR G6 at *USARMY Wiesbaden USAREUR Mailbox USAREUR G6 ARIMS ITRA*.

Distribution. This regulation is available only electronically and is posted in AEPUBS at <https://aepubs.army.mil/>.

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Glossary

1. PURPOSE

This regulation prescribes—

- a. Policy and procedures for implementing AR 25-400-2 throughout the Army in Europe.
- b. Records-management responsibilities and roles.
- c. Policy and procedures for implementing the Army Privacy Program throughout the Army in Europe

2. REFERENCES

[Appendix A](#) lists references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The [glossary](#) defines abbreviations and terms.

4. USAREUR RESPONSIBILITIES

a. HQ USAREUR Staff Principals. Each HQ USAREUR staff principal or deputy will—

- (1) Appoint a primary and an alternate records manager (RM) for their respective staff office to manage internal records according to the requirements of the Army Records Information Management System (ARIMS) ([fig 1](#)).
- (2) Appoint a records coordinator (RC) for each division or branch, as needed, to manage internal records according to ARIMS.
- (3) Review and update appointment memorandums for their RMs and RCs once a year or when an incumbent RM or RC departs, whichever occurs first. [Figure 2](#) provides the format for an appointment memorandum.
- (4) Send signed appointment memorandums to the USAREUR Records Administrator (RA) by e-mail to *USARMY Wiesbaden USAREUR Mailbox USAREUR G6 ARIMS ITRA*.
- (5) Establish an annual training schedule for mandatory ARIMS training for all personnel.

NOTE: Additional responsibilities for staff principals who are general officers (GOs), members of the Senior Executive Service, or Department of the Army civilian employees in the grade of GS-15 are described in paragraph D-2b.

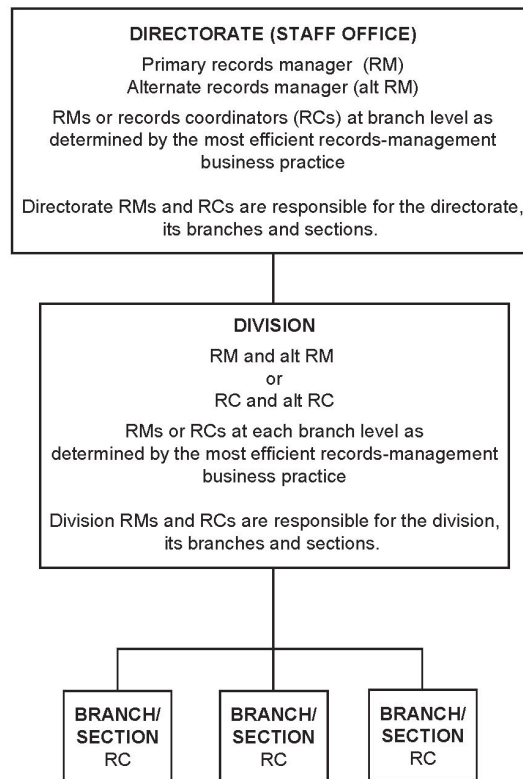


Figure 1. Records Managers and Records Coordinators at Directorate Level

b. Commanders of USAREUR Major Subordinate and Specialized Commands. Commanders of USAREUR major subordinate and specialized commands will—

(1) Appoint a primary and an alternate RM at each brigade and each battalion, forward and rear, to manage the command's internal records according to the requirements of ARIMS. Designated appointees must have at least 2 years of retention within the command at the time of their appointment. [Figure 2](#) provides the format for an appointment memorandum.

(2) Ensure that RCs are appointed in each staff office (S1 through S6) and at each company-level unit ([fig 3](#)).

(3) Review and update appointment memorandums for their RMs and RCs once a year or when an incumbent RM or RC departs, whichever occurs first.

(4) Send signed appointment memorandums to the USAREUR RA by e-mail to *USARMY Wiesbaden USAREUR Mailbox USAREUR G6 ARIMS ITRA*.

(5) Establish an annual training schedule for mandatory ARIMS training for all personnel.



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE
UNIT XXXXX
APO AE XXXXX-XXXX

office symbol

date

MEMORANDUM FOR USAREUR Record Administrator, Unit 29351, APO AE 09014-9351

SUBJECT: Army Records Information Management System Appointment Orders

1. Effective *(enter date)*, the following individuals are appointed as Records Managers or Coordinators *(choose the applicable function)* for *(enter name of organization)*, responsible for the UIC *(enter UIC)*.

a. Primary:

- (1) Name: *(enter name)*
- (2) Grade: *(enter grade)*
- (3) Clearance: *(enter type of clearance)*
- (4) E-mail: *(enter e-mail address)*
- (5) Telephone: *(enter military number)*

b. Alternate:

- (1) Name: *(enter name)*
- (2) Grade: *(enter grade)*
- (3) Clearance: *(enter type of clearance)*
- (4) E-mail: *(enter e-mail address)*
- (5) Telephone: *(enter military number)*

2. Authority: AR 25-400-2 and AE Regulation 25-400-2.

3. Purpose: To perform duties as outlined in above authority.

4. Period: Until officially relieved or released from appointment.

5. This memorandum supersedes all previous appointments.

6. The POC is *(enter name of POC)* at military *(enter number)* or e-mail: *(enter e-mail address)*.

(enter signature block)
XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXX

CF:
Appointees

Figure 2. Memorandum Format to Appoint Records Managers and Records Coordinators

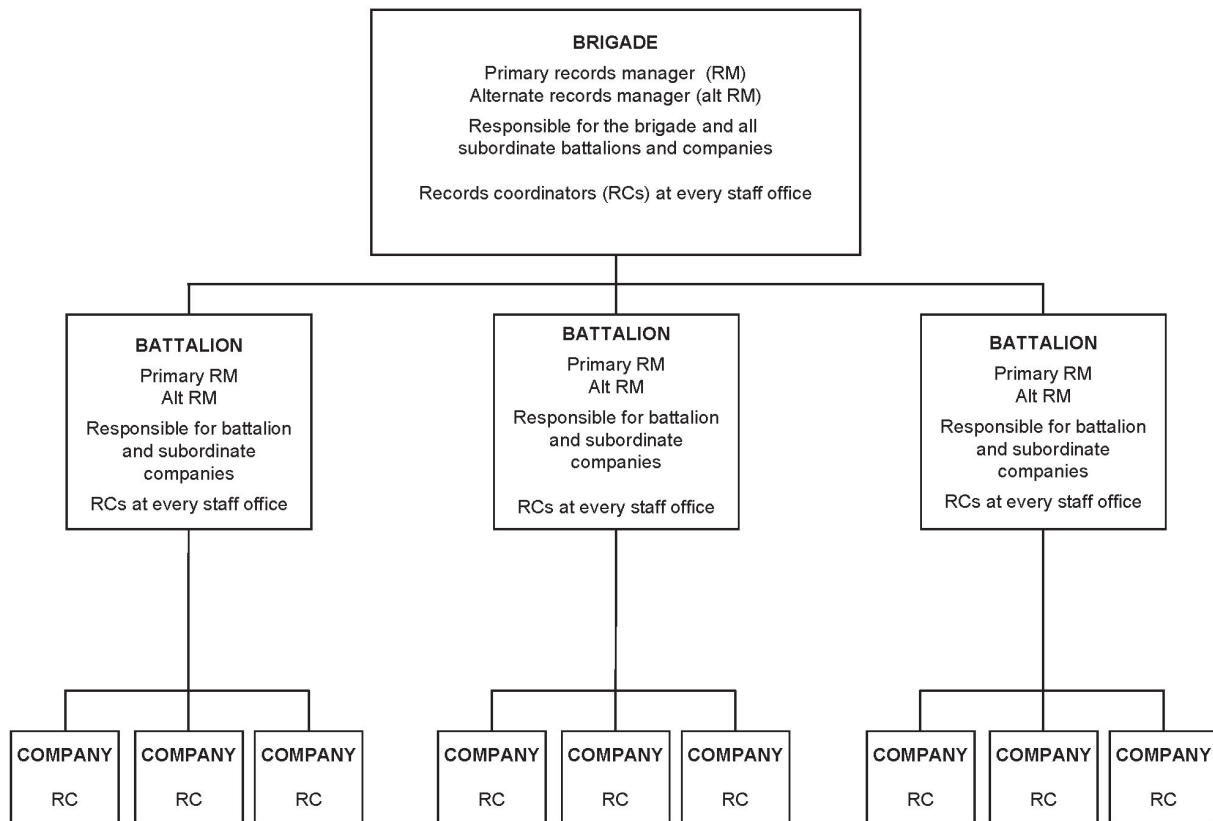


Figure 3. Records Managers and Records Coordinators at the Brigade Level

c. USAREUR RA. The USAREUR RA manages the USAREUR Records Management Program and is responsible for—

- (1) Implementing the requirements of AR 25-1, chapter 5-4; and AR 25-400-2 in USAREUR.
- (2) Ensuring the requirements of the Army Records Management Program are implemented in all HQ USAREUR staff offices and USAREUR major subordinate and specialized commands.
- (3) Serving as the proponent of USAREUR records management policy and this regulation.
- (4) Conducting records searches when requested by the United States Army Records Management and Declassification Agency (RMDA) to meet requirements of commanders and, when needed, to support responses to Freedom of Information Act (FOIA) requests.
- (5) Issuing records freezes ([glossary](#)) on behalf of RMDA to ensure that applicable records are not destroyed.
- (6) Inspecting USAREUR units to ensure compliance with records management requirements.

d. USAREUR RMs. USAREUR RMs are responsible for—

- (1) Implementing the requirements of AR 25-1, chapter 5-4; AR 25-400-2; AR 340-21; and this regulation in their respective commands.

