

Effective 30 June 1991

Information Management

The Army Information Resources Management Program

This UPDATE printing publishes a new supplement which is effective 30 June 1991.

For the Commander:

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Chief of Staff

Official:

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Director, Information Management

Summary. This publication supplements AR 25-1, 18 November 1988.

Applicability. This supplement is applicable to all personnel within the United States Army Recruiting Command.

Impact on New Manning System. This supplement does not contain information that affects the New Manning System.

Supplementation. Further supplementation of this regulation is prohibited. This supplement is current until further notice from this headquarters.

Suggested improvements. The proponent agency of this supplement is the Office of the Director of Information Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to

HQ USAREC (RCIM-RMP-AS), Fort Sheridan, IL 60037-6120.

Distribution. Distribution of this issue has been made in accordance with USAREC Pam 25-30, distribution C.

Paragraph 1-5, Responsibilities

Add subparagraph (18) after subparagraph j(17).

(18) The Chief of Administrative Services Branch, Information Management Directorate is designated as the United States Army Recruiting Command Records Administrator to administer the Records Management Program outlined in chapter 8.

Paragraph 5-5, Micrographics management policy

Add the following to subparagraph f:

The development of computer assisted retrieval or COM systems, to miniaturize, store, retrieve, and dispose of information will incorporate the information identification requirements contained in AR 25-400-2.

Paragraph 8-2, Objectives

Add subparagraphs l through n after subparagraph k.

l. The United States Army Recruiting Command Records Management Program, at Headquarters, United States Army Recruiting Command (HQ USAREC), recruiting brigades, recruiting battalions, and the United States Army Recruiting Support Command will be evaluated every 2 years. Evaluation will include all major subprograms listed in paragraph 8-3. USAREC Fm 123 (Records Management Program Survey and Appraisal Checklist) will be used to conduct evaluations.

m. Designate records managers at HQ USAREC. Recruiting brigades, recruiting battalions, and the United States Army Recruiting Support Command will designate records coordinators for program execution. A copy of the

document appointing records management officials will be provided to HQ USAREC (RCIM-RMP-AS), Fort Sheridan, IL 60037-6120. Appointments will be updated as changes occur.

n. Training will be conducted for records management personnel in records management program elements to include: Preparing and managing correspondence; the Modern Army Recordkeeping System; office copier management; Freedom of Information Act; and Privacy Act, as needed. At a minimum, courses should be offered as regulatory requirements change; semi-annually for newly assigned personnel; and as refresher training.

Paragraph 8-5, Record media

Add the following to subparagraph a:

Information will not be stored or archived to any media that precludes its retrieval at anytime during its required retention period.

Paragraph 8-6, Electronic records management

Add subparagraph (e) after subparagraph b(1)(d).

(e) Indexing and text search system must maintain the document's, physical integrity, should be user friendly, and compatible with changing technology.

Paragraph 9-6, Blank forms

Add the following to subparagraph b(6):

These forms must be approved by applicable Privacy Act official (AR 340-21, DA Pam 25-51).

Appendix A, References

Add the following to Section II, Related Publications:

DA Pam 25-51

The Army Privacy Program - System Notices and Exemption Rules.

Appendix A, References

Add the following to Section IV, Referenced Forms:

USAREC Fm 123

Records Management Program Survey and Appraisal Checklist.

Glossary

Add the following terms alphabetically to Section I, Abbreviations:

HQ USAREC

Headquarters, United States Army Recruiting Command