

ORGANIZATION	Date
RECORDS MANAGEMENT COMMAND INSPECTION CHECKLIST	
Yes/No/N/A	
RECORDS MANAGEMENT:	
1. Are appointment orders on file for:	
a. Records Management Coordinator/Officer? (AR 25-1)	
b. FOIA/PA Coordinator? (AR 340-21)	
c. Copier Key Operator? (AR 25-30)	
d. Forms Management Coordinator/Officer? (AR 25-30)	
2. Are internal surveys conducted to ensure supervision and management of activities' Records Management Programs? (AR 25-1)	
FILES MANAGEMENT:	
3. Is FORSCOM Form 350-R (List of File Numbers): (FORSCOM Suppl 1 to AR 25-400-2)	
a. Signed by custodian?	
b. Approved by Records Manager or designated representative?	
c. Retained by both the custodian and the approving official?	
d. Are folders/containers labeled with required data? AR 25-400-2, 6-2	
<i>Is the Privacy Act reference placed on Records that are subject to the Privacy Act?</i>	
4. Are records with a 3-year or greater retention period transferred to the Records Holding Area or has a waiver been obtained in lieu of transfer? (AR 25-400-2)	
FOIA/PA MANAGEMENT: (AR 340-21; FH Reg 25-2)	
5. Is written consent of an individual obtained on FHT Form 340-X1-1 (Privacy Act Statement) or similar document before disclosure of personal information (i.e., home addresses/phone numbers on alert rosters).	
OFFICE COPIER MANAGEMENT:	
6. Are copiers being monitored to ensure no more than 25 copies are being reproduced from one original? (DA Form 4575-R, Copy Machine Production Log, may be used.) (AR 25-30)	
7. Is FORSCOM Poster 93-R posted when reproduction of classified materials is not authorized on office copier? (FORSCOM Suppl 1 to AR 380-5)	
FORMS MANAGEMENT: (AR 25-30)	
8. Trained in procedures to obtain the printing of blank forms?	
9. Familiar with the Phantom Clerk site? (Applies to those with FH ILAN access) Familiar with the USAPA web site?	
ORGANIZATION POINT OF CONTACT:	
TELEPHONE NUMBER:	

EXPLANATION OF RECORDS MANAGEMENT SURVEY CHECKLIST
(FHT FORM 25-X12)

1. AR 25-400-2 with FORSCOM Supplement and USAISC Changes 1 and 2 are readily available to the files custodian.
2. The organization's RMO/RMC written designation is filed under housekeeping 1e, Housekeeping Instructions.
3. Current file numbers are established IAW AR 25-400-2, February 1993.
4. List of File Numbers reflects actual files, is approved by either the DOIM RM or MSC RMO, and is filed under housekeeping 1a, List of File Numbers.
5. Label containers/drawers IAW AR 25-400-2, page 13, figure 6-4. Label empty drawers "Reserved for Expansion." Exceptions may be granted for newer containers that lack places for labels. Paragraph 6-2e (page 10) contains instructions for labeling one or more containers having records with the same file number.
6. Folders do not exceed approximately 1 inch in thickness (recommended for easy records access).
7. Place the Privacy Act Systems Notice on the labels when applicable. If the PASN is listed on a dummy folder, subfolders do not need the PASN. (AR 25-400-2, page 12, figure 6-3)
8. Files with a time disposition (retention of months or years) have the year of accumulation on the labels. Event files (Dest when superseded or obsolete, etc.) do not have a year of accumulation. (AR 25-400-2, page 12, figure 6-3)
9. Place file labels on either the left, center, or right side of the folder depending on the disposition instructions. (FORSCOM Supplement 1 to AR 25-400-2, 1 December 1993)
10. Obtain disposition instructions for the label from AR 25-400-2, pages 14 and 15, Table 7-1, column d. (AR 25-400-2, page 12, figure 6-2)

Example of *Incomplete* disposition: COFF 31 Dec 96.
Example of *Incorrect* disposition: Destroy after 7 years.
Example of *Omitted* disposition:
Example of Correct disposition: COFF 31 Dec 96, Trf RHA Jan 99, Dest Jan 2004.
11. At the end of the calendar or fiscal year, separate inactive files (example: COFF 31 Dec 95) from the active files (example: Dest when NLN for current operations). (AR 25-400-2, page 13, para 7-2)
12. Pull empty folders from inactive files.
13. Unless otherwise stated in AR 25-400-2 or waived by DOIM, transfer files with a retention of 3 or more years to the Fort Hood Records Holding Area. (AR 25-400-2, page 15, Table 7-1, rules 11 through 13)
14. Destroy old records IAW the disposition instructions provided in AR 25-400-2.
15. The main purpose of filing cabinets is to store official records. If space allows, keep blank forms, reference material, and limited office supplies in the cabinet separate from official records.
16. Offices maintaining copiers will file the DOIM copier authorization under housekeeping 1q, Office Property Records.
17. Label publications/binders IAW AR 25-400-2, page 13, figure 6-4.
18. Blank forms are checked for authorized form numbers and quantity on hand.

The last column [X] is used to indicate that on-the-spot corrections were made.