(2) Requesting access to all unit identification codes (UICs) and associated office symbols under the RM's purview in ARIMS. RMs will use an MS Excel spreadsheet to requests access to more than 10 UICs and upload the spreadsheet to an ARIMS Help Desk ticket.

(3) Helping subordinate units and staff offices within their commands identify and preserve record information.

(4) Requesting role changes in ARIMS and uploading their appointment memorandums in ARIMS at the time of the request (a(1) and b(1) above).

(5) Approving—

(a) Office records lists (ORLs) (para 7d).

(b) Requests of USAREUR major subordinate commands for role changes in ARIMS.

(c) Requests for unit access in ARIMS.

(d) The transfer of records to the Army in Europe Records Holding Area (AERHA), Publications and Records Center of Excellence (P&R COE), United States Army Garrison (USAG) Rheinland-Pfalz.

(e) The destruction of records.

(6) Ensuring subordinate ORLs are updated and approved annually.

(7) Ensuring office symbols are in compliance with standardization guidelines in AR 25-59.

(8) Approving subordinate level office symbols and validating them in ARIMS.

(9) Assigning rear-detachment office symbols using "R" as the last character in the office symbol as an identifier (for example, AETV-CAB-EAR for the rear detachment of AETV-CAB-EA).

(10) Updating office symbols and unit mailing addresses in Army Addresses and Office Symbols Online (<https://www.rmda.army.mil/AAO/Welcome.aspx>).

(11) Conducting records searches when directed by the USAREUR RA (c(4) above).

(12) Implementing records freezes when directed by the USAREUR RA (c(5) above).

(13) Ensuring all personnel within their commands complete mandated online records-management ARIMS training. This training must—

(a) Be conducted annually.

(b) Include an overview of the Privacy Act (PA) and personally identifiable information (PII) (glossary).

(14) Ensuring all incoming personnel receive a records-management briefing during in-processing.

(15) Ensuring USAREUR units that are deployed or engaged in operational missions follow the instructions in the Quick Reference Guide to Documenting Operations for Deployed Units of the Army for creating and preserving records in units and parts of units deployed for combat, emergency, and special operations both singly and as part of a task force. The guide is located at the RMDA website at https://www.rmda.army.mil/records-management/docs/QuickReferenceGuide_1107.pdf.

(16) Conducting annual records-management program inspections of each office and each subordinate unit throughout the command by using AE Form 25-400-2B and AE Form 25-400-2C.

(17) Ensuring that subordinate RMs, if any, and RCs are appointed and trained in the requirements of records management.

(18) Deactivating ARIMS accounts of personnel permanently departing the European theater.

e. USAREUR RCs. USAREUR RCs are responsible for—

(1) Requesting access to all UICs and associated office symbols under their purview in ARIMS. RCs will use an MS Excel spreadsheet to request access to more than 10 UICs and upload the spreadsheet to an ARIMS Help Desk ticket.

(2) Creating, consolidating (when practical), and reviewing ORLs for their command's UICs.

(3) Helping personnel assigned to their commands identify record information ([para 7c](#)).

(4) Monitoring the transfer of records to the P&R COE ([para 9](#)) and coordinating the transfer with the servicing RM.

(5) Helping deploying units prepare records for transfer or storage until they return to home station.

(6) Helping personnel conduct records searches in their assigned area of responsibility (AOR), when a search has been directed ([c\(4\) above](#)).

(7) Ensuring that all personnel in their AOR are aware of ongoing records freezes when a freeze is in effect ([c\(5\) above](#)).

(8) Advising personnel in their AOR on how to create and revise office symbols.

(9) Helping RMs conduct annual records-management inspections ([d\(16\) above](#)).

(10) Reviewing paper and electronic records to ensure disposition standards are indicated.

(11) Ensuring electronic-records metadata taxonomy is indicated on USAREUR SharePoint Portal records.

(12) Ensuring that information on the USAREUR SharePoint Portal about the organization to which they are assigned is in accordance with records-management policy.

f. USAREUR Action Officers (AOs). All Army employees are records-management AOs and are responsible for—

- (1) Knowing what official files ([glossary](#)) they create.
- (2) Knowing what constitutes a record ([para 7c](#)).
- (3) Creating a record copy (printed or electronic) of the information they create when conducting official business on behalf of their organization.
- (4) Knowing the retention period of the created record ([\(2\) above](#)) based on prescribing regulations and local business rules or a standing operating procedure (SOP).
- (5) Using standardized naming conventions when labeling printed records and creating file names for electronic records to enable users to find them ([para 8](#)).
- (6) Managing e-mail messages identified as official records by saving the e-mail message in portable document format (PDF) on the unit's shared drive.
- (7) Creating or contributing to the creation of an ORL for their unit or staff office.
- (8) Destroying personal files and files that are not identified as records as soon as applicable.

g. Knowledge Management (KM), Office of the Deputy Chief of Staff, HQ USAREUR. USAREUR KM is responsible for managing the Army in Europe Enterprise Content Management (ECM) Program to help individuals and organizations effectively perform content-management duties. Individuals appointed as USAREUR SharePoint Portal Site owners and content managers under the ECM program must familiarize themselves with ECM requirements in AR 25-1, [AE Regulation 25-4](#), and this regulation.

(1) Owners of USAREUR SharePoint Portal Sites. Owners of USAREUR SharePoint Portal sites are responsible for coordinating with KM to install controls on the organization's site to prevent the unauthorized alteration or deletion of electronic records.

(2) Content Managers. Content managers, in coordination with RMs and RCs, are responsible for—

- (a) Monitoring the organization's shared drive and the USAREUR SharePoint Portal to ensure electronic records are labeled according to this regulation and the Army Consolidated Records Schedule (ACRS).
- (b) Reviewing electronic records to ensure disposition standards are indicated at the folder level for the shared drive or as a column in the USAREUR SharePoint Portal.
- (c) Installing controls on the organization's shared drive or USAREUR SharePoint Portal to prevent the unauthorized alteration or deletion of electronic records.

h. USAREUR Information Management Officers. USAREUR information management officers are responsible for monitoring the organization's overall shared drive structure and controls to help users maintain day-to-day activities, that is, creating, editing, and sharing of information ([f\(5\) and \(6\) above](#)).

5. IMCOM-EUROPE RESPONSIBILITIES

a. HQ IMCOM-Europe Staff Principals. HQ IMCOM-Europe staff principals will appoint an RC in their staff offices to manage internal records according to the requirements of ARIMS.

b. IMCOM-Europe RA. The IMCOM-Europe RA is responsible for the IMCOM-Europe Records Management Program and will—

- (1) Implement the requirements in AR 25-1, chapter 5-4; and AR 25-400-2 for IMCOM-Europe.
- (2) Ensure subordinate RMs and RCs are appointed to perform the IMCOM-Europe records management mission.
- (3) Ensure the requirements of the Army Records Management Program are implemented in IMCOM-Europe.
- (4) Oversee records management operations at the P&R COE to ensure the principles of ARIMS are incorporated into P&R COE business processes.
- (5) Ensure that IMCOM-Europe office symbols are in compliance with AR 25-59.
- (6) Conduct records searches when requested by RMDA or HQ IMCOM and when needed to support responses to FOIA requests.
- (7) Issue records freezes on behalf of RMDA or HQ IMCOM to ensure that applicable records are not destroyed.

c. Garrison Commanders. Each garrison commander will appoint an RM to manage the garrison's internal records according to the requirements of ARIMS. For the appointment memorandum, garrison RMs may use the content in [figure 2](#) and the appropriate garrison letterhead and address it to the IMCOM-Europe Records Administrator, Unit 23103, APO AE 09136.

d. Garrison RMs. Garrison RMs will—

- (1) Upload their appointment memorandums when requesting unit access as RMs.
- (2) Send a copy of the appointment memorandum to the IMCOM-Europe RA by e-mail to *USARMY Sembach IMCOM Europe Mailbox FOIA Requests*.
- (3) Manage the records management program for their garrison. This may require appointing RCs at the directorate level to implement program requirements within each directorate.
- (4) Implement the requirements of AR 25-1, chapter 5-4; AR 25-400-2; AR 340-21; and this regulation in their garrison.
- (5) Serve as the garrison liaison to the IMCOM-Europe RA and act as a conduit for records management actions and issues relating to subordinate military communities.
- (6) Request access to and role changes in ARIMS.

(7) Approve ORLs for organizations in their garrison and ensure that ORLs are reviewed and updated (if needed) at least once a year.

(8) Review and approve requests to transfer records and requests to destroy records.

(9) Manage office symbols for their garrison by doing the following:

(a) Ensuring that office symbols are correct.

(b) Approving requests to create or revise office symbols and coordinating these requests with the IMCOM-Europe RA.

(c) Updating office symbols and unit mailing addresses in Army Addresses and Office Symbols Online (<https://www.rmda.army.mil/AAO/Welcome.aspx>).

(10) Conduct records searches when directed by the IMCOM-Europe RA (b(6) above).

(11) Administer records freezes when directed by the IMCOM-Europe RA (b(7) above).

(12) Provide records management training to personnel throughout the garrison. This training will—

(a) Be conducted annually.

(b) Include an overview of the FOIA, PA, and PII.

(c) Include ARIMS training for rear-detachment personnel.

(13) Conduct annual records-management program inspections of each office and subordinate unit throughout the garrison by using AE Form 25-400-2B and AE Form 25-400-2C.

