

Effective 30 April 2000

Information Management: Records Management

The Modern Army Recordkeeping System (MARKS)

For the Commander:

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History. This UPDATE publishes a revised supplement which is effective 30 April 2000.

Summary. This publication supplements AR 25-400-2, 26 February 1993.

Applicability. This supplement is applicable to all elements of the United States Army Recruit-

ing Command.

Proponent and exception authority. The proponent for this supplement is the Director of Information Management. The proponent has the authority to approve exceptions to this supplement that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of GS-14.

Army management control process. This supplement contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

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 Knox, KY 40121-2726.

Distribution. Distribution of this supplement has been made in accordance with USAREC Pam 25-30, distribution C. This supplement is published in the Recruiting Brigade and Battalion Operations UPDATE.

Contents

Add paragraph 9-17 after paragraph 9-16.
Transfer and retirement of USAREC records • 9-17

Paragraph 1-4, Responsibilities

Add paragraph f after paragraph e.

f. Headquarters, United States Army Recruiting Command (HQ USAREC) will be responsible for managing the files program at the United States Army Recruiting Support Brigade (RS Bde), Logistics Support Center (LSC), United States Army Recruiting Support Battalion (RSB), United States Army Parachute Team (USAPT), United States Army Marksmanship Unit (USAMU), United States Army Special Operations Recruiting Company (SORC), recruiting brigades (Rctg Bdes), Army Medical Department detachments (AMEDD Dets), recruiting battalions (Rctg Bns), and HQ USAREC staff elements. The RS Bde, LSC, RSB, USAPT, USAMU, SORC, each Rctg Bde, each AMEDD Det, each Rctg Bn, and HQ USAREC staff elements will appoint a records management coordinator (RMC). A copy of each appointment (and changes as they occur) will be furnished to HQ USAREC (RCIM-RMP-AS), Fort Knox, KY 40121-2726.

Paragraph 1-7, Principles of MARKS

Add paragraphs f through j after paragraph e.

f. Housekeeping files. Housekeeping files are those that each office accumulates and maintains as a result of the day-to-day administration of an office and its personnel. They are identified by the number "1" followed by a letter(s) of the alphabet. Arrange housekeeping files either in a separate drawer or preceding all mission files. Do not confuse housekeeping files

with the mission files under the file series 1, Administration.

g. Mission files. Mission files are exactly as the name implies. They relate to the mission or function of the office. Mission files are grouped by related series of directives preceded by a general file category number and a General Correspondence File.

h. General correspondence files. Each general correspondence FN has two distinct disposition instructions as explained in the following:

(1) Disposition "a" is for action documents (this means your office originated the correspondence, prepared a copy, filled out a form, or responded to a tasking by telephone call); disposition instructions are "Destroy after 2 years." The file label requires a year of accumulation, and a specific cutoff and disposition date as this is a "time" file. Sample file label is shown at figure 1-1.

600 General Personnel Correspondence Files (00)
(a. ACTION DOCUMENTS)
COFF 31 Dec 00, Dest Jan 03

Figure 1-1. Sample file label for "time" file

(2) Disposition "b" is for nonaction documents (your office took no action, but you are retaining for information only); disposition is "Destroy when no longer needed for current operations." These files should be reviewed at least annually and purged of all correspondence that is obsolete, superseded, or no longer needed. The file label does not require a year of accumulation since this is an "event" file; the folder always remains in the current year block of files. Sample file label is shown at figure 1-2.

600 General Personnel Correspondence Files
(b. NONACTION DOCUMENTS)
Dest when no longer needed for current operations

Figure 1-2. Sample file label for "event" file

i. Setting up files for the new year. Files inspections reveal that many units establish numerous file folders at the beginning of the year and the folder remains empty by the end of the year. Do not establish file folders until the need arises except for those which most certainly will be used during the year.

j. "Dummy" folders. Use a "dummy" folder when two or more folders are required under one file number. Only the "dummy" folder needs complete labeling. Subsequent folder labels behind the "dummy" need only show the file number, the title of the contents, and the year of accumulation (when appropriate). File dividers may be used in lieu of taping an empty file folder together as a "dummy." Do not use a "dummy" folder or file guide with full label instructions when there is only one file folder for the year.

