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Date	Issue	Revision	Description	Approved By

This document shall be reviewed by the authorization person as detailed:

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1.0 PURPOSE

This procedure shall be used for creating and maintaining project folders for Engineering Division activities.

2.0 SCOPE

This procedure shall apply to all military and civil works projects including designs, concept designs, reconnaissance studies, feasibility studies, design memoranda, and engineering investigations. This procedure applies to both in-house design and A/E design.

3.0 REFERENCES

- a. AR 25-400-2, Modern Army Record Keeping System (MARKS)

4.0 DEFINITIONS

Project Folders - A folder or group of folders generated for each project that will contain appropriate items for the project. This includes correspondence, specifications with amendments, design analysis, cost estimates, funding documentation, technical evaluations, review comments, approval documents, and any other item identified in AR 25-400-2, as appropriate.

Central Files - A location for storage of project files and other information. Central Files is to be the storage location for all project folders. Central Files will be managed to ensure proper retirement of project folders.

Records Management - A District element, outside of EN, that is responsible for long-term disposition of project folders.

5.0 RESPONSIBILITIES

Project Managers, Technical Managers and any other Engineering Division users are responsible for providing all pertinent documentation for inclusion into the project folder. This includes appropriate design notes and project correspondence. Central Files is responsible for forwarding completed project folders to Records Holding Area for proper disposal in accordance with AR 25-400-2.

Central Files is responsible for creating project folders as defined in AR 25-400-2. It is also responsible for assuring the required items are included into the folders and that folders are kept current. Team members are responsible for providing all pertinent documentation for inclusion into the project folders. Until retirement, Central Files shall be responsible for recording the storage location of project folders and for tracking the checking out of project folders. Central Files shall maintain SF 135s on all retired project folders.

Central Files Manager - The Central Files Manager will be responsible for initial setup of project folders and for maintaining and storing all project folders upon receipt of information from the Project Manager. Paper copies of all correspondence, review comments, design analysis, boring logs, government cost estimate, design mods, pay estimates, AE cost estimate and all other documentation on design projects are maintained in Central Files. This information is filed in alphabetical order by the AE name or in alphabetical order by base, for the in-house projects or for those that have not been awarded. All information on specific projects and general folders at each base location are filed in Central Files until completion of design contract. Central Files will maintain a list of all project folders that will be used as basis for an annual review of folders to determine whether retirement through Records Management is appropriate. Central Files will also be responsible for maintaining a list of all Address Control Numbers and Base locations for easy access by appropriate personnel.

6.0 PROCEDURES

6.1 Flow Diagram

See page 5.

6.2 Storage and Security

Until retirement of the folder through Information Management, Central Files will record the storage location of project folders and track the checking out of project folders.

7.0 RECORDS/OBJECTIVE EVIDENCE

Central Files will maintain SF 135 (Records Transmittal and Receipt) showing storage location and retrieval information for each project folder.

