

HOW TO BEGIN IN ARIMS
(The UIC and Office Symbol manage ARIMS ORL's)

1. Prepare a duty appointment order stating what UIC and office symbol you will be managing. A sample duty appointment order is located in the public DHR-Records Management web page (<http://www.drum.army.mil/sites/directorates/dhr/rm.asp>). The duty appointment order is then sent to the Fort Drum Records Manager (who approves all the Office Records Lists in ARIMS).

Records Manager Email: drum.foia-pa@conus.army.mil
Phone: 315-772-1500

2. If you do not know your correct UIC you can contact the Records Manager for assistance.
3. The current office symbol regulation (10th Mtn Div (LI) & Ft Drum Pamphlet 25-59, dated 1 Jun 08) is located under Forms & Pubs on the DHR Public website: <http://www.drum.army.mil/sites/directorates/dhr/fddhr.asp>. This office symbol regulation is prepared and updated by the Fort Drum Records Manager. **There should only be one Office Records List per Office Symbol per year.** If you require more than one Office Symbol then add your section after the original office symbol. For example: original is AFDR-CAA-H but you are in S1 then you would use AFDR-CAA-H-S1. **Please Note: The made up office symbol is for ARIMS website purposes only. DO NOT USE IT FOR OFFICIAL BUSINESS (letters, memos etc.)**
4. The website for ARIMS is: www.arims.army.mil
5. You log in to ARIMS using your AKO username and password or your CAC. UICs are obtained by AKO via Army Status of Resources & Training System (ASORTS). According to our Records Management Directorate at Fort Belvoir, the information from ASORTS updates the main database for ARIMS.
6. The most current ARIMS Users Guide can be downloaded from the ARIMS website: <https://www.arims.army.mil/Arims/MainPage.aspx> It has step-by-step instructions for preparing an Office Records List, updating it and printing labels.
7. The new ARIMS [web based training](https://www.arims.army.mil/ARIMS/Help/OnlineTraining/WebTraining.aspx) is available on the ARIMS website: <https://www.arims.army.mil/ARIMS/Help/OnlineTraining/WebTraining.aspx>. It goes through step-by-step instructions for each section of the new ARIMS website deployed on or around 28 Apr 08.
8. [AR 25-400-2](#), The Army Records Information Management System, dated 2 Oct 07 is the current recordkeeping regulation.
9. [DA Pam 25-403](#) Guide to Recordkeeping in the Army, dated 20 Dec 06 is a new regulation that must be followed along with AR 25-400-2.
10. [AR 25-1](#), The Army Knowledge Management and Information Technology, dated 15 Jul 05, also provides recordkeeping guidance.