

Army in Europe Bulletin

Numbers 1 & 2

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USAREUR RECORDS MANAGEMENT FOR UNIT DEACTIVATION

USAREUR UNIT INACTIVATION

When a USAREUR organization inactivates without transferring its functions, commanders and records officials of the inactivating unit will—

➤ Ensure office records lists (ORLs) are current and accurate in the Army Records Information Management System (ARIMS) (<https://www.arims.army.mil>).

➤ Apply ARIMS retention and disposition schedules to all hard-copy and electronic records by doing the following:

- Destroy records with a duration of 0 to 6 years or “K” (Keep)-type records, if eligible.
- Transfer unclassified hard-copy records not eligible for immediate disposal to the Army in Europe Records Holding Area (AERHA).
- Transfer electronic records to the deactivating unit’s higher headquarters.
- Transfer records with a duration of 6 or more years or “T” (Transfer)-type records to the AERHA.
- Transfer “P” (Permanent)-type or “U” (unscheduled)-type records to the AERHA.

Unclassified Records

- Units must pack hard-copy records in boxes and label them according to [AE Regulation 25-400-2, paragraph 9](#), before sending them to the AERHA. Units should contact the AERHA for assistance or to schedule a transfer by calling 484-7573/7583.
- After transferring the records, the unit will send a pdf copy of the completed and signed SF 135 to the USAREUR Records Administrator at the following e-mail address: usarmy.wiesbaden.usareur.mbx.usareur-g6-arims-itra@mail.mil.

- Units will upload unclassified electronic records in the Army Electronic Archive of ARIMS using the Electronic Document Upload or Bulk Archive Tool found at the UPLOAD tab of ARIMS. [AE Regulation 25-4](#) prescribes standard naming conventions for electronic documents.

Classified Records

- Units must consult their security managers before transferring classified records. The AERHA will not accept classified records for storage that have not been reviewed for declassification and marked with declassification dates.
- When completing SF 135 to transfer classified records, units must ensure that classified information is not disclosed. Only unclassified titles may be used on the form to identify the records.
- Top Secret records will not be retired until downgraded to a lower classification, except for records intended for the Defense Investigative Service or the United States Army Intelligence and Security Command (USAINSCOM) Records Center. When Top Secret records must be retired, transmission and accountability must be enforced in accordance with AR 380-5 and other applicable security management instructions.
- Instructions for listing, receipting, and packing Confidential and Secret material are the same as those for unclassified material, except that unclassified titles will be used on the SF 135 to list the records. In addition, other receipts (for example, DA Form 3964) may be needed for classified records. Confidential and Secret material will must be wrapped and shipped in accordance with AR 380-5, chapter 8, and AR 25-400-2.
- Special intelligence documents, including Top Secret documents, will be retired only to the USAINSCOM Records Center. The address is U.S. Army Investigative Records Repository, USAINSCOM, 902d MI GP, 4552 Pike Road, Fort George G. Meade, MD 20755-5995.
- Regardless of its classification, material marked Restricted Data or Formerly Restricted Data will not be

intermingled with other material when being transferred to an AERHA or Federal Records Center.

Other Considerations

- Non-record materials should be purged. Duplicates of official records, reference material, personal items, or any other non-record material should be removed from the records to be transferred.

- Official records held by action officers should be removed from their desks and stored in unit's current files area. Records do not belong to individuals; they belong to the unit to which the individual is assigned.

- As the owner of the records, the unit is responsible for them, regardless of where they are located, until the approved destruction date or transfer to the custody of the National Archives (permanent records only). When a unit inactivates, the records become the responsibility of the next higher headquarters of the inactivating unit.

- Electronic records on hard drives, network servers, and other storage media are identified in the unit's ORLs and transferred in accordance with the applicable disposition schedule.

- Units should send short-term records to their next higher headquarters, which is responsible for the records until the end of the given record's life-cycle.

- Units should upload long-term electronic records in the AEA.

