

# RECORDS HOLDING AREA

## TURN-IN OF RECORDS/FILES

**If you have questions, please call 315-772-1500 for assistance.**

As per AR 25-400-2 , Chapter 7, Section 7-1 (Disposition Standards), K (Keep) records will be maintained at the Office level that owns those records for a maximum of 6 years once the records are inactive and no longer needed for business. If you do not have room in your office then you can bring them to the RHA. T (Transfer) records will be brought to the RHA at 3 yrs interval.

- ❖ Procedures for turning in your records/files (**short version**).
  - Determine what files to turn-in. Go to the ARIMS website to look up the disposition instructions:  
<https://www.arims.army.mil/rrsanew/rrssrch.asp?1=2>
  - Get proper box as listed in AR 25-400-2, para 9-13b. (If you do not have this box, you may use the boxes paper comes in.)
  - Pack the boxes. Place records/files in numerical order starting with box one and continue through the shipment.
  - Prepare Standard Form 135. This form is available electronically.
  - Turn-in SF 135 to RHA personnel (Bldg 10720 Mt. Belvedere Blvd. Room B1-25). **Do not bring boxes at this time.**
  - Bring boxes to the RHA upon notification from the RHA staff.
  
- ❖ Procedures for turning in your records/files (**long version**).
  - ***Determine what files to turn-in.*** These are files with a retention period of 6 years or more. Normal procedures are you will hold these files in the current files area until no longer needed for business and then turn them into the RHA. Please follow the disposition instructions for the file according to the ARIMS website

<https://www.arims.army.mil/rrsanew/rrssrch.asp?1=2> . Ensure file folder are properly labeled.

- **Boxes.** See short version.
- **Pack the boxes.** After you have gathered all the files you need to transfer to the RHA, begin the process of packing them. Pack them in numerical order by file numbers. Military Awards are filed alphabetically by name by battalion not by battery except for Military Police Company. Permanent orders are filed by numerically by order number. Do not seal the boxes, just inter-flap the top. Place your box numbers in the upper right corner of the end of the box (i.e., 1/1, 1/10, 4/10, etc.) The first number is the box number and the second number is the total number of boxes in your shipment.
- **Preparing the SF 135.** These forms are available electronically. We have included an example below.
  - **Block 1** - Type "Records Holding Area, Fort Drum, NY."
  - **Block 2** - The Records Coordinator or S1.
  - **Block 3** - Who the RHA staff can contact if they have questions.
  - **Block 4** - RHA staff will sign upon receipt of boxes into the RHA.
  - **Block 5** - Your organization name.
  - **Block 6(a)** - Leave blank.
  - **Block 6(b)** - Leave blank.
  - **Block 6(c)** - Leave blank. This is where the RHA staff will place the shelf number location of your box(s) in the RHA.
  - **Block 6(d)** - Place the total number of boxes you are transferring (i.e., 1, 3, 10, etc).
  - **Block 6(e)** - Place your box number to include the total number of boxes (i.e., 1/1, 1/5, 5/11, etc.)
  - **Block 6(f)** -
    - List your organization (i.e., 1<sup>st</sup> Battalion, 12<sup>th</sup> Field Artillery).
    - Insert file title, year of the file, and how they are filed (alphabetically, numerically, or chronologically). Continue until all

the files you have packed are listed on the SF 135. Place the appropriate box number to the left in the (e) block as you move from one box to another.

- **Block 6(g)** - Leave blank.
  - **Block 6(h)** - Insert "AR 25-400-2" at the top of the block. Place the appropriate file number to the right of each place you include the file title in this block.
  - **Block 6(i)** - Insert the month and year the file we are to destroy the file. If the file disposition is permanent, place the word "PERM" in this block.
  - **Blocks 6(j), (k), (l), and (m)** - Leave blank.
- **Turn-in SF 135 to the RHA.** Bring or send the completed SF 135 to the Records Manager in Bldg P10720 (Clark Hall Rm B1-24), Mt. Belvedere Blvd. (Barbara.gonzalez@us.army.mil). The RHA staff will review the SF 135 and work with you to set up a date to bring your boxes to the RHA.
  - **Turn-in of the Boxes.** RHA Staff will add the shelf number in block 6(c) just to the left of each of your box numbers on your SF 135. You need to place this box number on the same end of the box as your box number. Center it at the bottom of the end. The RHA Staff will work with you to set a date for you to bring the boxes to the RHA (Bldg T-65 Warehouse Road). You need to include one copy of the SF 135 in the first box of your shipment. Bring an extra copy for the RHA Staff to sign showing they received your shipment.