Paragraph 3-11, Managing records stored on electronic media

Add paragraphs d and e after paragraph c.

d. Maintain and dispose of electronic records using the applicable MARKS FN for equivalent information in paper form in accordance with this chapter. Establish routine backup procedures to ensure records integrity and avoid possible loss of valuable information. Cross-reference records maintained solely by electronic medium to the main files area and identify these records on the USAREC Form 704-R-E

*This supplement supersedes USAREC Supplement 1 to AR 25-400-2, 23 January 1997.

(List of Selected File Numbers) and USAREC Form 704-A-R-E (List of Selected File Numbers-Continued).

e. Labeling floppy disks, computer-generated records, and software packages.

(1) Floppy disks used for routine word processing application are nonrecord material and need not be controlled under MARKS. The record in this case is the paper copy that is printed out from the floppy disk; the disk is only a medium used for creating and manipulating the information until it can be printed out and used.

(2) When floppy disks are used to maintain the official record copy, follow the labeling procedures provided in paragraph b(1) above. Do not use floppy disks to store official records with a retention schedule of more than 2 years.

(3) Label binders containing computer-generated reports and information using the applicable subjective MARKS file number and all necessary label information.

Paragraph 5-9, Arrangement of files

Add paragraphs e through g after paragraph d.

e. Maintain files in numerical order (house-keeping followed by mission) within file cabinets. However, in some instances, the size of the record or mission may require maintenance of files outside of the normal numerical sequence within a file cabinet. That is 3 x 5 cards, FN 601-210a (Active Recruiting Prospect Cards); computer printouts, the volume of records (permanent and personnel orders; storage medium (electronic, optical disk, or microfilm versus paper). In such cases, establish a folder in the correct numerical position in the file cabinet and insert in the folder a DA Form 1613-R to indicate the exact location of the records. The only exception is that cross-referencing is not required for FN 1jj, Reference Publications, which are normally filed in three-ring binders. Records maintained outside the CFA must also be labeled in accordance with MARKS.

f. File folder capacity. Standard file folders are designed with a maximum capacity of 3/4 inch. Should the contents of a folder exceed the capacity, prepare additional folders in accordance with the "dummy" folder concept.

g. Fastening records. Staple records instead of using paper clips. For records too bulky for staples, use black metal clips or two-hole prong fasteners.

Paragraph 5-13, Lists of file numbers

Add paragraphs c through g after paragraph b.

c. This command will operate under the subjective files plan. Table 5-2 is a consolidated files plan for the command. The activities listed in table 5-2 are designated as offices of record for the files indicated under the subjective files plan. Maintenance and disposition will be in accordance with this regulation. Reference paper files will be restricted to the absolute minimum essential to operations.

d. Use of USAREC Form 704-R-E (see fig 5-1) and USAREC Form 704-A-R-E. USAREC Form 704-R-E will be prepared by all United

States Army Recruiting Command (USAREC) elements for fiscal year (FY) and calendar year (CY) files. The original is to be forwarded to the appropriate RMC for annual review and approval. A copy of the original should be maintained in the originating office.

e. Instructions for completing USAREC Form 704-R-E:

(1) Page. Number the pages.

(2) Date. Use the date of preparation.

(3) Unit, division, branch, and section. Put the largest entity at the left followed by smaller organizational divisions.

(4) Person responsible for maintaining these files. Self-explanatory.

(5) Phone and E-Mail. DSN or commercial and extension. Also, if applicable, include your E-Mail address.

(6) Signature. This must be signed by the person responsible for maintaining the files.

(7) File number. Insert complete number in numerical order.

(8) Official file title and local description. Insert as described in table 5-1. A brief description, when needed for clarity, or a listing of contents under that title and number is recommended.

(9) Privacy Act System Notice. If applicable, insert number as shown under file number.

(10) Magnetic media. Records that are in other than paper form (i.e., disk).

(11) Microform. If production of microform is involved and the microform serves as the record copy, enter the MICRODIS number assigned to the approved system. HQDA will assign if applicable.

(12) Transfer to RHA. If records need retirement to an RHA, mark accordingly with month and year to be transferred.

(13) File disposition (include destruction year). Show precisely what and when something will happen to the file from the cutoff day, month, and year (i.e., COFF 31 Dec 00) to the transfer to the RHA (i.e., Trf RHA Jan 03), to retire to WNRC (i.e., Ret WNRC Jan 04), to destroy month and year (i.e., Dest Jan 09). See table 7-1 for generic examples of disposition standards. Also, see paragraph 7-3 for exceptions to the dispositions given herein.

