



Administration  
& Management

OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

December 15, 1980

Incorporating Change 81-2, June 12, 1981

## ADMINISTRATIVE INSTRUCTION NO. 75

SUBJECT: Preservation of Essential Records for Emergency Use

References: (a) Administrative Instruction No. 75, "Preservation of Essential Records for Emergency Use," August 15, 1974 (hereby canceled)  
(b) [DoD Directive 3020.26](#), "Continuity of Operations Policies and Planning," July 3, 1974

### 1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a), and updates the policy and procedures for the submission and maintenance of essential records retained at duplicate records depositories.

### 2. APPLICABILITY AND SCOPE

2.1. The provisions of this Instruction apply to all organizational entities of the Office of the Secretary of Defense (OSD), Washington Headquarters Services (WHS), and to other organizations assigned to OSD and WHS for administrative support.

2.2. The scope of this Instruction applies to essential records defined as those records that responsible individuals determine are required by their office in a new location to maintain continuity of operations and to carry out their assigned responsibilities and functions under emergency conditions under reference (b).

### 3. POLICY

3.1. Records necessary to carry out essential OSD operations in time of emergency shall be filed at the appropriate duplicate records depository and maintained in a current status. An OSD/WHS office, whose emergency operations are to be conducted at other than the principal DoD relocation site, shall ensure that records required for its emergency operations are available at the emergency site.

3.2. The standards for identifying vital records can only be established in general terms. Essentially, only records necessary to the conduct of emergency functions of a substantive nature are involved, although those records covering organization, assignment of specific responsibilities and duties, delegation of authority, succession to command, and related emergency readiness matters are included.

### 4. RESPONSIBILITIES

4.1. The Heads of Organizational Entities (USDs, ASDs, or ATSDs) shall:

4.1.1. Ensure that copies of essential records required to carry out OSD functions in time of emergency are selected and maintained in current status.

4.1.2. Designate, in writing, a representative to be responsible for the submission and maintenance of records.

4.1.3. Furnish a copy of each designation, or change in designation, to the Director for Correspondence and Directives, WHS, showing name, organizational title, and room and telephone number of the designee.

4.2. Designated Representatives shall:

4.2.1. Establish internal procedures to ensure that copies of essential records are made available at the relocation sites.

4.2.2. Initiate action to eliminate obsolete records from the duplicate records depositories.

4.2.3. Inspect, at least annually, records located at the depository sites to ensure their currency, arranging these visits with the Chief, Correspondence Control Division, Directorate for Correspondence and Directives, WHS.

4.2.4. Receive records as they are generated and provide the necessary safeguards for temporary storage.

4.2.5. Periodically, depending upon volume, complete SD Form 235, "Request for the Deposit and/or Withdrawal of Depository Records," in original and four copies (enclosure 1).

4.2.6. Forward the original and three copies of SD Form 235, with the records, to the Correspondence Control Division, Directorate for Correspondence and Directives, WHS, Room 3A948, Pentagon.

4.3. The Chief, Correspondence Control Division, Directorate for Correspondence and Directives, WHS, shall:

4.3.1. Control the receipt, processing, storage and disposition of essential duplicate records.

4.3.2. Ensure that a complete and current set of DoD Directives and Instructions, together with appropriate Administrative Instructions, is maintained at each of the two principal OSD duplicate records depositories.

4.3.3. Assist designated representatives in arranging inspection trips to the depositories for the purpose of records review.

4.3.4. Compare the records submitted with the SD Form 235 to ensure completeness and schedule shipment to the depositories.

4.3.5. Initial and date stamp all copies of the SD Form 235.

4.3.6. Retain two copies of the form with the records.

4.3.7. Return one copy of the SD Form 235 to the sender as a receipt for the records.

4.3.8. File or withdraw and dispose of the records in accordance with instructions on the SD Form 235.

4.3.9. Return the original copy of the SD Form 235 to the designated representative upon completion of the requested records actions.

4.3.10. Keep one copy of the SD Form 235 for record purposes.

5. INFORMATION REQUIREMENTS

Designated representatives shall furnish the Director for Correspondence and Directives with a written report of inspection of records no later than October 31 of each year.

6. EFFECTIVE DATE

This Instruction is effective immediately.



D. O. Cooke  
Deputy Assistant Secretary of Defense

Enclosures - 1

E1. SD Form 235

E1. ENCLOSURE 1

SD FORM 235

OFFICE OF THE SECRETARY OF DEFENSE REQUEST FOR THE DEPOSIT AND/OR WITHDRAWAL OF DEPOSITORY RECORDS			
TO: Director, Correspondence and Directives Washington Headquarters Services		FROM: (Staff Organization)	
SUBJECT	REFERENCE	DATE	ACTION TO BE TAKEN
<i>// Enter "D" for deposit, "WD" for withdrawal and destroy, and "WR" for withdrawal and return.</i>			
REMARKS			
DATE	TYPED NAME OF DESIGNATED REPRESENTATIVE	SIGNATURE	
MATERIAL RECEIVED (Date and Signature)		REQUESTED ACTION COMPLETED (Date and Signature)	

SD FORM 235  
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PREVIOUS EDITIONS ARE OBSOLETE

Classification