(14) Ensure that garrison directorate RCs, if appointed (d(3) above), are trained in the requirements of records management.

(15) May serve as the garrison FOIA/PA officer. Some garrisons have designated their RMs to serve as the garrison FOIA officer. Other garrisons have separate RMs and FOIA officers, depending on the size of the garrison.

e. IMCOM-Europe RCs. IMCOM-Europe RCs will—

(1) Attend ARIMS training within 90 days after being appointed and refresher training annually.

(2) Register in ARIMS.

(3) Develop and maintain ORLs for their offices.

(4) Help personnel in their AOR identify record information.

(5) Monitor the transfer of records to the P&R COE and coordinate the transfer with the garrison RM. RCs assigned to HQ IMCOM-Europe or the Garrison Support Element will coordinate the transfer of records to the P&R COE with the IMCOM-Europe RA.

(6) Conduct records searches when the IMCOM-Europe RA issues a request (b(6) above).

(7) Administer records freezes when the IMCOM-Europe RA issues a freeze (b(7) above).

(8) Serve as the division-level POC for receiving, assigning, and tracking responses to requests for information under the FOIA. This does not require the RC to serve as the respondent to all FOIA requests; it merely requires that the RC track the request to ensure that a response is provided on time.

(9) Ensure correct office symbols are used as listed in the Army in Europe Library & Publishing System (<https://aepubs.army.mil/>).

(10) Conduct annual records-management program inspections of all action officer files in their directorate by using AE Form 25-400-2C.

6. CONTRACTOR RECORDS

U.S. Federal records ([glossary](#)) comprise all information created for U.S. Government use and delivered to or falling under the legal control of the U.S. Government. This includes information concerning contracts. Records management oversight of contract records is necessary to ensure that long-term recordkeeping needs are met according to prescribing regulations, contract stipulations, and ACRS instructions. Contractors hired by USAREUR and IMCOM-Europe will apply appropriate record identification and disposition instructions to all records delivered to the U.S. Government.

a. Contractors performing congressionally mandated program functions must create and maintain records to document these programs. These contracts must include a requirement for the contractor to provide record copies of all documents that substantiate performance of the contract.

b. Many other types of contracts involve the creation of background information that may be of value to the U.S. Government. In these cases, the U.S. Government organization responsible for the contract should require the contractor to provide record copies of background information. The contract may include a deferred ordering and delivery data clause to ensure that the contractor provides this type of record information to the U.S. Government without the specific information being identified in the original statement of work.

c. Contractors must be able to provide record information without the U.S. Government having to purchase a license to view the material, regardless of the media (for example, photographs).

7. PROCEDURES FOR THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

a. General. ARIMS is the only authorized system for Army organizations to use for managing their records information ([glossary](#)). All RMs and RCs will be registered with the appropriate level of access in ARIMS (<https://www.arims.army.mil/>). An approved ORL is required for every organization creating and maintaining record information.

b. Proponents. Proponents ([glossary](#)) of Army in Europe publications will coordinate new, revised, or rescinded recordkeeping requirements with their RC or with the USAREUR RA or IMCOM-Europe RA, as applicable, for review and compliance with Army recordkeeping policy. All recordkeeping retention and disposition instructions must be clearly stated in each publication.

c. Identifying Record Information.

(1) AOs, in coordination with RCs, will use their prescribing directives, agency business rules, SOPs, the Records Decision Tool ([fig 4](#)), and the ARIMS Detailed Reference-Crosswalk tool at <https://www.arims.army.mil> to determine whether or not the information constitutes an official record. The Detailed Reference-Crosswalk (under the “Search” tab in ARIMS) is the electronic search tool of the Record Retention Schedule-Army (RRS-A).

(2) If the information qualifies as an official record, the AO who creates the record will use the prescribing directives, agency business rules, or SOPs to identify the applicable ARIMS ACRS retention and disposition instructions as one of the following:

(a) Short-term record (0-6). This type of record must be kept in the current files area (CFA) for any period up to but not longer than 6 years. This type of record will not be transferred to the P&R COE or to the Army Electronic Archive (AEA) ([glossary](#)) and will be destroyed at the CFA.

(b) Long-term record (6+). This type of record is needed for a period longer than 6 years (but not permanently) as determined by the prescribing directives, agency business rules, or SOPs, and is no longer needed for day-to-day business. These records must be transferred to the P&R COE ([para 9](#)) or to the AEA.

(c) Permanent record (Perm). This type of record is no longer needed for day-to-day business, but must be preserved permanently. These records must be transferred to the P&R COE ([para 9](#)) or to the AEA.

(3) Based on the retention and disposition instructions in [\(a\) thru \(c\) above](#), AOs will develop their ORL or provide this information to the supporting RC ([d below](#)). The RC will consolidate input from all AOs in the office or section and build the ORL using the ARIMS website tool at <https://www.arims.army.mil>.

d. ORLs.

(1) Using the retention and disposition instructions in [c\(2\)\(a\) through \(c\)](#) above, all organizations will create an ORL to identify the categories of records likely to be created in that organization. ORLs—

(a) Consist of a list of ACRS series, sub-series ([glossary](#)), and duration (retention) periods that represent the information created or received in an office as a result of conducting business.

(b) Are prepared by the RC or AO in each element where records are created and maintained.

(c) Must be approved by the supporting RM and maintained on the ARIMS website.

(d) Provide specific disposition durations for all record information in an office or unit.

(e) Help RMs identify units and offices with long-term and permanent records that must be collected and transferred to the P&R COE or AEA.

(f) Are needed to create folders for hard-copy and electronic information and to create labels for hard-copy folders.

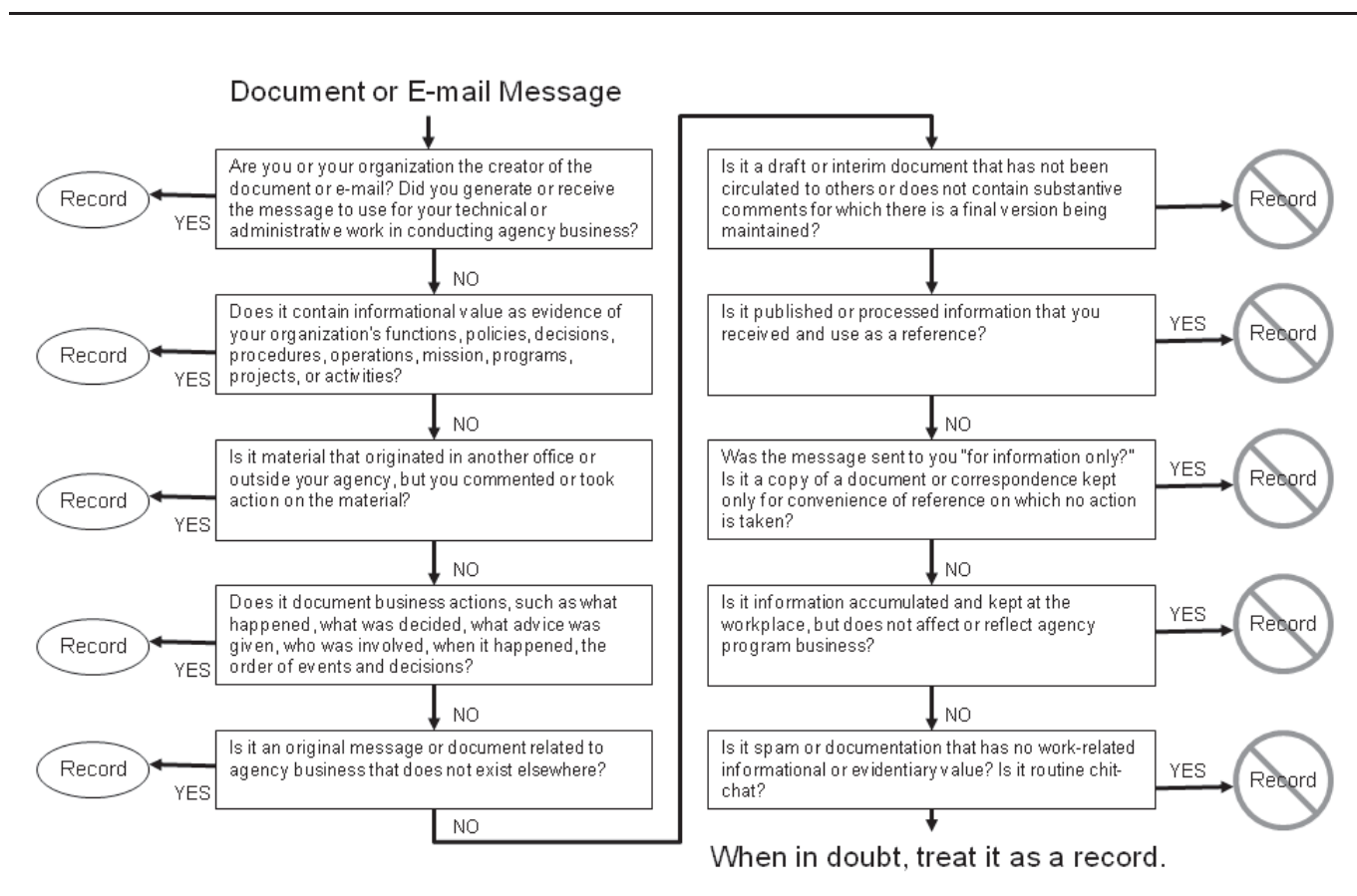


Figure 4. Record Decision Tool

(g) Help the P&R COE identify incoming records.

(h) Must be reviewed for continued relevance each year. Changes require approval by the supporting RM (para 5d(7)).

