

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Omaha District's Records Management Program

1. References:

a. CENWD-NP-IM memorandum, dated 19 Jan 00, subject: Results of the 6-9 Dec Records Management Survey. The Northwestern Division Records Administrator continually conducts NWD district records management surveys. During these surveys, it has been repeatedly noted that district offices have a significant quantity of aged records that need to be transferred to the National Archives and Records Administration (NARA), as noted in this survey completed at the Omaha District.

b. CENWD-IM memorandum signed by BG Strock, dated 6 Nov 00, subject: Records Management. General Strock's memorandum is directing NWD districts to address this issue and other records issues that continue to surface during records management surveys.

2. I am directing each office to review established in-house recordkeeping practices. Each division has trained records coordinators and assistants available for records management guidance. I am providing the following guidance to assist you in the records management of your office:

a. What is a record? All recorded information, regardless of characteristics or media, created or received, and maintained by an organization or institution in pursuance of its legal obligations or in the transaction of its business is a record. A record can be a memo, a photograph, a video tape, a handwritten note...anything that documents agency policies, activities, or other transactions. Although there may be several copies of a record, the office that created the record is responsible for the disposition of the official record. Only one copy of the record should be retired to NARA. Other copies are for information only and will be destroyed not retired.

b. End-of-year recordkeeping requirements. Every office must purge their files annually. Since the District operates on a fiscal year schedule, your files should have already been set up as of 1 October. File set up includes reviewing, purging, and disposing or retiring records as discussed in AR 25-400-2, The Modern Army Recordkeeping System (MARKS) . Under no circumstances may an employee remove records from the control of the Federal Government for either personal retention or donation to an institution without the approval of the Archivist of the United States.

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c. Aged records. All official records that have reached the 30-year or older mark should be reviewed for disposition. All aged permanent official records need to be retired to NARA immediately. Federal laws mandate the transfer of official agency records to NARA that have been in existence for more than 30 years. To keep official records in the District for convenience is not acceptable nor authorized according to Federal laws. Valuable historical records can deteriorate or be lost by inadequate recordkeeping procedures, storage facilities not within NARA standards, or environmental controls. The NWD records survey performed in December 1999 addressed this issue--specific reference was made to official records stored at the District warehouse. In addition, you need to be aware that records not destroyed at designated times can be used in litigation cases which could be detrimental to the Omaha District. If aged records do not have a permanent disposition, they need to be destroyed immediately.

d. Electronic recordkeeping systems. The Corps is reviewing off-the-shelf electronic document management and recordkeeping programs for use by FY 2003. It is known as the Corps of Engineers Electronic Document Management System (CEEDMS). Until CEEDMS is in place, records must not be stored within electronic systems -- Outlook, CEFMS, PROMIS, RMS, etc. All correspondence, reports, forms, etc., must be printed, a MARKS number assigned, and filed per district records management policies.

3. The Omaha District Records Manager Janell Alba is available to provide records management guidance to your office. She can be contacted at 402-221-3014 or by electronic mail.

//signed//

BRYAN S. VULCAN
LTC, EN
Deputy Commander

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