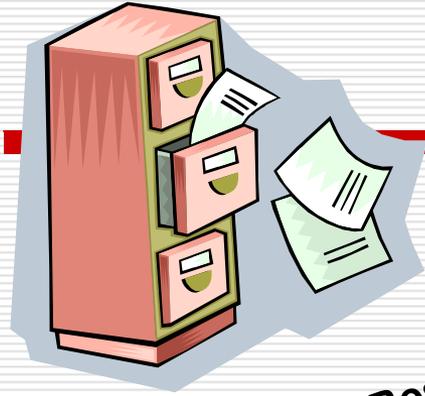


Army Records Information Management System



(ARIMS)

Directorate of Human Resources
Administrative Services Division
Clark Hall 10720 Mt. Belvedere Rm B1-25
Records Management / FOIA-PA 772-1500
eMail: drum.foia-pa@conus.army.mil

- AR 25-400-2, 2 Oct 07
The Army Records
Information Management System
(ARIMS)

- DA Pam 25-403, 20 Dec 06
Guide to Recordkeeping in the Army

ARIMS Website: <https://www.arims.army.mil>



ARIMS Online Training

<https://www.arims.army.mil/ARIMS/Help/OnlineTraining/WebTraining.aspx>

ARIMS makes filing and labeling easier



"I simplified the filing system, Oliver. Now all of the folders are under 'P' for 'Patient'."

Course Objectives

How to use ARIMS website and Overview FOIA-PA

- 1. Login**
 - 2. Use Records Retention Schedule-Army (RRS-A)**
 - 3. Use Records Management Assistance (RM-Assist)**
 - 4. Prepare office records list (ORL)**
 - 5. Generate labels through ARIMS using ORL**
 - 6. Overview on SF 135 records turn-in**
 - 7. Overview on DA form 543 records request**
 - 8. Overview on Freedom of Information Act – Privacy Act (FOIA-PA)**
-

ARIMS Login

- You must have an active Army Knowledge Online (AKO) account prior to login on ARIMS.
 - AKO provides ARIMS with important information such as your official unit/section/directorate of assignment and your user category.
 - You may now login with your AKO account or your CAC card
-

ARIMS (AR 25-400-2, section 1-6a)

Applies to:

1. All unclassified Army records, including For Official Use Only (FOUO), regardless of medium.
 2. All classified Army records through SECRET. Records that are TOP SECRET may be set up under ARIMS or in any manner that will make accountability and control easier. Regardless of the arrangement used, however, the disposition instructions in the ARIMS Records Retention Schedule–Army (RRS–A) will be applied to TOP SECRET records. The security classification of a record does not change its retention value.
-

ARIMS (AR 25-400-2, section 1-6b)

DOES NOT Apply to:

1. Record copies of international agreements covered under AR 550–51 (except those maintained by the Office of the Judge Advocate General).
 2. Publications and blank forms stocked for filling requisitions.
 3. Reference materials and books in formally organized and officially designated libraries.
 4. Personal or private records maintained in the workplace.
-

What is an ORL (Office Record List)

- ❑ List of specific numbers describing records generated in an office
 - ❑ Prepared for each element where records are accumulated or generated
 - ❑ Must be coordinated/approved by Installation Records Manager
 - ❑ Use as part of unit/activity's standard recordkeeping procedures
 - ❑ Tracked by office symbol
 - ❑ Can be created with the ORL sub-system in ARIMS - Can generate barcode labels
-