(i) Provide the filing structure for shared drives, SharePoint portals, and personal storage table (pst) folders in Microsoft Outlook for managing records locally and for transferring records to the AEA using the Bulk Archive Tool (BAT).

(2) ORLs created before January 2012 contain old ARIMS record numbers. The old record numbers can be cross-referenced with the ARIMS Detailed Reference-Crosswalk at <https://www.arims.army.mil> to determine the applicable ACRS sub-series number used to populate the ORL. The ARIMS Detailed Reference-Crosswalk provides detailed record descriptions and disposition instructions. Once the population of the ORL is completed and “submitted as proposed,” the supporting RM will review and approve the ORL in ARIMS. The approved ORL will indicate the year of creation, the ORL title, the record sub-series, and retention period.

(3) Figure 5 shows a sample of ORL details.

ORL DETAILS

2015-BDE S1 File

Office Symbol: AETV-CAB
ORL Name: 2015-BDE S1 File

<input type="checkbox"/>	Record Sub-series	Record Number	Retention Period	Status
<input type="checkbox"/>	400B	400B	6+	Approved
<input type="checkbox"/>	600A	600A	0-6	Approved
<input type="checkbox"/>	600A	600A	6+	Approved
<input type="checkbox"/>	600A	600A	Perm	Approved
<input type="checkbox"/>	600B	600B	6+	Approved
<input type="checkbox"/>	600B	600B	0-6	Approved
<input type="checkbox"/>	600C	600C	0-6	Approved
<input type="checkbox"/>	600C	600C	6+	Approved
<input type="checkbox"/>	800A	800A	Perm	Approved

Remove

Add Record Instructions

Close

Print Summary

Print Details

Figure 5. Sample ORL Details

e. Labeling.

(1) All folders and containers used to store record information will be labeled. Once the ORL has been established and approved, folders are created on the ARIMS website. When the hard-copy option is selected, the “ORLs & Folders” tab automatically creates labels. If “Using RRSA” is selected in “Create Folders,” data from the RRSA will additionally be imported and included on the labels. If labels are prepared without using the ARIMS website, each label must include the following:

(a) The sub-series number provided by the ACRS. The previous ARIMS record numbers may be included on the label until the numbers are no longer referenced in ARIMS. For records that will be transferred to the P&R COE, the old record numbers are required on SF 135.

(b) The title of the record, specifically any title that best supports the business needs of the office or unit.

(c) The year of creation (either calendar or fiscal year).

(d) A PA notice, if the record includes information subject to the PA. The PA system notice citation is provided in the Records Management Assist Tool when folders are created. This information is necessary when transferring records to the P&R COE.

(e) The disposition instructions provided by the prescribing regulation, agency business rules, and ACRS.

(f) The name of the event for records concerning an event that determines the disposition of the related records.

(2) For paper, digital storage, and similar media, labels may be handwritten or printed from the ARIMS website. The unit or office will decide which method best supports its business needs. The recommended method for retaining and temporarily storing electronic records is to store them on the unit's shared drive. [Figure 6](#) shows labels for hard-copy files.

800D BUDGET: OPERATION BUDGET : Administration and Housekeeping PA:NA Keep until NLN, NTE 6 years, then destroy. (14)	200A CONTRACTS: LEASING, RENTALS : Installation Management and Field Organizations PA:NA Keep until NLN, NTE 6 years, then destroy. (14)
200D DINING FACILITY OPERATIONS : Field Organizations, Food Program, Clothing and Textiles material PA:NA Keep until NLN, NTE 6 years, then destroy. (14)	200A DPW: WORK ORDERS : Installation Management and Field Organizations PA:NA Keep until NLN, NTE 6 years, then destroy. (14)
700A FLIPL: HISTORIC/CLOSED- LIABLE : General Logistics, Equipment, Supplies and Property accountability PA:NA Keep until NLN, NTE 6 years, then destroy. (14)	700A FLIPL: HISTORIC/CLOSED- NO LIABILITY : General Logistics, Equipment, Supplies and Property accountability PA:NA Keep until NLN, NTE 6 years, then destroy. (14)
700A FLIPL: SUSPENSE/OPEN : General Logistics, Equipment, Supplies and Property accountability PA:NA Keep until NLN, NTE 6 years, then destroy. (14)	700A GOVERNMENT TRAVEL CHARGE CARD(GTCC): APPLICATION PACKETS : General Logistics, Equipment, Supplies and Property PA:NA Keep until NLN, NTE 6 years, then destroy. (14)

Figure 6. Sample Labels for Hard-Copy Files

f. Electronic Records. Unless otherwise prescribed by law or regulation, all Army official information will be maintained in electronic format (for example, e-mail, digital files on shared drives, material on SharePoint portals). The Army in Europe maintains disposition of electronic information according to ARIMS.

(1) Digital copies of Federal records, including e-mail messages in PDF format, will be saved on shared drives, not on the hard drives of individual computers.

(2) The USAREUR SharePoint Portal is a collaborative work environment. When a record is declared final, it is moved to a shared drive or the AEA. The USAREUR SharePoint Portal is not a repository for long-term information storage.

(3) The ARIMS BAT will be used to transfer long-term and permanent electronic records to the AEA when the records are no longer needed for conducting business.

(a) The BAT enables registered users to store electronic documents (including e-mail messages) locally on a local hard drive or shared drive from where they can be submitted as a batch file to the AEA. The information transferred is merely a copy of the electronic record. The transferred record appears in the AEA index about 24 hours after the record is transferred to the AEA. Once the information is available in the AEA, the locally stored copy may be deleted.

(b) The BAT creates a local directory folder structure that mirrors the electronic folder structure defined by an approved ORL in ARIMS. The files are dragged and dropped into the folders on the local directory until transferred or deleted.

g. Deviations From Disposition Instructions.

(1) RMs may request exceptions to the disposition instructions in the ACRS for records that are unique to the European theater or to meet operational requirements (app C). RMs will send requests for exceptions by e-mail to the USAREUR RA at *USARMY Wiesbaden USAREUR Mailbox USAREUR G6 ARIMS ITRA*. Requests must include the following:

- (a) A recommended record series and record number (RN) or sub-series number.
- (b) A brief description of the record information.
- (c) A statement that includes the following:

1. The justification for the exception or for maintaining the unscheduled record information and the proposed retention period.

2. A description of the continuing administrative, fiscal, legal, or operational value of the record to the U.S. Government.

3. The location of the record.

(2) The USAREUR RA will validate requests and send them to RMDA for recommended approval.

(3) [Appendix C](#) provides established records disposition standards and description of record numbers that are unique to the European theater.

h. Classified Records. Records management personnel will transfer classified records directly to the appropriate Federal records center in accordance with AR 380-5. Records management personnel will not transfer classified records to the P&R COE, but will send a copy of SF 135 to the P&R COE whenever transferring classified records to a Federal records center ([para 9b](#)).

i. Records-Management Checklists. RMs will use AE Form 25-400-2B to evaluate the records-management programs of organizations and activities in their respective AOR. AE Form 25-400-2C is used to evaluate the records-management practices of AOs according to DA Pamphlet 25-403, paragraph 1-6d and appendix B. AE Form 25-400-2D is a records-management checklist used for departing senior officials ([para D-2b](#)).

j. Unit Inactivations. Inactivating units will ensure their ORLs on the ARIMS website are up to date and approved. The approved ORL provides the unit the specific record-disposition instructions required during inactivation. Inactivating units must contact their servicing RM for guidance and to coordinate the transfer of records to the P&R COE.

(1) Classified and unclassified documents eligible for destruction must be destroyed on site according to disposition instructions provided in the approved ORL. The classification of documents does not change the prescribed disposition.

(2) Classified records not eligible for destruction or retirement must be transferred to the appropriate staff office at the unit's next higher headquarters for filing and disposition. Commanders may merge the records of their assigned units before transfer. The RM at the receiving headquarters must approve SF 135 for the records to be shipped to the headquarters to avoid redundancy by ensuring that no copies of records already available at the receiving headquarters are being shipped.

(3) Unclassified records not eligible for destruction must be transferred to the P&R COE (para 9a).

(4) Inactivating units must send organizational history files (classified and unclassified) directly to the United States Army Center of Military History (CMH) (para 9b(3)).

(5) Army units must dispose of NATO documents according to [USAREUR Regulation 380-15](#).

8. NAMING CONVENTION FOR ELECTRONIC FILES

a. USAREUR. Digital documents and folders created by USAREUR personnel will be named according to the guidelines in AR 25-400-2 and [AE Regulation 25-4](#) for personnel to identify, protect, retrieve, and dispose of the records.

(1) File names will not exceed 100 characters. The file name will be created using the date the record copy is created; the security classification of the document; the unit or section designation of the originator; file title or a short description; ACRS sub-series number; and the retention category of the record (that is, short-term “0-6,” long-term “6+,” or permanent “Perm”). [Figure 7](#) provides samples for naming files.

NOTE: Names of documents uploaded in the USAREUR SharePoint Portal may not include more than 50 characters.

1	2	3	4	5	6
2013	1230	_SECRET	_G3_OPORD_300B_Perm.doc		

1	2	3	4	5	6
2014	0115	_FOUO_12AVN-S1_MilPerFldr_DoeJohn_800D_0-6.xlsx			

1	2	3	4	5	6
2014	0214	_U-FOUO_G2_TDY-DoeJane_working-doc_800D_6+.pdf			

Legend:

1. Date (YYYYMMDD)
2. Security classification
3. Organization
4. File title (short description)
5. ACRS sub-series
6. Retention category

Figure 7. Samples for Naming Electronic Files on Shared Drives for USAREUR Units

(2) Document folder names on shared drives will include the ACRS series, sub-series, and the retention category (0-6, 6+, or Perm) and will indicate whether PII information is included in the documents stored in the document folder by using “PA” for Privacy Act or “FOUO.” [Figure 8](#) shows samples for naming document folders on shared drives.

