

**From:** Crutcher, David Mr  
**Sent:** Tuesday, January 28, 2003 3:56 PM  
**To:** Rainey, Scott A MAJ  
**Cc:** Ford, Curtis D MAJ; Baker, Peter R LTC; Banks, Kathy Ms; Sylvester, Joseph E Mr; Camp, Jackie Mrs  
**Subject:** Recordkeeping Requirements for Deployed Units  
ATZR-URA (25-1i)

MEMORANDUM FOR Cdr, III CA, ATTN: AFVI-CP, Fort Sill, OK 73503

1. Deployed units are required to maintain records documenting their involvement in war operations the same as in peacetime. PERSCOM has developed a quick reference guide for units deploying (Encl).
2. This guide provides a listing of minimum required recordkeeping requirements during wartime operations; however, it does not remove the requirements to maintain other records listed in AR 25-400-2. It includes an address where to send these records upon return to stateside or overseas location. If returning to a stateside installation, recommend units turn-in all required files/records to the local Records Holding Area. The RHA personnel will ensure these records are forwarded to the appropriate organizations. Units returning to Fort Sill must either turn-in these records to the RHA or provide a copy of SF 135 showing receipt of these files/records by the activities shown in the reference guide.
3. **Do not destroy files/records prior to returning to or after returning to stateside or overseas location.** Paragraph 7 of reference guide provides instructions for early destruction of files/records. If units must destroy files/records IAW paragraph 7, upon return to Fort Sill, units will provide a copy of SFs 135 (or appropriate document) to the Installation Records Manager.
4. POC is Mr. Crutcher, 442-3907.

FOR THE COMMANDER:

/signed/  
KATHY L. BANKS  
Director of Information  
Management

DISTRIBUTION:  
III CA Chief of Staff  
III CA G6



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NCE GUIDE TO D