(a) Straight time disposition. Show specific cutoff date (day, month, year) (i.e., COFF 31 Dec 00) and destruction date (month and year) (i.e., Dest Jan 03). Do not use generic instructions (i.e., hold 2 years and destroy).

(b) Straight event disposition. Show complete instructions (i.e., destroy upon completion of action or destroy when no longer needed for current operations).

(c) Combination time and event disposition. Show active and inactive dispositions (i.e., active - PIF when individual departs unit; inactive - day, month, year, COFF 31 Dec 00, Dest Jan 03). Active files do not change or move at the end of a year; inactive files are cut off at the end of the year and follow their individual disposition instructions.

NOTE: Standard abbreviations may be used on all file folders, labels, and lists of selected file numbers.

(14) Signature. Signed by HQ USAREC, RS Bde, or Rctg Bde RMC when approved.

(15) Date. Dated by the approving official at time of approval.

f. Approval authority. The approval authority for USAREC Form 704-R-E and USAREC Form 704-A-R-E for HQ USAREC staff is the USAREC RMC at HQ USAREC. The RS Bde is the approval authority for the RS Bde, LSC, RSB, USAPT, USAMU, and SORC. The Rctg Bde RMC is the approval authority for the Rctg Bde staff, AMEDD Dets, Rctg Bns, recruiting companies, and recruiting stations under their command.

g. General. Prepared original copies of USAREC Form 704-R-E and USAREC Form 704-A-R-E will be submitted in August for FY files and in November for CY files. They will be reviewed, corrected, approved, and returned to the originator within 30 days. One copy of the approved USAREC Form 704-R-E and USAREC Form 704-A-R-E will be retained by the approval authority and a second copy forwarded to HQ USAREC (RCIM-RMP-AS).

Paragraph 7-3, Disposition instructions

Add paragraphs d and e after paragraph c.

d. When space permits, recruiting units may retain records with a files retention standard of 2 to 6 years and 3 months at their respective recruiting offices. These records should be stored in an appropriate place apart from the current files area (i.e., file drawer, file cabinet).

e. All files covered by the Privacy Act, such as residual files, must be destroyed by shredding, mulching, or burning.

Add paragraph 9-17 after paragraph 9-16.

9-17. Transfer and retirement of USAREC records

a. The RS Bde, LSC, RSB, USAPT, USAMU, SORC, Rctg Bdes, AMEDD Dets, and Rctg Bns will ensure that records eligible for transfer to an RHA (permanent records and records with a disposition over 6 years and 3 months) are transferred on a timely basis by forwarding them through HQ USAREC (RCIM-RMP-AS) to the Fort Knox RHA during the first 2 months (January and February) of each CY.

b. RMC at the RS Bde, LSC, RSB, USAPT, USAMU, SORC, Rctg Bdes, AMEDD Dets, and Rctg Bns will ensure that records eligible for transfer to the RHA are properly arranged, packed, and recorded on SF 135 and SF 135-A (see figs 9-1 and 9-2). Timely and complete transfers are critical to serving the soldier, especially in the areas of orders and awards.

Appendix A, References

Add the following to Section III, Prescribed Forms:

USAREC Form 704-R-E

List of Selected File Numbers.

USAREC Form 704-A-R-E

List of Selected File Numbers-Continued.

Appendix A, References

Add the following to Section IV, Referenced

Forms:

DD Form 1610

Request and Authorization for TDY Travel of
DOD Personnel.

Glossary

Add the following alphabetically to Section I,
Abbreviations:

AMEDD

Army Medical Department

AMEDD Det

Army Medical Department detachment

CY

calendar year

FY

fiscal year

HQ USAREC

Headquarters, United States Army Recruiting
Command

LSC

Logistics Support Center

RA

Regular Army

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

RMC

records management coordinator

RS Bde

United States Army Recruiting Support Brigade

RSB

United States Army Recruiting Support Battal-
ion

SORC

United States Army Special Operations Recruit-
ing Company

TDY

temporary duty

USAMU

United States Army Marksmanship Unit

USAPT

United States Army Parachute Team

USAR

United States Army Reserve

USAREC

United States Army Recruiting Command

Table 5-2
Consolidated files plan

OFFICE OF RECORD

FUNCTIONAL AREA

Director of Advertising and Public Affairs

Recruiting promotions
 Recruiting advertising
 Reenlistment advertising
 Public affairs programs
 Command information publications
 Media queries
 News releases and media relations
 Public affairs communications media career program management
 Lead Evaluation and Distribution System

