



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS  
POST OFFICE BOX 867  
LITTLE ROCK, ARKANSAS 72203-0867

CESWL-IM-PR (25-1i)

10 October 2000

DISTRICT ENGINEER'S POLICY MEMORANDUM NO. 01-01

SUBJECT: Records Management Administrators Responsibilities

1. This policy assigns responsibilities for the administration of the Little Rock District Records Management Program. The program includes all files maintained in the District regardless of type, physical location, and function or security classification.
2. This policy applies to all organizational elements and field offices of the Little Rock District.
3. The Records Manager (RM) is responsible for executing the District's Records Management Program in accordance with policies outlined in AR 25-1, dated 15 Feb 00, and executing technical supervision over all District files. The RM will:
  - a. Survey and appraise the Records Management Program in each Little Rock District office at least once every three years, and recommend necessary corrective action.
  - b. Provide training for new Records Coordinators and Alternates, and will provide refresher training annually.
  - c. Manage the operation of the records holding area, ensuring records properly arranged and packed prior to movement from the records holding area to a records center. Maintain liaison and coordinate records transfer, retirement and retrieval with the Federal Records Center.
4. Staff Chiefs are responsible for:
  - a. The proper maintenance and disposition of all records/documents created and/or maintained by their element.
  - b. Appropriate identification and maintenance of records of historical significance.
  - c. Ensuring that all filing equipment is properly utilized and that requests for additional filing equipment are processed as prescribed by the RM.

10 Oct 00

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d. Retaining information necessary for the retrieval of records transferred to the Records Holding Area (RHA) or retired to the Federal Records Center (FRC).

e. Ensuring that individuals involved with files maintenance and disposition in their element are provided adequate training to perform these functions.

f. Preparing and updating as necessary, lists of file numbers used in their elements, and furnishing copies to the RM yearly.

g. Appointing a qualified Records Management Coordinator (RMC) yearly or as needed to coordinate program activities within their element to insure compliance with procedures prescribed in AR 25-400-2, The Modern Army Recordkeeping System (MARKS) dated 26 Feb 93. Records Alternates (RA) are also appointed to assist the RMC in accomplishing necessary tasks. Designations and changes thereto will be reported by E-MAIL or in writing (by memorandum) to the Chief, Information Management Office (IMO).

5. Records Management Coordinators are responsible for coordinating the records management activities in their organizational element, and will oversee, supervise, and/or perform the activities necessary to meet the requirements of paragraphs 4a through g above. Records Management Coordinators and Alternates may train other employees to assist them as needed.

6. Records Alternates are responsible for coordinating the selection and transfer of records from their organizational element and will perform the duties necessary to carry out this program.



THOMAS A. HOLDEN JR.  
Colonel, Corps of Engineers  
District Engineer

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