

AFZA-CS

SUBJECT: XVIII Airborne Corps and Fort Bragg Memorandum of Instruction (MOI) Number 01-12, Transfer of Records to the Installation Records Holding Area (IRHA)

b. Organizational elements are responsible for:

- (1) Verifying file numbers and retention periods.
- (2) Organizing and packing records.
- (3) Preparing Standard Form (SF) 135, Records Transmittal and Receipt.
- (4) Transferring eligible records.

c. Staff directors, activity chiefs and major subordinate commanders must ensure record shipments are verified and consolidated at the highest organizational level prior to forwarding to the IRHA.

d. If records are not packaged according to regulatory guidelines or this MOI, they will not be accepted into the IRHA. Exceptions will not be made to this policy.

5. Procedures.

a. Organizational elements will prepare and submit a SF 135, identifying records eligible for transfer, to the Installation Records Holding Area. Upon approval, the Installation Records Manager will notify the organization of the date to physically transfer records. Records can only be transferred from the beginning of the new fiscal year (1 October) through 30 April of the following year.

b. Prior to the destruction of records that have exceeded their retention period, the Installation Records Manager will coordinate with the proponent for concurrence.

6. Guidance on preparing the SF 135 is at encl 1, a sample SF 135 is at encl 2, and a sample of the Records Transfer Box layout is at encl 3.

7. Requests for records retrieval will be submitted on a DA Form 543, Request for Records. The form can be submitted either in hard copy format or electronically. An example of the DA Form 543 can be located and downloaded at <http://www.apd.army.mil>.

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a. Requested records will be available for pick-up within 10 days of request; records must be returned to the IRHA Office by the suspense date annotated on the DA Form 543 by IRHA Personnel.

b. All requested records will be picked up from the IRHA Office located on Howell Street, bldg F-4207. Pick-ups and turn-ins are by appointment only.

8. Point of contact is the Installation Records Manager, (910) 396-4612.

**INSTRUCTIONS FOR PREPARING  
SF 135, RECORDS TRANSMITTAL AND RECEIPT**

1. Prepare an original and two copies of SFs 135 and 135-A for each group of records having a different retention period. Forward the original and one copy to the Installation Records Manager, Administrative Services Division, DHR for processing and approval prior to the actual transfer of records. The activity retains the second copy as a suspense copy until the Installation Records Manager returns the first copy showing the accession and proposed location numbers.

2. To complete entries on the SF 135:

- |                              |  |
|------------------------------|--|
| Item 1.                      | Cross out "Federal Records Center" and enter "Installation Records Holding Area, Bldg F4207, Howell Street, Fort Bragg, NC 28310-5000."  |
| Item 2.                      | Enter name and title of the Official responsible for transferring records. This block must be signed. Enter the current date.  |
| Item 3.                      | Enter the name and telephone number of the records coordinator.  |
| Item 4.                      | Leave Blank.   |
| Item 5.                      | Enter the complete name and address of the organizational element transferring the records. Records shipment must be consolidated at the highest organizational level.   |
| Items 6(a),<br>(b), and (c). | Leave blank.   |
| Item 6(d).                   | Enter the total number of boxes in the shipment.   |
| Item 6(e).                   | Enter the number of each box in relation to the number of boxes in the total shipment beginning with the number one; e.g., 1/4, 2/4, 3/4, 4/4.   |
| Item 6(f).                   | 1. If the records are subject to the Privacy Act (as described in DA Pam 25-51, The Army Privacy Program – System Notices and Exemption Rules, 30 Apr 99), enter the Privacy Act System number; e.g., PA: A0672-5-1TAPC. |

Enc 1

2. Enter the name and location of the organization that created the records; e.g., 82d Abn Div, Fort Bragg, NC 28310.

3. Enter any background or historical information necessary to identify the organization that created the records or to describe significant events such as activation, names and locations of next higher headquarters, inclusive dates of command jurisdiction, transfer of functions, dual operating functions, discontinuance, and inactivation. If no change in previously submitted data, enter "HISTORICAL DATA: NO CHANGE."

4. Enter the complete title of the Organizational element that created the records; e.g., Admin Services Branch, 82d Personnel Services Company.

5. Enter any special classification, such as "Restricted Data" and "Formerly Restricted Data" not listed in the restriction codes on the back of the SF 135.