Internal Audit

Internal review and audit programs
 Audit reports
 Internal controls program

Inspector General

Investigations
 Inspections
 Assistance

Director of Program Analysis and Evaluation

USAREC market plan
 Market research and analysis
 USAREC studies program
 Operations research and system analysis management and training
 Mission management
 Recruiting market analysis
 Research library
 Data base management
 Strategic planning

Staff Judge Advocate

Claims
 Procurement law
 Military justice
 Administrative law
 Legal assistance
 Litigation
 Standards of conduct
 Patents, trademarks, and copyrights
 Civil law
 Contract law
 Ethics
 Fiscal law
 Labor law
 Operational law

Director for Personnel

Personnel management
 Personnel policy
 Equal employment opportunity program
 Congressional and special interest inquiries
 Alcohol and drug abuse prevention and control program
 Civilian Health and Medical Program of the Uniformed Services
 Weight control program
 Equal opportunity
 Military personnel classification and qualification
 Awards and commendations
 Quality of life
 Uniform policy
 Personnel strength reporting
 Promotions
 Military leave
 Personnel information files
 Temporary duty (TDY) travel for DOD personnel (DD Form 1610 (Request
 and Authorization for TDY Travel of DOD Personnel))
 Exception to policy
 Student selection
 Centralized selection board reports
 USAREC sponsorship program
 Army community services program
 Soldier disclosure program
 Permanent orders
 Evaluation rating schemes
 Civilian personnel program

Table 5-2
Consolidated files plan--continued

Director of Resource Management	<ul style="list-style-type: none"> Command budget Funding documents Programming Budgeting Program review and analysis Fiscal policy and surveillance Army ideas for excellence program Financial accounting Fiscal accounting Staff finance Comptroller career program registration Cost analysis Department of the Army productivity improvement program Management information control Management surveys and studies Manpower control Manpower utilization and survey Organization and functions Personnel authorizations Equipment authorizations Tables of distribution and allowances Commercial activities program Special duty assignment pay Manpower career program force structure and force development Organization efficiency review program Manpower staffing standards system (MS-3) Base realignment and closure Reengineering
Director of Recruiting Operations	<ul style="list-style-type: none"> Command briefings (Regular Army (RA), United States Army Reserve (USAR), and Army Medical Department (AMEDD)) Delayed Entry Program loss management Enlisted accession programs (RA and USAR) Erroneous and/or fraudulent enlistments Liaison noncommissioned officers (RA and USAR) Medical waivers (RA and USAR) Moral waivers (RA and USAR) Officer Candidate School, Warrant Officer Flight Training, and WOEC selection boards (RA and USAR) Production management system (RA and USAR) RA incentive programs Recruiting management systems Recruiting objectives and accomplishments (RA and USAR) Recruiting policy programs and procedures Short-range production analysis (RA and USAR) Special discharge requests Statistics on enlistment and appointment programs (RA and USAR) Warrant officer recruiting program and procedures (RA) Administrative waivers (RA and USAR) Education programs and policies USAR matters USAR recruiting policies, programs, and procedures USAR incentive programs Delayed Training Program loss management USAR recruiting initiatives USAR technical support Staff representative (USAR) to major Army commands, Department of the Army, and DOD agencies Active Duty for Special Work Program Mobilization plans Adverse suitability (as related to recruiting impropriety) Recruiting impropriety statistical information Recruiter impropriety and investigative files Erroneous enlistments

Table 5-2
Consolidated files plan--continued

Director of Recruiting Operations--continued	Special training program USAR component training
Director of Information Management	<ul style="list-style-type: none"> Computer and computer-related equipment Computer software Information technology files Computer-related procurement and contracts Automated accessions data Information technology master plans Information technology security Audiovisual and graphic support Communications economy and discipline Telephone monitoring Records management Printing management Forms management Publications management TDY orders Copier program Privacy Act Freedom of Information Act Postal and mail services Defense Switch Network Automatic dialers Capability request Telephone credit cards Facsimile Federal telephone system and telephone services Video teleconferencing Pocket pagers, beepers, and cell phones Request and review for telephone service (add, delete, and/or exchange) Telephone conferencing Network services Data communication services Electronic mail services Internet and Intranet services Worldwide web services 800 services Configuration management Information mission area support services Army Recruiting Information Support System
Total Recruiting Quality	Total quality management
Director of Health Services	<ul style="list-style-type: none"> AMEDD recruiting management systems AMEDD recruiting objectives and accomplishments AMEDD recruiting policy programs and procedures AMEDD incentive programs
Director of Training	<ul style="list-style-type: none"> Annual and quarterly training guidance Training policies Training development Professional development Conferences, symposiums, and seminars
Headquarters Commandant (Listed functions are for HQ USAREC personnel only)	<ul style="list-style-type: none"> Building security Troop administration Messing and billeting Officer and enlisted personnel military training Military duty roster Unit fund Supply, transportation, and property accountability Ceremonies TDY travel (military schools and medivacs)