Table 7-1
Disposition standards

| If the disposition code is- | The abbreviated disposition instructions are- | Then the full disposition standard would be- | And the minimum labeling instructions would be- |
|--|--|---|--|
| K (Time periods .25 through 6) (Example: K3) | Keep in CFA. | Keep in the current files area until time period specified has passed, then destroy. | The letter K, a title, the year created, and if applicable, a PA system notice number. |
| KE (Time periods .25 through 6 plus event) (Example: KE4) | Keep in CFA until a specific event occurs. | Keep in the current files area until the event occurs and then the specified period of time after event occurs, then destroy. | The letters KE, a title, the year created, and if applicable, a PA system notice number. |
| KN (Time period not known) | Keep in CFA. | Keep in the current files area until no longer needed for conducting business, but not more than 6 years, then destroy. | The letters KN, a title, the year created, and if applicable, a PA system notice number. |
| KEN (Event, but time period not known) | Keep in CFA until a specific event occurs. | Keep in the current files area until the event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy. | The letters KEN, a title, the year created, and if applicable, a PA system notice number. |
| R | Rescinded record number. | Not applicable. (Maintain and dispose of existing records in accordance with original disposition instructions.) | Label for existing records should show original disposition instructions. |
| S | Superseded record number. | Not applicable. (Maintain and dispose of records in accordance with replacement disposition instructions.) | Label should show the replacement disposition code letter(s), a title, the year created, and if applicable, a PA system notice number. |
| T (Time periods over 6 years) (Examples: T6.25, T15) | Transfer to AEA, RHA, or other specified location (for example, NPRC, WNRC). | Keep in the current files area until no longer needed for conducting business, then retire to the AEA, RHA, or other specified location. | The letter T, a title, the year created, and if applicable, a PA system notice number. |
| TE (Time periods over 6 years, plus event) (Example: TE20) | Transfer to AEA, RHA, or other specified location (for example, NPRC, WNRC) after a specific event occurs. | Keep in the current files area until the event occurs; then retire to the AEA, RHA, or other specified location when no longer needed for conducting business. | The letters TE, a title, the year created, and if applicable, a PA system notice number. |
| TEP | Transfer to AEA or RHA after a specific event occurs. Permanent record. | Keep in the current files area until the event occurs; then retire to the AEA or RHA when no longer needed for conducting business. | The letters TEP, a title, the year created, and if applicable, a PA system notice number. |
| TP | Transfer Permanent. | Keep in the current files area until no longer needed for conducting business, then retire to the AEA or RHA. | The letters TP, a title, the year created, and if applicable, a PA system notice number. |
| U | Unscheduled record. | Keep in CFA until disposition instructions are published; then apply approved disposition. | The letter U, a title, the year created, and if applicable, a PA system notice number. |

ARIMS Main Page <https://www.arims.army.mil>

Army Records Information Management System - Windows Internet Explorer

https://www.arims.army.mil/Arims/Default.aspx

UnClassified

ARMY RECORDS INFORMATION MANAGEMENT SYSTEM DISCLAIMER

ATTENTION: THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM

Before processing classified information, check the accreditation level of the system. Do not process, store, or transmit information classified accredited above the accreditation level of this system.

This computer system, including all related equipment, networks and network devices (includes internet access), are provided only for authorized U.S. Government use. DOD Computer Systems may be monitored for all lawful purposes, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security.

Monitoring includes, but is not limited to, active attacks by authorized DOD entities to test or verify the security of the system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored.

Use of this DOD Computer System, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring for all lawful purposes

[Proceed to ARIMS.ARMY.MIL Homepage](#)

Click to proceed

Records Management and Declassification Agency | Administrative Assistant to the Secretary of the Army | [Army Home Page](#)

start Microsoft PowerPoint ... Army Records Inform... Internet 100% 8:29 AM

ARIMS Home Screen before logon

ARIMS Home - Windows Internet Explorer

https://www.arims.army.mil/Arims/MainPage.aspx

File Edit View Favorites Tools Help

ARIMS Home

UnClassified

Home RRS-A Help/Downloads

Welcome to the Army Records Information Management System (ARIMS)

User Log-in

Enter your Army Knowledge Online (AKO) username and password. Fields are case-sensitive, so be sure to use upper- or lower-case characters, numbers, etc., as needed.