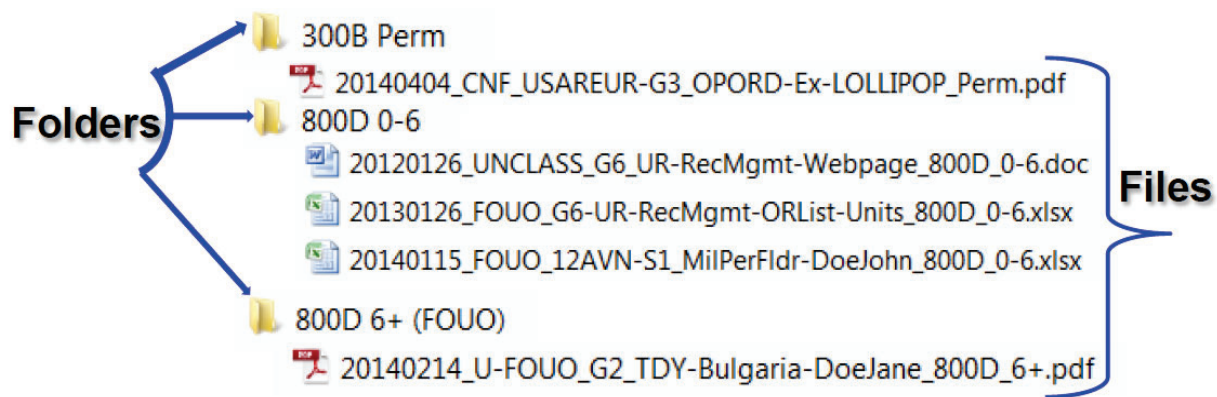


Figure 8. Samples for Naming Document Folders on Shared Drives for USAREUR Units

(3) Document folder names on the USAREUR SharePoint Portal will include the office symbol of the office owning the record, the ACRS series, and a description. [Figure 9](#) shows samples for naming document folders on the USAREUR SharePoint Portal.

AEIM-OL_LOGISTICS LIBRARIES		
<input type="checkbox"/> Type	Name	Modified
	AEIM-OL_1100B_Acquistion Library	6/25/2014 2:08 PM
	AEIM-OL_700A-B_Logistics Library	6/26/2014 9:59 AM

Figure 9. Samples for Naming Document Folders in the USAREUR SharePoint Portal

b. IMCOM-Europe. Digital files created by IMCOM-Europe personnel will be named according to the guidelines in AR 25-400-2, [AE Regulation 25-4](#), and annex G of FRAGO 3 to IMCOM OPORD 12-102, for personnel to identify, protect, retrieve, and dispose of the records. The naming convention is the same for both shared drives and the IMCOM-Europe SharePoint Portal. Document names will include the office symbol of the office owning the document, the document title, the number of the version, and the date. (IMCOM OPORD 12-102, FRAGO 3, annex G, does not provide guidance on the naming convention of document folders.) [Figure 10](#) shows samples for naming electronic files that are saved on the IMCOM-Europe SharePoint Portal and IMCOM-Europe shared drives.

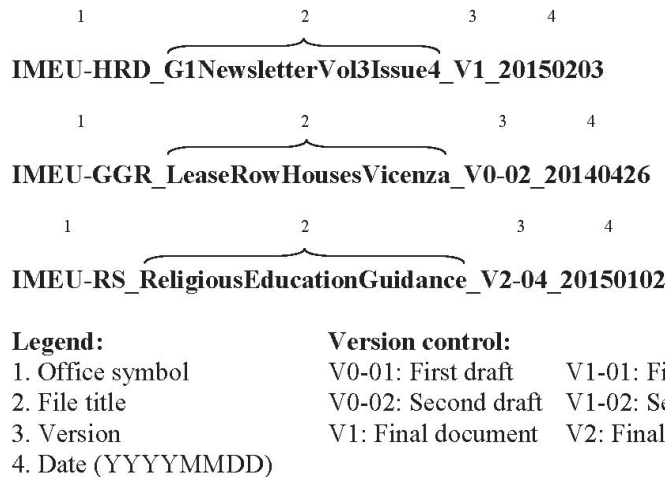


Figure 10. Samples for Naming Electronic Files in the IMCOM-Europe SharePoint Portal and on IMCOM-Europe Shared Drives

9. TRANSFERRING AND RETIRING RECORDS IN THE EUROPEAN THEATER

All record information must be identified, maintained, transferred, and disposed of according to ARIMS. Personnel will use the following procedures to transfer records that are eligible for transfer to the P&R COE:

a. Preparing Records for Shipment to the P&R COE.

(1) Unclassified long-term and permanent records (including those marked FOUO) must be transferred to the P&R COE. The P&R COE mailing address is Publication & Records Center of Excellence (Attn: AERHA), USAG Rheinland-Pfalz (IMRP-HRR), Unit 39090, APO AE 09090-9090.

(2) Records transferred to the P&R COE must be packed in official record containers (national stock number 8115-00-117-8249). Records-management personnel will document shipments using SF 135 by preparing the form as follows:

(a) Item 1. Leave blank.

(b) Item 2. Enter the name of the organization's RM or RC.

(c) Item 3. Enter the name and telephone number of the organization's POC or information-management representative.

(d) Item 4. Leave blank.

(e) Item 5. Enter Publication & Records Center of Excellence (Attn: AERHA), USAG Rheinland-Pfalz (IMRP-HRR), Unit 39090, APO AE 09090-9090.

(f) Item 6. Enter the following information:

1. The organization name and the address of the originator of the records.
2. The following statement: *These records are added to records previously transferred to the AERHA. The information previously submitted is still applicable.*
3. Organizational historical data (for example, unit inactivation).
4. The title of the originator of the records (for example, Directorate of Training, G3).
5. The sub-series, file name, and year. The sub-series must be the same as that shown on the ACRS website. Include the old record numbers which can be found in the ARIMS Detailed Reference-Crosswalk. Subtitles are authorized. If more than one box is shipped, the contents of each box must be listed.
6. For records that are subject to the PA (records including PII), enter the sub-series followed by the PA system notice number. These numbers are listed in the ARIMS Records Management Assist folder tab. To ensure accountability and retrievability of these records, records-management personnel in the organization transferring the records will attach a list to SF 135 that provides the names of individuals named in the records. This list may be in alphabetical order by name or in numerical order, as shown in the following two examples:

Military Award Case (13)
Privacy Act Number: A0672-5-1TAPC
(listed alphabetically, see enclosed list)

Military Inpatient Treatment Records (12)
Privacy Act Number: A0040-66bDASG
(listed numerically, see enclosed list)

(g) Lower-Right Corner of SF 135. Enter the following statement:

APPROVED FOR SHIPMENT
(Records management personnel signature block)
Date: _____

(3) After completing SF 135, records-management personnel will—

- (a) Include the original copy of SF 135 in the first box of each shipment.
- (b) Send one copy of SF 135 to the P&R COE to provide advance notice of a records shipment. If available, a digital copy of SF 135 should also be sent to the P&R COE for corrections and updates to *USARMY Rheinland-Pfalz IMCOM Europe List Records Share Group*.
- (c) Keep one copy of SF 135 for filing.
- (d) Provide one copy of SF 135 to the RM who approved the shipment if the RM is not the person who prepared SF 135 and packed the boxes.

(4) Questions about transferring records may be referred to the P&R COE (mil 484-7583/7573).

b. Shipment to Federal Records Centers. Organizations in the Army in Europe must retire the following types of records directly to Federal records centers. When records are being prepared for shipment to a Federal records center, item 1 on SF 135 must show the address of the appropriate records center and not the P&R COE:

(1) Classified records. These records must be prepared and transferred according to AR 380-5 and this regulation.

(2) Procurement and separation x-ray files, certain medical records, finance records, official civilian personnel folders, and official military personnel folders. These records must be sent directly to appropriate records centers by certified mail.

(3) Organizational history files (classified and unclassified) of inactivating units and any records from Operation Enduring Freedom, Operation Iraqi Freedom, and Operation New Dawn. These records will be sent to the United States Army Center of Military History, 102 4th Avenue, Building 35, Fort McNair, DC 20319-5060. Personnel with question may contact the CMH at civilian 001-202-685-2991.

c. Retiring Official Civilian Personnel Folders. The United States Army Civilian Human Resources Agency, Northeast/Europe Region, will retire civilian official personnel folders by sending them to the Center Manager, National Personnel Records Center, 111 Winnebago Street, St. Louis, MO 63118-4126. The shipment must include a transmittal memorandum of individual names in alphabetical order. A copy of the transmittal memorandum must be sent to the P&R COE ([a\(1\) above](#)). Strict compliance with this procedure is required to speed the processing of records inquiries under the provisions of the FOIA.

d. Special Requirements for Mailing Personnel Records and Classified Records.

(1) Personnel records must be mailed by DOD certified mail.

(2) Classified records must be mailed by DOD registered mail according to the instructions in AR 380-5.

10. RECORDS DISPOSITION

a. Records Disposition and Disposal. The final stage of a record's life cycle is the disposition. Records disposition includes the transfer according to [paragraph 9](#) or disposal.