Table 5-2

Consolidated files plan--continued

Headquarters Commandant--continued

Weight control program
Physical security
Military leave
Personnel information files
Special duty assignment pay
Military personnel office statistics and noncommissioned officers and officers
evaluation reports
Military personnel office statistics, Standard Installation Division Personnel System
Family care plans
Key control
Financial administration
Promotions

RS Bde

Serious incident reporting
Applicant and/or registrant security processing
Personnel security
Security of classified documents
Physical security
Safety program files
Equipment authorizations
Logistical operations
Real property
Procurement
Maintenance services
Inventory management
Support agreements
Vehicle management
Leased housing management
Command supply discipline
Reports of survey and inventory adjustments reports
The part of base realignment and closure that pertains to construction design
Maintenance services
Special forces recruiting

LIST OF SELECTED FILE NUMBERS (For use of this form see USAREC Suppl 1 to AR 25-400-2)				PAGE 1 of 1 PAGES		DATE: 1 Nov 1999	
UNIT: U.S. Army Recruiting Battalion Cosmo City		DIVISION: Administration		BRANCH: XXXX		SECTION: XXXX	
PERSON RESPONSIBLE FOR MAINTAINING THESE FILES: NAME John E. Somebody		PHONE: (309) 692-1234 E-MAIL ADDRESS: 8abn-s1@usarec.army.mil			SIGNATURE: /signed/		
FILE NUMBER	OFFICIAL FILE TITLE AND LOCAL DESCRIPTION	PRIVACY ACT SYSTEM NOTICE	MAGNETIC MEDIA	MICRO-FORM *	TRANSFER TO RHA	FILE DISPOSITION (include destruction year)	
1a	Office file numbers (USAREC Form 704-R-E) (00)					Destroy when superseded.	
1g	Office record transmittals. Copies of records transmittals (SF 135 showing records transferred or retired to HQ USAREC/Ft Knox RHA)					Destroy when no longer needed for administrative or reference purposes.	
1p	Office service and supply files a. DA Form 12 series b. Other					a. Destroy when superseded or obsolete. b. Destroy upon completion of action or when no longer needed for current operations.	
25-30zz	Office copier files. Information related to management and use of copiers. Include repairs, studies, requests, and approvals.					Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.	
25-51a	Official indicia costs (00)					COFF 31 Dec 00, Dest Jan 03.	
600-8-22b	Military award cases (00) Awards recommended to higher HQ - MSM, ARCOM, etc. Awards approved or disapproved at Rctg Bn - AAM.	A0672-5-1TAPC A0672-5-1TAPC				JAN 2003	COFF 31 Dec 00, Dest Jan 03. COFF 31 Dec 00, Trf to RHA Jan 03, Dest Jan 26.
600-8-105c	Permanent order record sets (00) (Filed chronologically by order number.)					JAN 2001	COFF 31 Dec 00, Trf to RHA with next regular shipment. PERMANENT.
870-5a	Organizational histories						PERMANENT. Trf to US Army Center of Military History, WASH DC.
APPROVAL BY HQ USAREC OR RCTG BDE RECORDS MANAGEMENT COORDINATOR							
SIGNATURE: /signed/					DATE 15 Nov 1999		

* If microforms are record copies, enter the microdis number assigned to the system. If microforms are non-record (reference) copies enter X.

