



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET NW
WASHINGTON, D.C. 20314-1000

12 DEC 2003

CECI-TR (25-1i)

MEMORANDUM FOR Commanders/Directors, Major Subordinate Commands, Field Operating Activities, and Headquarters Staff Principals

SUBJECT: Moratorium on Destruction of Records (Record Freeze-Hercules, Inc. Litigation)

1. References:

- a. Memorandum, AHRC-PDD-R, 8 Oct 03, subject: Moratorium on Destruction of Records (Record Freeze-Hercules, Inc. Litigation).
- b. Memorandum, United States Army Legal Services Agency, JALS-EL, 10 Sep 03, subject: Preservation of Records for Hercules, Inc. v. United States, Civil Action Number 1:03CV01475 (RWR) (D.D.C.).
- c. AR 25-400-2, Army Records Information Management System (ARIMS), 18 March 2003.

2. The purpose of this memorandum is to impose an immediate moratorium on the destruction of documents and materials relating to Hercules, Inc. All Army activities will cease destroying any and all related records until notified to resume regular disposition schedule.

3. Ensure that all Information and Records Managers take appropriate action to safeguard all pertinent information.

4. My POC for this action is Linda C. Genovese, USACE Records Program Manager, 202-761-7672, linda.c.genovese@usace.army.mil.

FOR THE COMMANDER:

2 Encls

WILBERT BERRIOS
Director of Corporate Information

CF:
Directors/Chiefs Information Management
Records Managers
CECC-G/CEHO-ZA



DEPARTMENT OF THE ARMY
U.S. ARMY RECORDS MANAGEMENT & DECLASSIFICATIONS AGENCY
6000 6TH STREET STOP 5603
FORT BELVIER, VA 22060-5603

REPLY TO
ATTENTION OF:

AHRC-PPD-RR

OCT 08 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Moratorium on Destruction of Records (Record Freeze – Hercules, Inc. Litigation)

1. References:

- a. Memorandum, United States Army Legal Services Agency, JALS-EL, 10 Sep 03, subject: Preservation of Records for Hercules, Inc. V. United States, Civil Action Number 1:03CV01475 (RWR) (D.D.C.).
- b. AR 25-400-2, Army Records Information Management System (ARIMS), dated 18 March 2003.

2. The Hercules, Inc. litigation necessitates the protection of available records. All Army activities will cease destroying any and all related records until notified to resume regular disposition schedule.

3. The enclosure lists the record groups, facilities involved and a partial list of document locations.

4. Please ensure all subordinate information and records managers are aware of this record freeze and take appropriate action to safeguard pertinent records.

5. The Records Management point of contact is Ms. Michelle Fayak, at (703) 806-3872, or Michelle.Fayak@rmda.belvoir.army.mil.

Encl


HOWARD N. GREENHALGH
Director, Records Management Division

DISTRIBUTION:

Principal Officials of Headquarters, Department of the Army,
Records and Information Managers
Administrative Assistant (SAAA-PP)
CIO, G-6 (SAIS-IOA)
Inspector General (SAIG-IR)
Chief of Public Affairs (SAPA)
Director of Army Staff (DACS-ZD)

AHRC-PDD-RR

SUBJECT: Moratorium on Destruction of Records (Record Freeze – Hercules, Inc. Litigation)

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Assistant Chief of Staff for Installation Management (DAIM-ZXA)
Chief of Engineers (DAEN-ZA)
The Surgeon General (DASG-ZX)
Chief of Chaplains (DACH-IMZ-A)
Judge Advocate General (DAJA-IM)
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U.S. Army South (AFSO-IM)
U.S. Army Training and Doctrine Command (ATIM)
U.S. Army Pacific (APIM)
U.S. Army Special Operations Command-Airborne (AOIM)
Army and Air Force Exchange Service (AAFES-CG)
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Chief, National Guard Bureau (NGB-AD)
Superintendent, U.S. Military Academy (DOIM-DS)
U.S. Military Entrance Processing Command (MCR-SS)

CF:

National Archives and Records Administration (NIR)
U.S. Army Legal Services Agency (JALS-EL)



DEPARTMENT OF THE ARMY
UNITED STATES ARMY LEGAL SERVICES AGENCY
901 NORTH STUART STREET
ARLINGTON VA 22203-1837

REPLY TO
ATTENTION OF

JALS-EL

10 September 2003

MEMORANDUM FOR HQDA, Deputy Chief of Staff, G-1, ATTN: DAPE-PTP-
RM (Sandra Stroud), 300 Army Pentagon, Room 2C453, Washington,
D.C. 20310-0300

SUBJECT: Preservation of Records for Hercules, Inc. v. United
States, Civ. No. 1:03CV01475 (RWR) (D.D.C.)

1. I have been requested by the Department of Justice to initiate a document freeze for documents related to the Hercules, Inc. v. United States litigation. To assist you in this task, I have attached a copy of the Complaint, and a list of the record groups and a list of record centers and/or repositories that might have records concerning this matter.
2. Please contact me at (703) 696-1566 if you wish to discuss this request or if you have any questions.