6. Enter the file title, as found in AR 25-400-2, year of accumulation, and arrangement of files. If the file series is contained in more than one box, show the contents of each box; e.g., A-L, L-Z, or 1-240, 241-300. If the records have a retention period of six or more years, prepare a box listing each folder in the shipment. The list may be prepared on the SF 135; if more than one page is needed, use either SF 135-A, or plain bond paper. Self-indexing records; e.g., alphabetical or numerical, may be identified by beginning and ending names/numbers. If the records are in numerical sequence, identify missing records. Additionally, a box may only contain records of the same file number and file year. Boxes may not have mixed contents.

Item 6(g).

Enter the proper restriction code as explained on the reverse of SF 135; e.g., N, R, C, W.

Item 6(h).

1. Enter "AR 25-400-2" and Disposition Authority "N1-Au-02-22.

2. Enter the ARIMS file number for the records opposite the file title.

Item 6(i).

Enter the month and year the records are authorized for destruction; e.g., Jan 00, Oct 01, or 1/00, 10/01. If the records are permanent enter "PERM."

(Continued)

Items 6(j), (k), (l), (m). Leave blank.

3. Per AR 25-400-2, para 9-4e, records on persons or organizations not affiliated with the Department of Defense are not to be transferred in accordance with this MOI. Such records are to be handled per the instructions in AR 380-13, Acquisition and Storage of Information Concerning Non-Affiliated Persons and Organizations.

4. List classified records (secret, confidential, and below) on separate SF 135 and process in accordance with instructions given in AR 380-5, Army Information Security Program, Chapter 8. Do not indicate classified or confidential nature of the contents on the box or package.

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**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 (Complete the address for the records center serving your area as shown in 36 CFR 122.270) **INSTALLATION RECORDS HOLDING AREA  
BLDG F-4207 FORT BRAGG, NC 28310**

COMMANDER  
RECORDS TRANSFERRING  
ATTN: AFVC-RTU  
FORT BRAGG, NC

2. AGENCY TRANSFERRING AGENCY ORIGINATOR AND TITLE  
AUTHOR: **Jane Snuffy, CHIEF, RTU** DATE: **08/12/0**

3. AGENCY TRANSFERRING AGENCY LIAISON OFFICIAL, OFFICE AND TELEPHONE NO.  
**John T. Snuffy, A CO, RTU 6-7890**

4. RECORDS CENTER RECEIPT RECORDS RECEIVED SIGNATURE AND TITLE DATE

**RECORDS DATA**

**SAMPLE**

Fold Line

ACCESSION RG	FY	NUMBER	VOLUME (cu. ft.)	AGENCY BOX NUMBER	SERIES (When in series, list dates of records)	DISPOSAL AUTHORITY and item number	DISPOSAL DATE	COMPLETED BY RECORDS				
								LOCATION	(k)	(l)	(m)	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
					PA: A0025-55 SAIS Information Technology Business Center Historical Data: FOIA Records for FY 96	AR 25-400-2	Jan 99					
		7	1/7		FOIA Case Files 1 thru 89	25-55a						
			2/7		FOIA Case Files 90 thru 167							
			3/7		FOIA Case Files 168 thru 192 missing file #184							
			4/7		FOIA Case Files 195 thru 219 added case file 184							
			5/7		FOIA Case Files 220-299							
			6/7		FOIA Case Files 300 thru 313							
			7/7		FOIA Case Files 313 thru 342							

135-107

Standard Form 135 (Rev. 7-78)  
Prescribed by GSA FPMR (41 CFR) 101-11.6  
USA:PC

Example Layout of Records Transfer Box (NSN 8115-00-117-8249)

ACCESSION NUMBER

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T 56 ...

PLACE DISPOSITION INSTRUCTIONS LABEL HERE (THIS LABEL WILL MATCH THE LABEL ON THE DUMMY FOLDER LOCATED IN FRONT OF BOX

INSERT # ISSUED BY INSTALLATION REC MGR



AGENCY BOX NUMBER

# 1 OF 7

INSERT # OF EACH BOX IN RELATION TO THE TOTAL NUMBER OF BOXES IN SHIPMENT I.E. 1 OF 7

WRITE IN LOCATION # ISSUED BY INSTALLATION REC MGR

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**FRONT**