ADDITIONAL INFORMATION

All USAREUR brigades and battalions appointed records officials in March 2011. Unit records managers and records coordinators must be appointed and are the primary contacts for records management within the unit. The USAREUR Records Administrator can provide more information (usarmy.wiesbaden.usareur.mbx.usareur-g6-arims-itra@mail.mil).

REFERENCES:

- DA Pamphlet 25-403, Guide to Recordkeeping in the Army.

- AR 25-400-2, The Army Records Information Management System (ARIMS).

- AR 380-5, Department of the Army Information Security Program.

- [AE Regulation 25-4](#), Army in Europe Enterprise Content Management.

- [AE Regulation 25-400-2](#), Army in Europe Records Information Management.

ARMY IN EUROPE PUBLISHING NEWS

The following publication is rescinded:

- AE Form 672-20E, USAREUR Soaring Eagle Award

The following have been published and are available in the Army in Europe Library & Publishing System:

Army in Europe Command Policy Letters:

- [Army in Europe Command Policy Letter 1](#), Equal Opportunity, AEPE-UEO, 5 January 2016

- [Army in Europe Command Policy Letter 2](#), Processing Equal Opportunity Complaints, AEPE-UEO, 5 January 2016

Army in Europe Command Memorandums:

- [Orientation Policy for IMCOM-Europe Key Personnel](#), IMEU-GG, 6 August 2015

- [Delegation of Authority to Approve and Authorize Civilian Government Travel Orders \(DD Form 1614\)](#), AEPE-CB (mil 537-1537), 4 November 2015

- [USAREUR Critical Information List](#), AEOP-ODI (mil 537-3716), 30 November 2015

- [IMCOM-Europe FY 16 Annual Training Guidance](#), IMEU-OPD, 10 December 2015

- [Army in Europe Summer Hire Program 2016](#), AEPE-C, 11 December 2015

- [Command Support of the DOD Program for Stability of Civilian Employment](#), AEPE-C (mil 537-1534), 7 January 2016

- [FY 16 USAREUR Manpower-Management and Workyear-Execution Guidance for the Civilian Workforce](#), AERM-C (mil 537-8042), 7 January 2016

- [Fiscal Year 2016 USAREUR Active Army Retention and Reserve Component Transition Mission Guidance](#), AEPE-RUP (mil 537-1081), 8 January 2016
- [Approval of TDY Travel and FY 16 Funding Ceilings](#), AERM (mil 537-8091), 12 January 2016
- [Army in Europe Child and Youth Supervision Policy](#), IMEU-MWR-A (mil 544-9263), 13 January 2016

Army in Europe Publications:

- [AE Regulation 1-10](#), Staff Procedures, 2 December 2015
- [AE Regulation 210-70](#), On-Post Commercial Solicitation, 21 January 2016
- [AE Regulation 612-1](#), Community Central In- and Outprocessing, 20 January 2016
- [IMCOM-Europe Retiree Bulletin](#), December 2015

Army in Europe Forms:

- [AE Form 25-1H](#), Army in Europe LandWarNet Remote-Access Request – Category 1
- [AE Form 25-1K](#), Army in Europe Remote-Access Computer Security Compliance Inspection
- [AE Form 190-1AP](#), Request for Exception to Policy (Authority to Operate POV)
- [AE Form 190-6E](#), Firearms Register
- [AE Form 190-16A](#), Application for Installation Access
- [AE Form 190-16B](#), Receipt for Confiscated ID Card
- [AE Form 190-16F](#), Installation Access Control System (IACS) Access-Roster Request and Multiple (4 or More) Contractor Common Access Card (CAC) IACS Registration
- [AE Form 350-1D](#), Army in Europe Institutional Mobile Training Team (MTT) Request

- [AE Form 350-1E](#), Army in Europe Combined Arms Training Center Mobile Training Team (MTT) Request
- [AE Form 690-70A](#), *Bewerbung*/Application

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Personnel assigned to United States Army garrisons may also submit items for publication, provided the request is sent through the IMCOM-Europe SGS.

Personnel with questions or comments about this bulletin may contact the editor by telephone (mil 544-1460) or by e-mail: *USARMY Sembach IMCOM Europe Mailbox PUBSMail*.

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