

**Fort Drum, NY - ARIMS – Army Record Information Management System  
Records Coordinator Inspection Checklist**

		<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. {A,B,C,R} <b>Critical</b>	Has a Records Coordinator been appointed (via duty appointment order) and registered with ARIMS to manage the files at the Unit Identification Code (UIC) and office symbol level for the organization? (AR 25-1, para 8-2g(8), page 63; ARIMS Users Guide)?  <b>FINDING:</b>			
2. {A,B,C,R}	Is the Records Coordinator aware of the Fort Drum Records Management/Records Holding Area web page? (Website: <a href="http://www.drum.army.mil/sites/directorates/dhr/rm.asp">http://www.drum.army.mil/sites/directorates/dhr/rm.asp</a> )  <b>FINDING:</b>			
3. {A,B,C,R} <b>Critical</b>	Is AR 25-400-2, The Army Records Information Management System (ARIMS) on file? (AR 25-400-2; (Hard Copy or Electronically) check for current publication date: <a href="http://www.usapa.army.mil">www.usapa.army.mil</a> )  <b>FINDING:</b>			
4. {A,B,C,R} <b>Critical</b>	Is DA Pam 25-403, Guide to Record Keeping in the Army on file? (Hard Copy or Electronically) (check for current publication: <a href="http://www.usapa.army.mil">www.usapa.army.mil</a> )  <b>FINDING:</b>			
5. {A,B,C,R} <b>Critical</b>	Has a copy of the most current ARIMS Users Guide been downloaded from the ARIMS website and kept on file for training purposes? (AR 25-400-2, para 1-7g, page 3, refers users to the tools available on the ARIMS website; <a href="http://www.arims.army.mil">www.arims.army.mil</a> & the ARIMS Users Guide)  <b>FINDING:</b>			
6. {A,B,C,R}	Are the Records Coordinator responsibilities on file and understood?  <b>FINDING:</b>			
7. {A,B,C,R}	Has the Records Coordinator completed the online training or classroom training? (Certificate of Training from either the ARIMS website or Records Manager must be present for verification.) ARIMS web based training: <a href="https://www.arims.army.mil/ARIMS/Help/OnlineTraining/WebTraining.aspx">https://www.arims.army.mil/ARIMS/Help/OnlineTraining/WebTraining.aspx</a> Fort Drum classroom training schedule: <a href="http://www.drum.army.mil/sites/directorates/dhr/arimsschedule.htm">http://www.drum.army.mil/sites/directorates/dhr/arimsschedule.htm</a>  <b>FINDING:</b>			

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8. {A,B,C,R}	<p>Has the Records Coordinator appointed and trained Records Action Officers at the subordinate UIC and office symbol levels in establishing and maintaining fillies IAW ARIMS? (AR 25-1, para 8-2g (8), page 63)</p> <p><b>FINDING:</b></p>			
9. {A,B,C,R} <b>Critical</b>	<p>Is there an Office Records List (ORL) on file for each UIC and Office Symbol in your unit? (AR 25-400-2, para 5-10a, page 10)</p> <p><b>FINDING:</b></p>			
10. {A,B,C,R} <b>Critical</b>	<p>Are files established and maintained under the Army Records Information Management System (ARIMS)? (AR 25-400-2, para 1-7, page 2)</p> <p><b>FINDING:</b></p>			
11. {A,B,C,R}	<p>Has the ORL been approved by the Records Manager? (AR 25-400-2, para 8-2g, (7), page 63) (ORL must be on file for verification)</p> <p><b>FINDING:</b></p>			
12. {A,B,C,R} <b>Critical</b>	<p>Do labels/markings include the letter “K” (Keep) for records that will be managed entirely within the office or the letter “T” (Transfer) for those that will be transferred to the Records Holding Area (RHA) or to the Army Electronic Archives (AEA) and the year of the creation? (AR 25-400-2, para 6-2, page 11)</p> <p><b>FINDING:</b></p>			
13. {A,B,C,R}	<p>Are filing labels for folders, drawers, binders, etc. prepared IAW AR 25-400-2, chapter 6, page 11?</p> <p><b>FINDING:</b></p>			
14. {A,B,C,R}	<p>Are Records Coordinators reviewing their records to identify:</p> <ul style="list-style-type: none"> <li>a. K and KE records which are no longer needed for conducting business?</li> <li>b. T and TE records for transfer to the Fort Drum Records Holding Area?</li> <li>c. Is prompt action taken to destroy eligible records?</li> </ul> <p>(AR 25-400-2, chapter 7, page 13)</p> <p><b>FINDING:</b></p>			

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15. {A,B,C,R}	<p>Are SF Forms 135 on file for records that have been stored in the Fort Drum Records Holding Area? (AR 25-400-2, para 9-3, page 16)</p> <p><b>FINDING:</b></p>			
16. {A,B,C}	<p>Is the Bulk Archive Tool (BAT) feature of ARIMS being used to store and transfer records electronically to the Army Electronic Archives? (AR 25-400-2, Chapter 3, page 5 &amp; Chapter 9-2, page 16) (BAT User's manual can be found on the ARIMS website: <a href="https://www.arims.army.mil/Arims/MainPage.aspx">https://www.arims.army.mil/Arims/MainPage.aspx</a>)</p> <p><b>FINDING:</b></p>			
17. {A,B,C,R}	<p>Do Records personnel know who the Fort Drum FOIA/PA Officer is and how to use the FOIA request guidance on the Fort Drum Public site? <a href="http://www.drum.army.mil/sites/directorates/dhr/foiapa.aspx">http://www.drum.army.mil/sites/directorates/dhr/foiapa.aspx</a></p> <p><b>FINDING:</b></p>			
18. {A,B,C,R}	<p>Is FORSCOM Poster 113-R (Privacy Act Information for Desk Top) by each telephone? (Federal Register, Vol. 71, No. 154, Part VI, Department of Defense, Department of the Army, 32 CFR Part 505, The Army Privacy Program; Final Rule, page 46062, paragraph §505.7, 10 Aug 06. This Federal Regulation states what may or may not be released. Website: <a href="https://www.rmda.belvoir.army.mil/rmdaxml/rmdadocuments/FOIA%20Documents/foia-32CFRPart518.pdf">https://www.rmda.belvoir.army.mil/rmdaxml/rmdadocuments/FOIA%20Documents/foia-32CFRPart518.pdf</a>)</p> <p><b>FINDING:</b></p>			