(1) Paper copies of unclassified short-term records ([para 7c\(2\)\(a\)](#)) are disposed of in accordance with the prescribing directive, agency business rules, applicable SOP, and ARIMS disposition instructions within the CFA. Disposal options are to destroy or delete the records within the CFA or send them to the P&R COE for destruction. When sending short-term records to the P&R COE for destruction, the records must be boxed according to [paragraph 9a\(2\)](#) and mailed with a completed copy of AE Form 25-400-2A.

(a) AE Form 25-400-2A must be completed as follows:

1. The unit RC or AO and the command RM will complete part I. RMs certify that records listed on AE Form 25-400-2A are eligible for destruction and are not subject to a current Army records freeze ([c below](#)). The RC or AO itemizes the list of records scheduled for destruction by—

- a. Number of boxes.
- b. Box volume (in cubic feet).
- c. ARIMS sub-series RN.
- d. Record titles and descriptions.
- e. PA number (if applicable).
- f. Inclusive dates of records to be destroyed.
- g. Date the records were eligible for destruction.
- h. A statement as to whether or not the records are subject to a records freeze.

2. The RM, unit commander, branch chief, or equivalent-level leader signs and dates the original form and sends it to the P&R COE along with the boxes of records that are ready for destruction.

3. The P&R COE will verify the accuracy of the form and complete part II.

4. The RM who approves destruction of the records will keep one copy of the form.

5. The unit RC or AO will keep one copy of the form.

(2) Unclassified records with access restrictions such as FOUO or subject to the PA must be destroyed by shredding, burning, or submitting to the P&R COE for disposal according to the guidance in [\(1\) above](#).

(3) Classified records must be destroyed in accordance with AR 380-5.

(4) Electronic records must be deleted if on tape or updatable media; otherwise, the location (index) information is deleted so that the records cannot be retrieved. To avoid health risks, agencies will not destroy CDs or optical disks by burning, pulverizing, or shredding. If the volume of stored disks becomes a storage or security concern, the manufacturer should be contacted to seek assurance that the product does not contain toxic substances.

b. Vital Records. The Vital Records Program provides for the selection and protection of records required for the Army to conduct business under other than normal operating conditions to resume normal business afterward, and to identify and protect important records dealing with the legal and financial rights of the Army and persons directly affected by actions of the Army. The Vital Records Program also provides policy and guidance for emergency preparedness, contingency planning, assessing damage, and implementing disaster-recovery procedures. RMs will ensure that procedures for preserving and retrieving vital electronic records, databases, and information systems are identified, maintained, and safeguarded in accordance with AR 500-3 and DA Pamphlet 25-403. The Office of the Deputy Chief of Staff, G6, HQ USAREUR, oversees the continuity of operations plan for storing and retrieving vital records that are stored in data-storage facilities.

c. Records Freezes. During a records freeze, the RMDA provides notification to suspend the regular disposition of specific records. The RMDA also announces when the freeze is over. Records affected by a freeze may not be destroyed on schedule and must be held until the freeze is over.

(1) Records freezes apply to record information in all media and in all locations (for example, records stored in CFAs, records stored on shared drives).

(2) The P&R COE is accountable for “frozen” records within at the AERHA.

(3) During a records freeze, all units, staff offices, and system administrators are responsible for ensuring that records affected by a freeze are not destroyed until the freeze is lifted.

(4) When a freeze is lifted, the records disposition is carried out from the original date of the record, not the date that the freeze ended. A list of current freezes of Army records can be found on the RMDA website at <https://www.rmda.army.mil/programs/rmd.shtml> (*Current Freezes on Army Records* in the *Recordkeeping* section).

11. PENALTIES

Records created or acquired by an official or employee of the Department of the Army in the course of conducting Government business are the property of the Department of the Army. The maximum penalty for the willful and unlawful removal, mutilation, obliteration, destruction, or private use of any Federal record is a fine, 3 years in prison, or both (18 USC 2071). USAREUR employees are responsible for reporting actual or threatened unlawful loss or removal of Federal records to the servicing RM; the USAREUR RA (mil 537-6343); or the USAREUR Privacy Officer (mil 337-3600). IMCOM-Europe personnel will report these types of incidents to the IMCOM-Europe RA (mil 544-1470).

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

18 USC 2071

44 USC 22

36 CFR 1230.10

AR 25-1, Army Information Technology

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

AR 25-59, Office Symbols

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 340-21, The Army Privacy Program

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

AR 500-3, U.S. Army Continuity of Operations Program Policy and Planning

DA Pamphlet 25-403, Guide to Recordkeeping in the Army

[AE Regulation 25-4](#), Army in Europe Enterprise Content Management

[AE Poster 340-21](#), Desktop Information on the Privacy Act

[USAREUR Regulation 380-15](#), Safeguarding Classified NATO Information

SECTION II FORMS

SF 135, Records Transmittal and Receipt

DD Form 2923, Privacy Act Data Cover Sheet

DD Form 2930, Privacy Impact Assessment

DA Form 2028, Recommended Changes to Publications and Blank Forms

[AE Form 25-400-2A](#), Certificate of Destruction Declaration

[AE Form 25-400-2B](#), Evaluation of Records Management Program

[AE Form 25-400-2C](#), Records Management Staff Assessment Visit

[AE Form 25-400-2D](#), Records Management Checklist for Departing Senior Leaders

APPENDIX B

THE PRIVACY PROGRAM IN THE ARMY IN EUROPE

B-1. GENERAL

a. Authority. The Privacy Act (PA) of 1974 is the governing authority for the Army to protect the privacy of individuals from unwarranted intrusion. For the purpose of the PA, individuals are defined as living citizens of the United States and aliens lawfully admitted to the United States for permanent residence.

b. Purpose. The purpose of the Privacy Program in the Army in Europe is to implement the requirements of the PA in USAREUR and IMCOM-Europe in a way that balances the U.S. Government's need to maintain information about individuals while protecting the rights of individuals against unwarranted invasions of their privacy stemming from U.S. Federal collection, maintenance, use, and disclosure of their personal information. The Privacy Program in the Army in Europe includes—

(1) Protecting personally identifiable information (PII). [AE Poster 340-21](#) provides more details on PII.

(2) Reviewing, completing, and submitting privacy impact assessments (PIAs) (DD Form 2930). A PIA is required when information systems (ISs) and software applications (for example, SharePoint) are used to collect, maintain, or distribute PII in identifiable form. AR 25-1 provides detailed information about the PIA process.

(3) Processing PA system of records notices (SORNs).

(4) Ensuring that personnel complete mandatory PII training (available at the U.S. Army Information Assurance Virtual Training website at <https://iatraining.us.army.mil/>).

(5) Monitoring and enforcing the reduction of using Social Security numbers on AE forms (DODI 1000.30).

c. USAREUR Privacy Program. The USAREUR PA Officer administers and executes the USAREUR Privacy Program according to the guidelines of the USAREUR Records Management Program. The USAREUR PA Officer is also the Freedom of Information Act (FOIA) Officer and is responsible for responding to FOIA and PA requests for information from all sources on behalf of USAREUR. The USAREUR PA Officer also ensures that all USAREUR IS accreditations are surveyed using a PIA to determine if PII is collected. If PII is collected, the USAREUR PA Officer ensures that a SORN is created and published in the Federal Register to notify the public which Federal IS collects PII.

d. IMCOM-Europe Privacy Program. The IMCOM-Europe PA Officer administers and executes the IMCOM-Europe Privacy Program. The IMCOM-Europe PA Officer is also the FOIA Officer and Records Administrator for IMCOM-Europe.

B-2. RESPONSIBILITIES

a. USAREUR FOIA/PA Officer. The USAREUR FOIA/PA Officer is responsible for—

(1) Implementing the requirements of AR 340-21 in USAREUR.

(2) Ensuring the requirements of the Army Privacy Program are implemented throughout HQ USAREUR staff offices and USAREUR major subordinate and specialized commands.

(3) Reviewing and approving PIAs received from command information-assurance managers and submitting PIAs to the Army Chief Information Officer/G-6 for final approval.

NOTE: Only the USAREUR PA Officer or approved delegate may send USAREUR PIAs to the Army Chief Information Officer/G-6.

(4) Ensuring mandated PII training is completed for USAREUR ([para B-1b\(4\) above](#)). USAREUR requires annual PII refresher training to ensure employees (civilian and military) continue to understand their responsibilities for protecting PII. To meet these training requirements, all units will establish an annual training schedule for all assigned personnel.

(5) Promoting the Privacy Program throughout USAREUR to ensure compliance.

b. IMCOM-Europe FOIA/PA Officer and Garrison FOIA/PA Officers. The IMCOM-Europe FOIA/PA Officer and garrison FOIA/PA officers are responsible for—

(1) Implementing the requirements of AR 340-21 in IMCOM-Europe.

(2) Ensuring the requirements of the Army Privacy Program are enforced in IMCOM-Europe staff offices and United States Army garrisons.

(3) Maintaining oversight of IMCOM-Europe IS accreditations and PIAs. The process for approving PIAs in IMCOM-Europe is explained in detail at the IMCOM-Europe SharePoint Portal at <https://home.army.mil/sites/eur/gl/DMB/RECMGMT/PRIVACY/default.aspx>.

(4) Providing PII awareness training annually and mandate PII training for any privacy infraction or breach within IMCOM-Europe.

(5) Promoting the Privacy Program throughout IMCOM-Europe to ensure compliance.

c. HQ USAREUR Staff Principals and Commanders of USAREUR Major Subordinate and Specialized Commands. HQ USAREUR staff principals and commanders of USAREUR major subordinate and specialized commands will—

(1) Appoint a privacy manager within the organization's command group or executive office.

