DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2
1000 ARMY PENTAGON
WASHINGTON, DC 20310-1000

DAMI-CDS

12 DEC 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Protection of Official Records by Army General Officers and Senior Civilian Executives

1. References:

a. Title 44 United States Code, Chapter 31, Records Management by Federal Agencies.

b. Army Regulation 25-1, Army Knowledge Management and Information Technology, 4 December 2008.

c. Army Regulation 380-5, Department of the Army Information Security Program, 29 September 2000.

d. Army Regulation 870-5, Military History, Responsibilities, Policies, and Procedures, 21 December 2007.

e. Department of Defense (DoD) Manual 5200.01, Volume 3, DoD Information Security Program: Protection of Classified Information, 24 February 2012.

2. The Secretary of the Army is required to preserve agency records and maintain a program for the management of the Army's official records in accordance with Title 44, United States Code, Chapter 31, *Records Management by Federal Agencies*. Protection and management of Army information is a critical function for Army general officers and senior civilian executives. Army general officers and senior civilian executives should be aware that correspondence and other documents generated in the conduct of public business are considered official records and are the property of the Federal Government. The Office of the Administrative Assistant to the Secretary of the Army serves as the Senior Agency Official for Records Management and has responsibility for ensuring Army compliance with all statutes, regulations, and policies.

3. Army senior leaders are required to manage official records created during their careers, per Army Regulation (AR) 25-1, *Army Knowledge Management and Information Technology*. Official records exist in many physical forms (i.e., documents, books, papers, e-mail, Web sites, digital media, electronic formats, audio and video recordings, etc.).

Army senior officials may place reference files that they create during their tenure of office with the Military History Institute, U.S. Army War College, Carlisle, PA. Official documents such as classified documents, restricted data or formerly restricted data, copies of records containing information exempt from public release under the Freedom of Information Act, and other records identified in AR 25-1, paragraph 8-6, may not be removed from control of the Federal Government for personal retention or donation to any institution without approval from the Archivist of the United States.

4. Official records involving classified national security information and/or personal privacy information must be protected as outlined in AR 380-5 and other Department of Defense policies. The Deputy Chief of Staff, G-2, is the proponent for AR 380-5.

5. The point of contact in the Office of the Administrative Assistant to the Secretary of the Army is Mr. Steve Raho, (703) 428-6462, email: steven.a.raho.civ@mail.mil. The Office of the Deputy Chief of Staff, G-2 point of contact is Ms. Lisa M. Desmond, (703) 695-2645, email: lisa.m.desmond.civ@mail.mil.

MARY A. LEGERE
Lieutenant General, GS
Deputy Chief of Staff, G-2

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