SECRETARY OF THE ARMY
WASHINGTON

22 FEB 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Preservation of Army Records

1. Official records of the US Army are of enduring significance and indispensable for ensuring complete, accurate, and objective accounting of the Army's activities to the American people. These records provide evidentiary accounting for decisions, policies, plans, organization, functions, procedures, operations, and essential transactions. All elements of the US Army must ensure that official records of both peacetime and wartime operations are preserved, regardless of medium.

2. Preservation of record information is required by Federal Statute and is necessary to protect the legal and financial rights of the Government and persons directly affected by the Government's activities. Record information includes papers, books, maps, photographs, and machine-readable material such as e-mail that document actions taken by Agency personnel in the performance of their official duties.

3. To ensure the preservation of official records, all Army department heads, directors, commanders, supervisory personnel and records managers must ensure the provisions of AR 25-400-2,"The Army Records Information Management System-ARIMS,"are implemented. ARIMS (www.arims.army.mil) provides guidance and direction for executing an organizational records management program that meets legal and ethical standards. AR 25-1,"Army Knowledge Management and Information Management,"specifies the Army organizations that must appoint a records manager in writing, providing a copy of the appointment to the US Army Records Management and Declassification Agency.

4. I expect leaders to make the preservation of official records a matter of personal interest. The Administrative Assistant to the Secretary of the Army, Chief Information Officer/G-6 and Deputy Chief of Staff, G-1, may issue additional instructions as necessary to implement this memorandum.

Francis J. Harvey

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