



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

17 MAR 1992

CEIM-PD (25-1a)

MEMORANDUM FOR ALL HOUSACE/OCE ELEMENTS AND USACE COMMANDS
ATTN: DIMS/CIMS PASS TO RECORDS
ADMINISTRATORS/MANAGERS

SUBJECT: Preservation of Environmental Restoration Records

1. References:

a. CEIM-PD, memorandum, dated 26 Jul 91, subject: Interim Policy Guidance Regarding the Retention of Environmental Restoration Records, signed by the Chief of Engineers.

b. 44 U.S.C. 3101, Preservation of Federal Records.

2. The purpose of this memorandum is to remind everyone that a moratorium has been placed on supporting environmental restoration records (reference 1a) and these records are not to be destroyed. This moratorium includes financial, contractual, and project management environmental restoration records. The Corps started working with the Environmental Protection Agency (EPA) on the Superfund Program in 1982. To assist in the identification of Superfund projects, attached is a listing of Interagency Agreements (IAG's) (Encl 1) issued by EPA, and a partial listing of reimbursable orders (Encl 2) issued between Corps offices in support of the program. Subsequent to that time, the Corps started working with other environmental restoration programs such as the Defense Environmental Restoration Program (DERP). The DERP program includes Formerly Used Defense Sites and the Installation Restoration Program. Recently, the Corps has undertaken environmental restoration work for other Non-DOD Federal Agencies, such as Department of Commerce, Coast Guard, FMHA, etc. These environmental restoration records as well as the Superfund program records will be permanently retained regardless of age.

3. During this time of the year, records are scheduled for destruction and office personnel purge their files. Therefore, particular emphasis must be taken to ensure that all supporting environmental records identified in the moratorium are not destroyed. To prevent destruction, records need to be researched, identified, inventoried and marked for special retention. Effective immediately, all SF 135's, boxes and labels will reflect the name of the environmental restoration program and contain a statement that reads "DO NOT DESTROY".

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This includes active and inactive files within the current files area (CFA), the records holding area (RHA) and the Federal Records Centers (FRC). Records already transferred to the RHA will be screened and all supporting environmental restoration records will be extracted before they are either destroyed or retired to the FRC. Nonpermanent records already retired to the FRC will be screened when the Notice of Intent to Destroy Records (Form NA 13001) is received. If necessary, nonpermanent records at the FRC will be recalled and verified by the office of record to ensure that no supporting environmental restoration records are interfiled among other records. Permanent records already retired to the FRC need not be retrieved but will be identified and inventoried using the SF 135's.

4. In addition, please be advised that Computer Science Corporation (CSC), under contract with EPA, is visiting Corps sites to prepare Superfund financial files for cost recovery purposes. A major effort of CSC is to organize project records in a manner consistent with anticipated cost recovery litigation requirements. Enclosure 3 contains a list of scheduled site visits. These visits will be scheduled and coordinated with local records management and resource management personnel.

a. Records Management personnel will provide necessary information to CSC personnel who will identify Superfund financial records required for cost recovery purposes. After the financial records have been identified, the records management staff will locate and retrieve the records (either from the RHA or the FRC) and transfer them to the finance office.

b. CSC personnel will review, copy and prepare the cost recovery information at a designated location in the local finance office. Once these records are prepared and organized it is the responsibility of the local finance office to maintain the organization and currency of these records until an alternate storage site has been approved. If needed, CSC personnel will assist in establishing new files in the finance office.

c. The records management staff will monitor this entire effort. Under no circumstances are the records to be released from the control of the records management staff.

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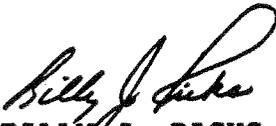
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5. We realize that these actions will create an additional work load within the command. However, they are critical to our ability to provide cost recovery documentation in support of the Corps' environmental restoration role. We also realize that this is an area which needs immediate records management attention. In this regard, we will be developing recordkeeping standards in support of the various environmental restoration programs. We plan to form a team of functional experts and records management officials from headquarters and the field to assist in this endeavor.

6. We appreciate your patience, understanding and assistance in this matter. The POC for this action is Mr. Kenneth Marquis, CEIM-PD. He may be reached on 202-272-0712. Request that Finance and Contracting Officers as well as Project Managers be provided copies of this memorandum.

FOR THE COMMANDER:

3 Encls
as


BILLY J. RICKS
Colonel, Corps of Engineers
Director of Information
Management