(2) Ensure the privacy manager appointee has at least a 2-year retention at the time of appointment.

(3) Establish annual PII training guidelines for their organizations.

d. USAREUR Privacy Managers. USAREUR privacy managers are responsible for—

(1) Sending their appointment memorandum to *USARMY Wiesbaden USAREUR Mailbox USAREUR G6 PRIVACY OFC ITRA*.

(2) Safeguarding personal information to prevent unauthorized use, access, disclosure, alteration, or destruction.

(3) Ensuring that PA statements are on all documents that are used to collect or retrieve PII.

(4) Ensuring all personnel use a Privacy Act Data Cover Sheet (DD Form 2923) to protect documents that contain information subject to the PA.

(5) Retrieving unattended common access cards that are turned in.

(6) Responding to inquiries of individuals who want to know what USAREUR records are maintained on the individual and let the individual review copies of these records.

(7) Ensuring all personnel complete mandatory annual PII training.

e. All Army Employees. All Army employees are responsible for—

(1) Safeguarding personal information to prevent unauthorized use, access, disclosure, alteration, or destruction.

(2) Using a Privacy Act Data Cover Sheet (DD Form 2923) to protect documents that contain information subject to the PA.

(3) Completing PII training, if mandated.

B-4. REPORTING A PRIVACY BREACH

a. If PII is compromised (that is, exposed to unauthorized view), a breach is committed and must be reported to the following:

(1) To the United States Computer Emergency Readiness Team at <https://www.us-cert.gov/> and to Army Leadership by e-mail: *pii.reporting@us.army.mil* within 1 hour after the breach has been discovered.

(2) To the Army Privacy Office by sending a completed copy of DD Form 2959 by e-mail to *usarmy.belvoir.hqda-oaa-aha.mbx.rmda-foia-privacy-alert@mail.mil* within 24 hours after the breach has been discovered.

(3) The affected individual as soon as possible, but no later than 10 workdays after the breach is discovered and the identity of the individual is ascertained.

B-5. DEPARTING EMPLOYEES AND THE PRIVACY ACT

Through the course of official duties, employees access and use records about other individuals under the provisions of the PA. Employees and officials are permitted to access and use these records for official purposes; but once the employee or official has separated, he or she is no longer allowed the access or use of these records. A former employee keeping copies of PA records and accessing them after employment is likely violating the PA and may be subject to criminal or civil penalties.

B-6. CONTACTING A PRIVACY OFFICER IN THE ARMY IN EUROPE

The contact information for the USAREUR PA Officer and the IMCOM-Europe PA Officer is available at AEPUBS at <https://aepubs.army.mil/ae/public/FOIA.aspx>.

APPENDIX C

RECORDS DISPOSITION STANDARDS UNIQUE TO THE EUROPEAN THEATER

C-1. GENERAL

This appendix provides records disposition standards and descriptions of record numbers (RNs) unique to the European theater. These standards and descriptions supplement the RNs in the Army Records Information Management System Records Retention Schedule - Army.

C-2. DISPOSITION

The records described in this appendix will not be destroyed unless authorized by this regulation.

a. Record Category: Financial Administration.

RN: 37-105a/U1

Title: Individual Pay Records—Italian National Employees

Privacy Act: Not applicable.

Description: Individual pay records that provide information on pay authorizations, adjustments, deductions, and increases.

Disposition: Keep original pay records on site. Destroy 10 years after the date the record is created.

RN: 37-105b/U2

Title: Individual Retirement Records—Italian National Employees

Privacy Act: Not applicable.

Description: Documents pertaining to individual retirement records showing the service history of each employee. These documents include forms and data such as pay authorizations, promotions, increases and adjustments, notifications of personnel action, receipts for final payment, *anagrafica* (personal) data, work contracts, tax-exemption payments for incentive nominations and approvals, Family-allowance status documentation, heirs legal-deed certification, end-of-employment pay-summary reports, unemployment indemnity and other documentation, and receipts of contributions to individual pension plans.

Disposition: Permanent. Keep on site and retire to the Washington National Records Center (4205 Suitland Road, MD 20746-8001) when the U.S. Forces leave Italy.

RN: 37-105h/U3

Title: Withholding Tax Payments and Contribution Payment Receipts—Italian National Employees

Privacy Act: Not applicable.

Description: Documents and forms such as Italian social security payments, social security health-contribution payments, injury calculations and payments, tax payments, tax-withholding statements, employee wage tables, employment gross salary for contribution payments, other documents and forms showing taxable income wages, income reports sent to the Italian Internal Revenue Service, tax reconciliations, receipts, and related information.

Disposition: Permanent. Keep on site and retire to the Washington National Records Center (4205 Suitland Road, MD 20746-8001) when the U.S. Forces leave Italy.

RN: 215-5c

Title: Individual Tax Relief Records

Privacy Act: A0215 FMWRC

Description: Records relating to the tax-free purchase by procurement agencies for personal use.

Disposition: Records are to be kept at least 5 years. Keep in the current files area for the first 2 years. If local storage capacity is exceeded, records may be transferred to the Publications and Records Center of Excellence (Attn: AERHA), USAG Rheinland-Pfalz (IMRP-HRR), Unit 39090, APO AE 09090-9090, once they are 2 years or older.

b. Record Category: Customs Documents

RN: 550-175/U1

Title: Customs Documents

Privacy Act: A0190-5 OPMG

Description: Copies of AE Form 550-175A (Import/Export Certificate and Purchase Permit/*Einfuhr-/Ausfuhrgenehmigung und Erwerbsgenehmigung*); copies of AE Form 550-175B (Permit to Transfer/*Veräußerungsgenehmigung*); copies of AE Form 550-175C (Request for Exception to Policy for Authorization to Operate a Privately Owned Vehicle/*Antrag auf Erteilung eines Berechtigungsausweises*); requests for AE Form 550-175K; and copies of AE Form 550-175L (U.S. Forces POL Authorization for Rental Vehicles or Privately Owned Vehicles Registered in Europe but not in Germany/*Genehmigung zum Kauf von Treibstoff für Mietwagen oder für außerhalb von Deutschland in Europa zugelassene Privatwagen*). The Customs Executive Agency, Office of the Provost Marshal, G3/4 Protect Division, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR, maintains these files.

Disposition: K10. Destroy after 10 years.

RN: 550-51a

Title: Tri-Service Agreements of Policy Significance—NATO Status of Forces Agreement (SOFA)

Privacy Act: Not applicable.

Description: Documents pertaining to the administrative arrangements coordinated by and concluded between the NATO SOFA Office (Germany) and the Federal Ministry of Finance (Customs) on customs controls, customs procedures, customs policy, and exceptions to customs or tax provisions of the NATO SOFA, the Supplementary Agreement, or implementing arrangements affecting the U.S. Forces and its personnel (AE Reg 550-175). These administrative arrangements will be coordinated with the servicing judge advocate. The CG, USAREUR, Customs Executive Agent has signature authority for administrative arrangements concluded with the Federal Ministry of Finance (Customs).

Disposition: Keep in the current files area until no longer needed for business, then transfer paper records to the Publications and Records Center of Excellence (Attn: AERHA), USAG Rheinland-Pfalz (IMRP-HRR), Unit 39090, APO AE 09090-9090, for further disposition. Disposition will coincide with host-nation retention periods.

c. Record Category: Personnel—General.

RN: 600-290b/U1

Title: Soggiorno Files

Privacy Act: A0055-355bDALO

Description: Documents relating to requests for *permesso di soggiorno* (residence permit) for military Family members and civilian personnel and their Family members. These documents include requests for renewal and revision, transmittal letters, receipts, and supporting documentation.

Disposition: Destroy 1 year after departure or separation of the sponsor or individual.

d. Record Category: Personnel Records and Identification of Individuals.

RN: 640-3/U1

Title: Ration System Files

Privacy Act: A0640-3CFSC

Description: AE Form 600-702A (U.S. Forces Ration Card) registers; AE Form 600-702C (U.S. Forces Supplemental Ration Card) registers; temporary ration-card registers; control registers and related documents; requests, approvals, and authorizations for rationed petroleum, oil, and lubricants items; applications for bulk purchases; and similar documents that pertain to rationing.

Disposition: Destroy 1 year after each ration card register page is full and ration cards are turned in. Includes requests, approvals, and authorizations for rationed petroleum, oil, and lubricant items; applications for bulk purchases; and similar documents pertaining to rationing.

e. Record Category: Civilian Personnel.

RN: 690-99a

Title: Local National Time-and-Attendance Files (Germany)

Privacy Act: OPM-Govt-1

Description: Signed time-and-attendance printouts and supporting documents (for example, e-mail messages, request forms, printed copies of advance notification).

Disposition: Maintain in current files area for 2 years and destroy after the end of the respective fiscal year, unless needed as evidence in a grievance or court case.

RN: 690-200a/U2

Title: Official Personnel Files of Direct-Hire, Non-U.S.-Citizen Employees (for example, British, Italian)

Privacy Act: OPM Govt-1

Description: Information on employee awards, efficiency, medical status, personnel actions, promotions, security clearances, and similar documents.

Disposition: Retire to the National Personnel Records Center (111 Winnebago Street, St. Louis, MO 63118-4126) 6 months after the employee separates or retires.

RN: 690-70b/U4

Title: German National Employee Official Personnel Files

Privacy Act: OPM Govt-1

Description: Information on employee contracts, employment status, personnel actions, security clearances, and similar documents. AE Regulation 690-70, appendix B, provides details on official personnel files.

