

FILLING OUT AND SUBMITTING AN SF FORM 135 & 135a

1. Prepare original & three copies of the SF Form 135, Records Transmittal & Receipt and if needed, SF Form 135a, Continuation Sheet. The original and a copy are sent to me before the boxes are sent. **Make sure the original is signed. No boxes will be shipped until the SF Form 135 is reviewed and approved by the Records Manager. You will be notified by email that the records are ready for shipment. You are responsible for the transference of records to the Warehouse.**

A copy of SF Form 135 is kept for your reference and one copy goes in box number one of the EACH box you intend to send.

2. Records subject to the Privacy Act will not retired/transferred if not covered by the Privacy Act System Notice Number. Make sure it is listed on Item 6f on the SF 135.

3. Separate classified and unclassified files before they are transferred.

4. How to fill out SF Form 135:

a. Line 1 on the SF 135: Type Records Holding Area.

b. Lines 2, 3, & 4: The Chief of your Branch or Section signs line 2. The Records Coordinator or alternate signs line 3. Line 4 stays blank (this will be signed after the records are transferred and are on the shelf).

c. Line 5: Type your complete address with your office symbol included.

d. Line 6a, b, & c: Leave blank.

e. Line 6d: Type the number of boxes in a shipment.

f. Line 6e: Enter the number of boxes you have. For example if you have five boxes you will identify box one as 1/5, box two as 2/5, box three 3/5 etc...

g. Line 6f: First line: Include if the records pertain to the American Indians or Environmental or if these records have a freeze on them. Skip a line

i. Enter the title of the records. Write the Privacy Act number if it has one or type No PA if it doesn't. Enter the year the records were created. Example: FY 98 or CY 98. Add when the records were cutoff. Example: COFF: 30 Sep 99 for FY or 31 Dec 99 for CY. Enter the transfer date. Example: trf RHA Oct 01 for FY or Jan 02 for CY.

NOTE: if these are contracts, enter the year the contract was finalized.

This how the beginning of 6f should look (I am using ARIMS No. 1180-1-1p2 as an example):

These records do not pertain to the American Indians or Environmental records.

CE Contracts, No PA, Final Payment Oct 2004
COFF 30 Dec 2004 trf RHA Jan 07

CE Contracts, No PA, Final Payment Jul 2004
COFF 30 Dec 2004 trf RHA Jan 07

NOTE: Records are always kept in your area, called Current Files Area (CFA) for two years.

h. Line 6g: See reverse side of SF 135.

i. Line 6h: First line - Enter the prescribing directive for this form and the year of the publication (ex, AR 25-400-2, 2001). Enter the file number (ARIMS number) for the records opposite the file title. For example, if you typed in CE Contracts, No PA, Final Payment Oct 2004, COFF 30 Dec 2004, trf RHA Jan 07 in column 6f, you would tab over to 6h and insert your ARIMS number which would be 1180-1-1p2, then you would tab to 6f for the disposal date. This would take care of one file. Continue on in this fashion for the remainder of the files in the box.

j. Line 6i: Enter K for keep and the year of disposal, or PERM if the files are permanent.

k. Line 6j through m: Leave blank.

2. How to fill out a SF Form 135a, continuation sheet:

a. Type the transferring agency's name, date and page number.

b. Lines a through c: Leave blank.

c. Line d: Under volume type in the total number of boxes you have to ship.

d. Line e: Type the remainder of your boxes. Example if you had a shipment of nine boxes and you used SF Form 135 and put the information of 4 boxes on that first page, you will continue this page with box 4 of 9 (4/9), box 5 will be 5/9 etc...

e. Line f: Type the description of the boxes.

f. Line g: Type the same information as in SF 135.

g. Line h: Type the same information as in SF 135.

h. Line i: Enter the destruction date or permanent.

i. Line j through m: Leave blank.

3. Sometimes the description of the files are too large to put on these forms. If this is the case, a piece of plain bond paper is acceptable but make sure you have all the information available. Here is one example on how to start the page of contracts that were accumulated the same year:

ARIMS No. 1180-1-1q1

Box 5 of 22

Civil Work Construction and Maintenance Contracts, FY 96

<u>Contract Number</u>	<u>Folders</u>	<u>Contractor</u>	<u>Final Payment</u>
DACW03-92-1234	1	YXZ Consulting	Jan 96
DACW03-92-5678	6	ABC Construction	Aug 96
DACW03-95-9101	11	EFG Construction	Sep 96