USAREC Fm 704-R-E, Rev 1 Mar 99 (Previous editions will be used)

V 2.00

Figure 5-1. Sample of a completed USAREC Form 704-R-E

1. TO <i>(Complete the address for the records center serving your area as shown in 36 CFR 1228.150)</i> <p style="text-align: center;">Federal Records Center HQ USAREC, RCIM-RMP-AS 1307 3d Ave Fort Knox, KY 40121-2726</p>	5. FROM <i>(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)</i> <p style="text-align: center;">U.S. Army 10th Recruiting Brigade Building 1808 Fort Periwinkle, ST 98765-1808</p>
2. AGENCY TRANSFER AUTHORIZATION TRANSFERRING AGENCY OFFICIAL <i>(Signature and title)</i> Adjutant or Records Management Coordinator //signed//	DATE 15 Jan 00
3. AGENCY CONTACT TRANSFERRING AGENCY LIAISON OFFICIAL <i>(Name, office and telephone No.)</i> Name of RMC or records custodian, office, and telephone number	
4. RECORDS CENTER RECEIPT RECORDS RECEIVED BY <i>(Signature and title)</i> To be signed at HQ USAREC, RCIM-RMP-AS	DATE

Fold Line

6. RECORDS DATA												
ACCESSION NUMBER			VOLUME <i>(cu. ft.)</i>	AGENCY BOX NUMBERS	SERIES DESCRIPTION <i>(With inclusive dates of records)</i>		DISPOSAL AUTHORITY <i>(Schedule and item number)</i>	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION			
<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>	<i>(e)</i>	<i>(f)</i>	<i>(g)</i>	<i>(h)</i>	<i>(i)</i>	<i>(j)</i>	<i>(k)</i>	<i>(l)</i>	<i>(m)</i>
					Privacy Act: A0672-5-ITAPC		AR 25-400-2					
			2	1/2	Historical Data: Brigade was activated on 1 Jun 99, COL I.M. Wright commanding							
					Personnel-type orders 1997. Original cy of *PCS orders. Filed by order number; numbers 003-1 through 366-3. None missing.	N	600-8-105a	1/2054				
					*(Used if PCS orders are issued. Usually at Rctg Bde level only.)							
					Permanent order record sets (original cy) 1999 with log, filed numerically by order number. None missing.	N	600-8-105c	PERM				
					File Folder I: 1-1 thru 182-3 (Jan-Jun) File Folder II: 183-1 thru 366-3 (Jul-Dec)							
				2/2	Military award cases (AAM & ARCOM) 1997. CY filed alphabetically by last name. Missing X, Y, & Z.	R	600-8-22b	1/2023				
					File folder I: And - Falk File folder II: Gus - Lin File folder III: Mas - Pet File folder IV: Ram - Wys							

135-107

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

Figure 9-1. Sample of a completed SF 135 for Rctg Bdes

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 1 PAGES

1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150)
Federal Records Center
 HQ USAREC, RCIM-RMP-AS
 1307 3d Ave
 Fort Knox, KY 40121-2726

5. FROM (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)

U.S. Army Recruiting Battalion Cosmo City
 Federal Building, Room 400
 1234 Central Ave.
 Building 1808
 Cosmo City, ST 50000-5000

2. AGENCY TRANSFER AUTHORIZATION
 TRANSFERRING AGENCY OFFICIAL (Signature and title)
 Adjutant or Support Services Specialist (RMC)
 //signed//
 DATE
 15 Jan 00

3. AGENCY CONTACT
 TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No.)
 Name of RMC or records custodian, office, and telephone number

4. RECORDS CENTER RECEIPT
 RECORDS RECEIVED BY (Signature and title)
 To be signed at HQ USAREC, RCIM-RMP-AS
 DATE

Fold Line

6. RECORDS DATA

ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	(g)	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	(k)	(l)	(m)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
			1 pkg	1/1	Privacy Act: A0672-5-1TAPC Historical Data: Battalion moved to new facilities 1 Oct 99, LTC J.P. Jones assumed command 1 Jan 00. Personnel-type orders 1997. Original cy of orders voiding enlistment in DEP filed by order number with log. Orders 002-1 to 364-2. None missing. Permanent order record sets 1999. Original with log, filed numerically by order number. None missing. File Folder I: 1-1 thru 182-3 (Jan-Jun) File Folder II: 183-1 thru 366-3 (Jul-Dec) Military award cases (AAM) 1997. CY and background of approved and unapproved, filed alphabetically by last name. Missing Q. File folder I: And - Gus File folder II: Hel - Mus File folder III: Nan - Zeb	N	AR 25-400-2	1/2054				
						N	600-8-105a	PERM				
						R	600-8-22b	1/2023				

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

Figure 9-2. Sample of a completed SF 135 for Rctg Bns