Carrie M. Greco

Carrie M. Greco
Litigation Attorney

- 3 Encls
1. Complaint
 2. List of Record Groups
 3. List of Record Repositories



Record Groups

- 77 Records of the Office of the Chief of Engineers (Army)
- 92 Records of the Office of the Quartermaster General (Army)
- 98 Records of the United States Army Commands, 1784-1821 (Army)
- 107 Records of the office of the Secretary of War
- 108 Records of the headquarters of the Army
- 111 Records of the Office of the Chief Signal Officer (Army)
- 153 Records of the Office of the Judge Advocate General (Army)
- 156 Records of the Office of the Chief of Ordnance (Army)
- 159 Records of the Office of the Inspector General (Army)
- 165 Records of War Department General and Special Staffs
- 175 Records of the Chemical Warfare Service (Army)
- 203 Records of the Office of the Chief of Finance (Army)
- 319 Records of the Army Staff
- 333 Records of the International Military Agencies
- 334 Records of the Interservice Agencies
- 335 Records of the Office of the Secretary of the Army
- 336 Records of the Office of the Chief of Transportation
- 337 Records of the Headquarters Army Ground Forces
- 338 Records of the United States Army Commands
- 404 Records of the United States Military Academy
- 407 Records of the Adjutant General
- 410 Records of the Chief of Support Services (Army)

Alaska Archives and Fed. Records Center
654 West 3rd Ave.
Anchorage, AK 99501

Atlanta Archives and Federal Records Center
1557 St. Joseph Avenue
East Point, GA 30344

Bayonne Federal Records Center
[now relocated to Kansas City, address above]

Chicago Archives and Federal Records Center
7358 South Pulaski Road
Chicago, IL 60629

Defense Logistics Agency

Defense Personnel Support Center
2800 South 20th Street
Philadelphia, PA 19145-5099

Defense Technical Information Center
Alexandria, Virginia

Denver Archives and Federal Records Center
Federal Center, Building 48
Denver, CO 80225

Dept. of Commerce
Washington, DC

Dept. of Energy
Forrestal Library
Washington, DC

Dept. of Energy
Germantown, MD

Dept. of Energy
Las Vegas, NV

Dept. of Energy
Oak Ridge, TN

Kansas City Archives and Federal Records Center
2312 East Hannister Road
Kansas City, MO 64131

Maxwell Air Force Base
Air Force Historical Research Agency

Nadick Naval Research Laboratory
Massachusetts

National Air and Space Museum Archives
Armed Forces History Division
Independence Avenue
Washington D.C.

National Archives
Cartographic and Architectural Branch
8601 Adelphi Road
College Park, MD

National Archives
Still Pictures Branch
8601 Adelphi Road
College Park, MD

National Archives and Federal Records Center
Suitland, MD

National Archives and Records Administration
Adelphi Road
College Park, MD (classified records)

Naval War College
Newport, RI

New England Archives and Federal Records Center
380 Trapelo Road
Waltham, MA 02154

Pacific Northwest Archives and Federal Records Center
6125 Sand Point Way NE
Seattle, WA 98115

Pacific Sierra Archives and Federal Records Center
1000 Commodore Drive
San Bruno, CA 94066

Pacific Southwest Archives and Federal Records Center
24000 Avila Road
Laguna Niguel, CA 92607-6719

Pentagon
Arlington, VA

Philadelphia Archives
9th & Market Streets
Philadelphia, PA 19107

Philadelphia Federal Records Center
Wissahickon Ave.
Philadelphia, PA

Picatinny Arsenal
New Jersey

Pittsfield Archives
100 Dan Fox Drive
Pittsfield, MA 01201

Southwest Archives and Federal Records Center
501 West Felix Street
Fort Worth, TX 76115

St. Louis Military Personnel Records Center
9700 Page Blvd.
St. Louis, MO

U.S. Air Force
Air Force Logistics Command
Publication Center

US Air Force
Wright-Patterson Air Force Base

US Army
Chemical and Biological Defense Command
Aberdeen Proving Ground/Edgewood
Arsenal, Edgewood, MD 21010

U.S. Army
Contracting Support Agency
Contracting Support Office
5109 Leesburg Pike, Suite 302
Falls Church, Virginia 22041-3201

US Army
Depot Systems Command
Chambersburg, PA

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4

US Army
Material Command
5001 Eisenhower Ave.
Alexandria, VA 22333

US Army
Military History Institute
Carlisle Barracks, PA

US Army
Missile Command
Redstone Arsenal
Huntsville, AL 35898

US Army
Quartermaster Museum
Fort Lee, VA

U.S. Army Corps of Engineers
Office of History
7701 Telegraph Road
Alexandria, VA

U.S. Army Corps of Engineers
St. Louis District, Planning Division

US Dept. of Commerce
Washington, DC

US Dept. of Interior
Bureau of Land Management
Federal Center
Denver, CO 80225

US Environmental Photographic Interpretation Center
P.O. Box 1587
Vint Hill Farm Station
Warrenton, VA 22186

Washington Federal Records Center
4205 Suitland Road
Suitland, MD 20409

Washington Navy Yard
History Dept.
Washington, DC