

## QUICK REFERENCE GUIDE TO DOCUMENTING OPERATIONS FOR DEPLOYED UNITS OF THE ARMY

1. This guide applies to all Army forces that are deployed or engaged in operational missions. The guide provides instructions for the preparation, collection, transfer and preservation of records in units and parts of units deployed for combat, emergency, and special operations both singly and as part of a task force. The Army must be able to research the location and activities of units and soldiers involved in combat or contingency operations. Destruction or loss of Army records is a violation of Federal Law and must not occur.

### 2. Responsibilities.

a. Commanders at all levels will name a Records Management Point of Contact (RMPOC). Send RMPOC name, unit name, and the Unit Identification Code (UIC) to U.S. Army Records Management Program Division, ATTN: TAPC-PDR, 6000 6<sup>th</sup> Street, Stop C55, Fort Belvoir, VA 22060-5576. E-mail: [info@rmppo.belvoir.army.mil](mailto:info@rmppo.belvoir.army.mil).

b. The RMPOC will identify, collect, and transfer unit records monthly in accordance with this guidance.

3. This guide applies to all records regardless of media, e.g., paper, computer disks and tapes, microform, photographic film, e-mail and other electronic formats. Electronic records (received or transmitted) will be provided in the format in which they were saved. Transmit unclassified e-mail to be preserved as a record to: [records@rmppo.belvoir.army.mil](mailto:records@rmppo.belvoir.army.mil). Classified e-mail must be provided on electronic media along with other electronic records. **DO NOT MIX CLASSIFIED AND UNCLASSIFIED RECORDS ON ELECTRONIC MEDIA.**

4. **RECORDS PRESERVATION.** Annex A contains a list of specific records to be created, maintained, and transferred. However, the list of file numbers in Annex A is not all-inclusive. Any other records that **DOCUMENT OPERATIONS** of the unit will be preserved per this instruction.

5. **COPIES OF RECORDS PROVIDED OTHER ORGANIZATIONS.** From time to time organizations such as Center for Army Lessons Learned and Military History Detachments will visit deployed units to collect **COPIES** of records. **DO NOT** give these organizations the record copy of information to be preserved. The record copy will be handled in accordance with these instructions.

### 6. COLLECTION PROCESS.

#### a. Preparation.

(1) Once the appropriate records have been collected, they will be prepared for transfer to the appropriate address shown in Annex A. Records boxes, envelopes, tape, and address labels are available through normal supply channels. Records inventory forms (SF 135), and samples/instructions will be provided by the unit's servicing RHA prior to deployment. Contact [info@rmppo.belvoir.army.mil](mailto:info@rmppo.belvoir.army.mil) if you have any questions about the SF 135.

(2) Use the authorized boxes to pack records. Pack letter size paper records in boxes so that the file folders are parallel to the end of the box. If a small number of legal-size documents are included,

the bottom ends of the documents will be folded to prevent tearing. Use crumpled paper to fill remaining space in boxes that are not full. If only a small volume of records is generated during the specified collection periods they may be mailed in a reinforced mailing envelope. DO NOT MIX CLASSIFIED AND UNCLASSIFIED RECORDS IN A BOX.

(3) Enter the box numbers and the total number of boxes in the shipment on the end of each box in the upper right corner (Box 1 of 2, Box 2 of 2, etc.). Do not write anything else on this end of the box.

b. Transfer Instructions: The UIC of the CREATING UNIT is REQUIRED for each record being transferred.

(1) Use SF 135 (Records Transmittal and Receipt) and the SF 135A (continuation) to transfer records. Place one copy of the completed form(s) in the box/envelope to be shipped. In addition to the standard information on the SF 135, include the UIC in block 5. If multiple unit's records are boxed together, key the UIC to their records on the SF 135. If records are classified, include the classification in block 6f. Mark records with declassification instructions. If records are in electronic format, include the software application name and version number in block 6f. Put the name of the operation in block 6f, for example: "These records pertain to Desert Storm."

(2) Mail classified records (double wrapped) by registered Official Mail. Mail unclassified operational records by certified mail.

(3) Transfer records in accordance with the submission requirement schedule listed in Annex A.

(4) Units departing the Area of Responsibility (AOR) will transfer their remaining records prior to departure for home station.

7. EMERGENCY DISPOSAL OF RECORDS. Army records may be destroyed only if capture by a foreign power appears imminent. Destruction for any other reason is not authorized. If emergency destruction of records is performed, a list of those records and the inclusive dates of each will be compiled, to the extent possible, and sent to U.S. Army Records Management Program Division, ATTN: TAPC-PDR, 6000 6<sup>th</sup> Street, Stop C55, Fort Belvoir, VA 22060-5576. E-mail: info@rmppo.belvoir.army.mil.

8. CLASSIFICATION OF RECORDS. Do not "over-classify" records. Follow the classification guides in Army Security Regulations. Ensure declassification instructions accompany all classified records, including electronic records, prior to transferring them.

