

Transferring Records to the Fort Lee Records Holding Area (RHA)

1. Preparing records for transfer to RHA

a. Agency who created the records is responsible for organizing, packing, receipting (using SF 135), and transferring the records to the Records Holding Area (RHA). The agency (creating office) will remain the legal custodian of the records even when they are retired to the RHA. The agency will maintain a copy of the SF 135 for their records to show their records were transferred to the RHA and for retrieval purposes. If the agency who created the records receives a special request such as Freedom of Information Act request for records which have been transferred or retired, the agency is still responsible for locating the records and retrieving them for review.

b. Fort Lee Records Management Personnel manages the operation of the RHA, they will destroy the records when the retention period has reached or retire the records to the Federal Records Center when required.

c. Do not transfer or retire records that are subject to the Privacy Act unless they are covered by a system notice in <http://www.dod.mil/privacy/notices/army/>.

d. SF 135 (Records Transmittal and Receipt), describe records in enough detail to permit quick retrieval of specific documents. See [DA Pam 25-403](#), chapter 7, for additional guidance.

(1) Prepare the SF 135, obtain required signature, and submit to Fort Lee Records Management Personnel for assignment of location numbers at usarmy.lee.imcom.mbx.lee-ima-rm@mail.mil

(2) Fort Lee Records Management Personnel will assign location numbers and return SF 135 to agency.

(3) The agency will pack records into the designated boxes; see [DA Pam 25-403](#) for types of boxes and supplies authorized for records transfer. Boxes used for the RHA is (NSN) 8115-00-117-8249

2. Preparing SF 135 (see figure 1 on page 2)

- a. Prepare a separate SF 135 for each set of records.
- b. Place a copy of the SF 135 in the first box of each set.
- c. Entries on SF 135 follow:
 - (1) Item 1. Enter appropriate address – HRD Records Holding Area, 1401 B Avenue, Bldg 3400, Fort Lee, VA 23801-1724
 - (2) Item 2. Enter the transferring agency's official information. The official authority will sign this block and enter the current date.
 - (3) Item 3. Enter the name and telephone number of the custodian of the records.
 - (4) Item 4. Completed by RHA personnel.
 - (5) Item 5. Enter name and address of organizational element transferring the records.
 - (6) Items 6(a), 6(b), and 6(c). Completed by RHA personnel.
 - (7) Item 6(d). Enter total number of boxes in the set.
 - (8) Item 6(e). Enter the number of each records box in relation to the total number of boxes in the record shipment (for example, 1 of 3, 2 of 3, 3 of 3).
 - (9) Item 6(f).
 - (a) Enter the Privacy Act number from ARIMS
 - (b) Records Number from ARIMS
 - (c) Subject of records
 - (d) Year of records (FY or CY)
 - (e) Describe content of each box of records

(10) Item 6(g). Enter the proper restriction code to show any restriction on use of the records.

Code	Restriction
Q	Security classification
T	Top Secret security classification
S	Secret security classification
C	Confidential security classification
R	Restricted use - witnessed disposal not required (specify in column (f))
W	Restricted use - witnessed disposal required (specify in column (f))
N	No restrictions

(11) Item 6(i). Enter disposal date, (format 01/01/2039). If the records are permanent, write in PERM.

(12) Item 6(j). Enter location number received by the Fort Lee Records Manager.

(13) 6(k), 6(l), and 6(m). These items are completed by RHA personnel.

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.			PAGE 1	OF 1 PAGES		
1. TO <i>(Complete the address for the records center serving your area as shown in 36 CFR 1228.150)</i> Federal Records Center HRD Records Holding Area, 1401 B Avenue, Bldg 3400 Fort Lee, VA 23801					5. FROM <i>(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)</i> Agency Title Agency Address POC: Phone:											
2. AGENCY TRANSFER AUTHORIZATION		TRANSFERRING AGENCY OFFICIAL <i>(Signature and title)</i> COOR/MANAGER			DATE											
3. AGENCY CONTACT		TRANSFERRING AGENCY LIASON OFFICIAL <i>(Name, office and telephone No.)</i> NAME OF RECORDS COOR/MANAGER, OFF SYMBOL, PHONE														
4. RECORDS CENTER RECEIPT		RECORDS RECEIVED BY <i>(Signature and title)</i> Records Manager's Info			DATE											
RECORDS DATA																
ACCESSION NUMBER			VOLUME <i>(cu. ft.)</i>	AGENCY BOX NUMBERS	SERIES DESCRIPTION <i>(With inclusive dates of record)</i>	RESTRICTION	DISPOSAL AUTHORITY <i>(Schedule and item number)</i>	DISPOSAL DATE	COMPLETED BY RECORDS CENTER							
RG <i>(a)</i>	FY <i>(b)</i>	NUMBER <i>(c)</i>							LOCATION <i>(j)</i>	SHELF PLAN <i>(k)</i>	CONT. TYPE <i>(l)</i>	AUTO. DISP. <i>(m)</i>				
			3		Privacy Act: A0020-1aSAIG File Number: 1000B (20-1h old RN) CY 2008 IG investigations and inquiries - Substantiated allegations. 1 OF 3 Jan thru Apr 2 OF 3 May thru Aug 3 OF 3 Sep thru Dec	N	N1-AU-01-26	01/01/2039								

Figure 1. Sample of SF 135

3. Tips for packing records

- Do not over pack the boxes; leave 1 to 2 inch space in each box to allow ease of reference (see Figure 2 on page 5).
- Do not put additional material on the bottom, side, or top of the records in the box.
- Mixed media (e.g., computer diskettes, micro film, or video cassettes) cannot be stored in the same environment as paper records.
- Do not include media in the same transfer with paper records without prior approval from the RHA.



4. Labeling boxes

Upon receipt of location numbers, affix to each box the information listed below. The information below needs to be on the front end of the box (es) in the order shown (*see figure 2*). This information must be legible. Boxes without the required information will not be accepted for storage until the information is on the box correctly. You may put the information on labels if desired, as long as it is large enough to be easily read. In addition, a copy of the SF 135 must be in Box #1 of each set of boxes.

Accession Number _____*____		Box Number
7585		<u>1</u> of <u>3</u>
<p>(Sample) Activity (JAG/TRADOC) Record Number & Description (1000B (20-1h (old RN))/ IG Investigations and inquiries - Substantiated allegations) FY or CY (CY 2008) Cut-off Date (Jan 2039) FRONT of Box</p>		

Figure 2. Records transfer box (front)

5. Transferring records

Records coordinators will coordinate with their Records Manager to ensure they are aware of records movement. Call Fort Lee Records Management Office, 734-7537 or 765-3204, for an appointed time to delivery your boxes to the records to RHA (bldg 3400 at Fort Lee).