**Example of what is written on each box. Write it on the short side normally where the lines are printed. Items in Blue are always required.**

**1 of 15**

**This depends on how many boxes are in this lot**

**For example:**

**2 of 15**

**3 of 15 etc.**

**600-8-22b3  
Personnel Files  
A – D**

**1500**

**This is the location number given by the Records Manager**



**If the records are a “T” Records the barcode from The ARIMS website must be put on the box. You will only see the barcode when you go print your file labels from ARIMS.**

**Destroy Jan 09**

**You will find the destruction date in the disposition instruction on the ARIMS website**

**<https://www.arims.army.mil/rrsanew/rrsrch.asp?1=2>**

**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.

1. TO *(Complete the address for the records center serving your area as shown in 36 CFR 1228.150.)*  
**Federal Records Center**

2. AGENCY TRANSFER AUTHORIZATION: TRANSFERRING AGENCY OFFICIAL *(Signature and title)* DATE

3. AGENCY CONTACT: TRANSFERRING AGENCY LIAISON OFFICIAL *(Name, office and telephone No.)*

4. RECORDS CENTER RECEIPT: RECORDS RECEIVED BY *(Signature and title)* DATE

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)*

Fold Line

6. **RECORDS DATA**

ACCESSION NUMBER			VOLUME <i>(cu. ft.)</i>	AGENCY BOX NUMBERS	SERIES DESCRIPTION <i>(With inclusive dates of records)</i>	RESTRICTION	DISPOSAL AUTHORITY <i>(Schedule and item number)</i>	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SHELF PLAN	CONT. TYPE	AUTO. DISP.
<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>

## INSTRUCTIONS FOR COMPLETION OF STANDARD FORM 135

### FOR COMPLETION BY THE TRANSFERRING AGENCY

Items 1, 2, 3 and 5 are self-explanatory. Specific instructions for item 6 are as follows:

*Col.*

*Accession Number.* A separate accession number is required for each series of records listed on the form. A series consists of records having the same disposal authority and disposal date that are transferred together to the records center. The accession number is entered in three parts, consisting of:

- (a) The NARA record group number assigned to the records of the agency making the transfer;
- (b) The last two digits of the current fiscal year; and
- (c) A four digit sequential number obtained in advance from the records center. (Arrangements may be made with the center to have these numbers assigned by the agency records officer or other official.)
- (d) *Volume.* Enter the volume in cubic feet of each series of records being transferred.
- (e) *Agency Box Numbers.* Show the inclusive box numbers for each series of records being transferred. The agency shall number each carton sequentially as follows: 1 of 25, 2 of 25, 3 of 25, etc. (Each new series of records should begin with carton number 1.) To facilitate control of the records and future reference service, the agency also shall mark each container with the assigned accession number prior to shipment.
- (f) *Series Description.* Describe the records in sufficient detail to allow the records center to check for proper application of the disposal schedule. Inclusive dates of the records should be indicated. Show the organizational component that created the records when it is other than that shown in item 5.
- (g) *Restriction.* Enter one of the following codes to show a restriction on use of the records. Restrictions other than (or in addition to) security classifications, such as limiting access to certain agency officials, are to be specified by a statement in the Series Description column (f).

*Code*

*Restrictions*

<b>Q</b>	Q security classification
<b>T</b>	Top Secret security classification
<b>S</b>	Secret security classification
<b>C</b>	Confidential security classification
<b>R</b>	Restricted use--witnessed disposal <i>not required</i> (specify in column (f))
<b>W</b>	Restricted use--witnessed disposal <i>required</i> (specify in column (f))
<b>N</b>	No restrictions

(h) *Disposal Authority.* For each series of records, cite the agency schedule and specific item number authorizing disposal. Cite the NARA disposal job and item number if it has not been incorporated into an updated agency schedule.

(i) *Disposal Date.* Applying the disposal authority previously cited in column (h), enter the month and year in which the records may be destroyed.

### FOR COMPLETION BY THE RECORDS CENTER

Item 4 is self-explanatory. Specific instructions for item 6 are as follows:

*Col.*

- (j) *Location.* The records center annotates the shelf location of the first carton for each series of records.
- (k) *Shelving Plan.* The records center enters the appropriate code from Chap. 7-10h, NAR P 1864.1A, to reflect the type of container in which the records are retired.
- (l) *Container Type.* The records center enters the appropriate code from Chap. 7-10h, NAR P 1864.1A, to reflect the type of container in which the records are retired.
- (m) *Automatic Disposal.* The records center enters either Y (yes) to indicate automatic disposal applies or N (no) indicating that the agency wishes to receive disposal concurrence notice prior to destruction of the records. Automatic disposal is applied only when previously agreed upon by the agency.

Use Standard Form 135-A, Records Transmittal and Receipt continuation, when additional space is required for listing records data.