

APPROVAL FOR SHREDDING

In my capacity as the Records Coordinator/Records Action Officer for my activity, I certify that the documents I am presenting for shredding at the Fort Drum Installation Records Holding Area Warehouse are not official record copies covered under the Army Records Information Management System (ARIMS), but are **informational** copies only and therefore, may be shredded. (para 1-7a, AR-25-400-2)

I understand that the penalty for the willful and unlawful destruction, damage, removal, or alienation of Federal records is a fine, 3 years, in prison or both. (para 1-8b, AR 25-400-2)

PRINTED NAME

ARIMS Record Coordinator or Records Action Officer

SIGNATURE

UNIT, PHONE & DATE

Definitions:

AO = Action Officer. AOs are responsible for managing the records they create on behalf of the Army that are used for their unit/office level business operations. An AO can use ARIMS to create a proposed Office Records List (ORL) to categorize the records created in his/her office. (See [para 8-2g \(9\), AR 25-1](#)).

RC = Records Coordinator. Services unit(s)/office(s), and may also approve ORLs if authorized by their servicing Records Manager (RM). RCs act as liaison between the unit(s)/office(s) and the servicing RM and Records Holding Area Manager, and serve as points of contact (POC) for the access and release of stored records for which they are responsible. (See [para 8-2g \(8\), AR 25-1](#)).