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HEADQUARTERS, UNITED STATES FORCES KOREA
UNIT #15237
APO AP 96205-5237

11 MAR 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USFK Records Management Policy Letter #10

1. References.

- a. Title 44 U.S.C., Chp. 31, Sect. 3101, Public Printing and Documents, 22 October 1968
- b. Title 36 CFR, Chp. 12, Subchapter B, Records Management, 10 December 2013
- c. Title 18 U.S.C., Chp. 101, Sect. 2071, Concealment, Removal, or Mutilation Generally, 3 January 2012
- d. CJCSM 5760.01A, Vol. I, Joint Staff and Combatant Command Records Management Manual Procedures, 7 February 2009

2. Applicability. This policy applies to USFK personnel (military, civilians, contractors, and Korean Nationals) who are assigned, attached, or temporary duty to USFK.

3. The command is committed to an efficient and effective Records Management program including meeting legal requirements for record retention and privacy protection, optimizing the use of space, minimizing the cost of record retention, and properly disposing of records. This policy applies to all records, regardless of media or characteristic (physical or electronic) form.

4. Reference 1.a. mandates Records Management by Federal agencies and it is the responsibility of USFK personnel to ensure all records are created, maintained, and disposed of in accordance with References 1.b. and 1.d. Failure to comply will hinder the command's ability to efficiently and effectively accomplish the mission and could result in fines, imprisonment, or both if willingly or unlawfully concealing, removing, mutilating, or destroying of records (Reference 1.c.).

5. The point of contact for this policy is Mr. John B. Palomo, FKDS Records Management Office at DSN: 725-6489.

//ORIGINAL SIGNED//
CURTIS M. SCAPARROTTI
General, U.S. Army
Commander

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