9. FREQUENCY OF TRANSFER. The RMPOC will collect and transfer records monthly to the appropriate address shown in Annex A. Local Commanders may elect to retain records required for operations until the next collection cycle or until no longer needed. However, all records will be turned in and transferred prior to redeployment.

10. ACCESS TO RECORDS. Records transferred will be indexed and made available to units/activities for future mission requirements (see Web Page: [www.rmd.belvoir.army.mil](http://www.rmd.belvoir.army.mil).)

ANNEX A FUNCTIONAL AREA	FILE NO.	DESCRIPTION
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Send following records to: U.S. Armed Services Center for Research of Unit Records (USASCRUR), 7798 Cissna Road, Suite 101, Springfield, VA 22150-3197

**Operational Records:**

ANNEX A FUNCTIONAL AREA	FILE NO.	DESCRIPTION
Operations	220-15a	Daily Staff Journal and TOC log w/ coordinates of locations and events
Operations	525a	Command Reports, Special Reports, Maps and Overlays, Incident Reports
Operations	525n	Operation Planning Files. OPLANS (including audio/videotapes of teleconferences)
Operations	525p	Operation Procedure Files. OPOORDS (including audio/videotapes of teleconferences)
Office Housekeeping	1hh	Office Temporary Duty Travel (Civilian TDY Orders)
Management	5-8a	Agreements
Asst., Insp., Inv.	20-1b	IG Investigations
Nuclear/Chemical	50-5a	Nuclear accident/incident controls
Weapons/Mat'l	50-6b	Chemical accident/incident controls
Military Police	190-9a	Absentee Cases
Military Police	190-45b	Military Police (MP) Journals (Blotters)
Military Orders	600-8-105a	Personnel Type Orders
Army Information	360-5b	News Media and Releases
Safety	385-10f	Accident/Incident Case Files (including nuclear, chemical and biological exposure)
Military History	870-5a	Organizational History Files
Military History	870-5d	Historian's Background Material Files (Including Oral History audio and videotapes)

**Logistics Records:**

ANNEX A FUNCTIONAL AREA	FILE NO.	DESCRIPTION
Transportation	55-355PERf	Passenger Manifests (per DOD 4500.9-R, Vol. 1)
Transportation	55-355FRTg	Bills of Lading (per DOD 4500.9-R, Vol. 2)
Logistics	710-2a	Property Book and Supporting Documents
Logistics	710-2b	Document Registers
Logistics	710-2h	Property Loss, Theft, and Recovery Reports
Logistics	710-2t	Unit Supply Reports
Logistics	735-5r	Report of Survey Files
Logistics	735-5s	Report of Survey Control Register Files

**Intelligence Records:**

Send following records to: Dir, U.S. Army Central Security Facility, USAINSCOM, 902d MI GP, Investigative Records Repository, ATTN: IAMG-CSF-R, Fort George G. Meade, MD 20755-5995:

ANNEX A FUNCTIONAL AREA	FILE NO.	DESCRIPTION
Intelligence	381-20d	Counter-Intelligence Collection Files
Intelligence	381-20i	Foreign Personnel and Organization Files
Intelligence	381-20n	U.S. PW/MIA Detainee Intelligence
Intelligence	381-45d	Intelligence/Counter-Intelligence Sources
Intelligence	381-47a	Counter Intelligence, Special Operations

Send following records to: Dir, U.S. Army Intelligence and Security Command Records Center, ATTN: IAIM-RP-R, Fort Belvoir, VA 22060-5370:

Intelligence	381-3a	MI Operational Management Files
Intelligence	381-3b	MI Operational Management Reports
Intelligence	381-3c	MI Non-Operational Reports
Intelligence	381-3d	MI Mission Assignments
Intelligence	381-3f	MI Project Cases
Intelligence	381-19a	Scientific and Tech Intelligence Products
Intelligence	381-20b	Captured Information
Intelligence	381-100a	Intelligence Collection

**Medical Records:** Units providing medical care will transmit these records in accordance with medical prescribing directives.

ANNEX A FUNCTIONAL AREA	FILE NO.	DESCRIPTION
Medical	40-66a	Outpatient Field Medical File (Including DA Form 8007, DD Form 1380, Sfs 516, 558 and 600; and Other Medical Reports).
Medical	40-66e,f,g,i	Inpatient Records
Medical	40-66s	Field Medical Cards
Medical	40-905e	Military Animal Records

Send following records to: USASCRUR

Medical	40	Clinic Logs
Medical	40-5d	Command Health Reports

**Visual Information Records:** VI records (still and motion) will be sent to Commander, U.S. Army Visual Information Center, ATTN: SAM-OPV-EI, Washington, DC 20310-3001 for processing into the records center.

**Personnel Records:** Process and transmit personnel records in accordance with personnel prescribing directives.

**SEND ALL OTHER RECORDS NOT SPECIFICALLY LISTED ABOVE TO USASCRUR.**