Disposition: Maintain in the current files area for 3 years, then transfer to the Publications and Records Center of Excellence (Attn: AERHA), USAG Rheinland-Pfalz (IMRP-HRR), Unit 39090, APO AE 09090-9090, to store for 17 more years. Destroy 20 years after the employee separates, transfers, retires, or dies, or on completion of a final court action, whichever occurs later.

RN: 690-700b/U5

Title: Local National Employee Appeal and Grievance Case Files (Germany)

Privacy Act: AO690-700DAPE

Description: Documents relating to appeal and grievance actions submitted by local national employees in Germany. Included in each case file are employee grievance records, decisions delivered (including grievance-committee and labor-court decisions), review decisions, and similar information.

Disposition: Destroy 2 years after the case is completed or after the employee has separated or retired.

APPENDIX D

RECORDS MANAGEMENT PROCEDURES FOR DEPARTING PERSONNEL

D-1. PURPOSE

This appendix establishes policy for ensuring that all material created, received, or maintained by personnel employed with or by the Army in Europe that meets the criteria for a Federal record remains in the custody of the Army in Europe when an employee departs. It also gives special consideration to Presidential Records Retention requirements (44 USC 22).

D-2. BACKGROUND

Federal records may not be removed from Government custody and may not be destroyed unless they meet the requirements of a records-disposition schedule that has been approved by the Archivist of the United States. The Army Records Information Management System (ARIMS) Army Consolidated Records Schedule (ACRS) meets that requirement. The preservation of Federal records is required by law and regulation. DA civilian employees, local national employee, contractors, and volunteers of the Army in Europe have important recordkeeping responsibilities to ensure the retention and preservation of Federal records.

a. Records Management Responsibilities for Departing Employees. Before departing their organization, DA civilians, local national employees, and contractors in the Army in Europe will meet with the unit privacy manager, records manager (RM), or records coordinator (RC) for guidance on the following:

- (1) Identifying all Army official records in their possession, regardless of the media (for example, paper, electronic file, e-mail message, social media files) or classification.
- (2) Reassigning official electronic and paper records to their supervisor, RC, or a designated employee.
- (3) Saving e-mail messages deemed official records in portable document format (PDF) on the unit's shared drive (using the naming convention in [para 8a](#)) until the record is eligible for further disposition.
- (4) Identifying and removing all non-record copies and personal material from electronic and paper files and shredding or deleting them as applicable.
- (5) Turning over pending or open work to their supervisor or designated employee.
- (6) Requesting approval to remove information, if applicable.

b. Departing General Officers (GOs) and Senior Executive Service (SES) Civilians in the Army in Europe. Senior officials are required to complete an exit briefing they depart (36 CFR 1230.10(a) and (b)). At least 30 days before departing the Army in Europe, GOs and SES civilians will contact their unit RM or their command's records administrator (RA) and security manager for guidance on the following records management responsibilities:

(1) Separating personal papers from the record material. Personal paper may include the following:

- (a) Papers created before entering Government service (for example, previous work files, political materials, reference files).

(b) Papers brought into, created, or received in the office as well as Family and personal correspondence and materials documenting professional activities and outside business or political pursuits. Examples include manuscripts and drafts for articles and books and volunteer and community service records.

(c) Work-related personal papers. Extra copies maintained for convenience of reference are excluded from the definition of records. Personal papers may refer to or comment on the subject matter of agency business, provided they are not used in the conduct of that business. Senior officials often accumulate copies of documents showing significant decisions, events, or transactions in which they are personally involved because of their official positions. These personal papers often document significant events, activities, decisions, or transactions equally or more effectively than the documentation maintained by the office of record. These collections must be maintained separately and identified with the individual official accumulating them, such as “MG Smith’s personal files.” Official record copies should never be included in these collections. Personal papers may be donated to the Military History Institute, United States Army Heritage and Education Center. To coordinate a donation, personnel may send an e-mail message to the Military History Institute at *usarmy.carlisle.awc.mbx.ahec-acq@mail.mil* with a description of the material they wish to donate.

(d) Personal copies of records and non-record materials. Officials may duplicate agency records (usually those that they have originated, reviewed, signed, or otherwise acted on) so that, with agency approval, they may take these non-record copies with them when they depart.

(2) Eliminating duplicate, superseded, or obsolete directives from other organizations or offices, and outdated meeting notices and notes (unless the departing GO or SES civilian was the sponsor or chairperson for the meeting).

(3) Separating correspondence and briefings given to the President, Vice President, or Executive Office of the President. These may fall under the requirements of the Presidential Records Act of 1978.

(4) Organizing the remaining documents by topic and classification according to the established categories office record list (ORL) in ACRS and in chronological order. If records for a subject, project, or program are not addressed in the ORL, the file will be labeled with pertinent information. Labels should include the file category (if one is available), the executive’s name, topic, and the beginning and ending dates of the documents.

(5) Boxing the sorted files according to (1) through (4) above and numbering the boxes in pencil.

(6) Completing SF 135. Excluding the official’s personal papers, the departing senior official will prepare lists of the boxed files: one for the records that fall under the requirements of the Presidential Records Act of 1978; a second list for files covered in the ARIMS ORL; and a third list for all remaining files. The lists must show box numbers (for example, 3 of 10) and file names. These lists will be created separately for classified and unclassified records.

(7) Contacting the command information management officer to—

(a) Provide authorization for the successor to access e-mail messages and electronic records.

(b) Identify official e-mail messages for retention or storage.

(c) Submit a request to review and approve the removal of visual information.

(d) Create a personal contact list and personal calendar (without attachments) on applicable media, such as a CD, for the successor.

(8) Contacting the unit or garrison RM, their command RA, and the responsible security manager to ensure compliance with applicable regulations.

(9) Send completed copies of SF 135 to the Publications and Records Center of Excellence (P&R COE) by e-mail to *USARMY Rheinland-Pfalz IMCOM Europe List Records Share Group* for review before delivering boxes with unclassified records to the P&R COE ([para 9](#)). Boxes with classified records are transferred according to AR 380-5 and this regulation, [paragraph 7h](#).

c. The organization RM or command RA will complete AE Form 25-400-2D with the GO or SES civilian at least 5 workdays before the GO or SES civilian departs.

GLOSSARY

SECTION I ABBREVIATIONS

ACRS	Army Consolidated Records Schedule
AE	Army in Europe
AEA	Army Electronic Archive
AEPUBS	Army in Europe Library & Publishing System
AERHA	Army in Europe Records Holding Area
AO	action officer
AOR	area of responsibility
AR	Army regulation
ARIMS	Army Records Information Management System
BAT	Bulk Archive Tool
CFA	current files area
CMH	United States Army Center of Military History
DA	Department of the Army
DOD	Department of Defense
DVD	digital video disk
ECM	Enterprise Content Management
FOIA	Freedom of Information Act
FOUO	For Official Use Only
FRAGO	fragmentary order
GO	general officer
GS	general schedule
HQ IMCOM	Headquarters, United States Army Installation Management Command
HQ USAREUR	Headquarters, United States Army Europe
HQDA	Headquarters, Department of the Army
IMCOM-Europe	United States Army Installation Management Command, Europe Region
IS	information system
KM	Knowledge Management, Office of the Deputy Chief of Staff, Headquarters, United States Army Europe
NATO	North Atlantic Treaty Organization
OPM	Office of Personnel Management
OPORD	operation order
ORL	office records list
P&R COE	Publications and Records Center of Excellence
PA	Privacy Act
PIA	privacy impact assessment (DD Form 2930)
PII	personally identifiable information
POC	point of contact
RA	records administrator
RC	records coordinator
RMDA	United States Army Records Management and Declassification Agency
RM	records manager
RN	record number
RRS-A	Records Retention Schedule-Army
SES	Senior Executive Service

SF	standard form
SOFA	Status of Forces Agreement
SOP	standing operating procedure
SORN	system of records notice
UIC	unit identification code
U.S.	United States
USAG	United States Army garrison
USAREUR	United States Army Europe

SECTION II

TERMS

Army Electronic Archive

An archiving file in the Army Records Management Information System that provides secure storage of digital records and an index for users to track long-term and permanent records that have been uploaded in the Army Electronic Archive individually or through the Bulk Archive Tool.

Federal record

Official record copy of any document (for example, classified memorandum; calendar or diary showing official schedules of meetings, appointments, field trips, or other official activities; copies of records containing information that is exempt from public release under any of the nine exemptions in AR 25-55 or AR 340-21; any record, including any normally non-record copy, the absence of which creates a gap in the files or impairs the logical sequence of essential documentation; any record needed for conducting official Army business; any document that documents a decision-making process).

official files

Documents in any medium that provide information about agency operations or other activities of the U.S. Government.

office records list

A list of record sub-series and duration periods that describes the category of records created or collected by an office.

Personally Identifiable Information (PII)

Information that can be used to determine an individual's identity.

proponent

The HQ USAREUR or IMCOM-Europe staff office or action officer responsible for writing and maintaining the currency of an Army in Europe publication or form.

record freeze

The suspension or extension of the disposition of temporary records that cannot be destroyed on schedule because of special circumstances such as a court order or an investigation.

record information

Digitized information, books, maps, papers, photographs, and any other document, regardless of physical form or characteristics, created or received by an element of the U.S. Army that provides evidence of the organization, functions, policy, decisions, procedures, operations, or other activities of the U.S. Government.

record series

The Army's 12 categories for grouping types of records.

record sub-series

A number and letter used to identify information for filing and reference in accordance with the Army Consolidated Records Schedule in the Army Records Management Information System.