AKO Username: *

AKO Password: *

Forgot your Password? Don't have an AKO Account? [Go to the AKO site.](#)

Popular Links

- [RRS-A updates](#)
- [RMDA web site](#)
- [FOIA web site](#)

Popular Downloads

- [ARIMS User's Guide](#)
- [BAT User's Guide](#)

Announcements as of 04/26/2008

- [NEW! Welcome to the Improved ARIMS Web Site!](#)
- [System Maintenance Schedule](#)

Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to

Done Internet 100% 8:30 AM

start Microsoft PowerPoint ... ARIMS Home - Windo...

For First Time Login Only to the new ARIMS (Profile may be updated from the Account Admin tab)

User Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Wordpad Notepad

Address <https://www.arims.army.mil/ARIMS/MainPage.aspx> Go

User Profile

User Class: AO
UIC: W0XQAA
Unit Name: USAG FT DRUM
Office Symbol: *
Grade: 01
First Name: John
Middle Name: Doe
Last Name: Doe
Address: Fort Drum, NY,
AKO Email Address: 123@123.com
Telephone: 315-772-0000 *
DSN Telephone:
Fax:

*** Required Field**

[Records Management and Declassification Agency](#) | [Administrative Assistant to the Secretary of the Army](#) | [Army Home Page](#)
[Freedom of Information Act/Privacy Act](#) | [Related Links](#) | [Privacy & Security Notice](#) | [DoD Web Policy](#) | [Online Help Desk](#)

start | Inbox - Microsoft Out... | User Profile - Microso... | Microsoft PowerPoint ... | Internet | 9:02 AM

After updates are completed

The screenshot shows a Microsoft Internet Explorer browser window titled "User Profile - Microsoft Internet Explorer". The address bar displays the URL: <https://www.arims.army.mil/ARIMS/AcctAdmin/Profile/Profile.aspx?src=M>. The page content includes a "User Profile" form with the following fields:

- User Class: AO
- UIC: W0X0AA
- Unit Name: USA
- Office Symbol: IMNE
- Grade: YA02
- First Name: John
- Middle Name: Doe
- Last Name: -----
- Address: Fort Drum, NY,
- AKO Email Address: _____@_____.mil
- Telephone: 315-772-0000
- DSN Telephone: _____
- Fax: _____

At the bottom of the form are three buttons: "Submit", "Reset", and "Cancel".

Overlaid on the form is a "Microsoft Internet Explorer" dialog box with a yellow warning icon. The message inside the dialog box reads: "Your profile has been updated. Your Office Symbol request is being processed." There is an "OK" button at the bottom of the dialog box.

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Out..., User Profile - Microso..., My Documents), and the system tray with the time 9:03 AM.

ARIMS Home Page after updates and/or login

UnClassified

Home RRS-A RM-Assist RIPS Master Index Account Admin System Admin Help/Downloads Logout

Welcome to the Army Records Information Management System (ARIMS)

Alerts
3 ORLs need your approval.

Login Options
Select Unit: USAG FT DRUM - W0XQAA

Announcements as of 04/26/2008

- NEW! Welcome to the Improved ARIMS Web Site!
- System Maintenance Schedule

Previous Announcements

Popular Links

- RRS-A updates
- RMDA web site
- FOIA web site

Popular Downloads

- ARIMS User's Guide
- BAT User's Guide

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within.

Done Internet 100% 8:32 AM

You will not have this on your screen

The office symbol assigned to your name will show up. If it is not correct, contact the Records Manager for assistance



To create an ORL, start by clicking the **RM-Assist** menu tab to display more options.

- Home
- RRS-A
- RM-Assist
- RIPS
- Master Index
- Account Admin
- System Admin
- Help/Downloads
- Logout

Welcome to the Army Records Information Management System (ARIMS)

Alerts

[117](#) ORLs need your approval.

Login Options

Select Unit:

Sign in as:

Popular Links

- [RRS-A updates](#)
- [RMDA web site](#)
- [FOIA web site](#)

Popular Downloads

- [ARIMS User's Guide](#)
- [ECS User's Guide](#)
- [BAT User's Guide](#)

Announcements as of 01/30/2007

- [System Maintenance Schedule](#)
- [DA Pam 25-403, Guide to Recordkeeping in the Army \(20 December 2006\)](#)

Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within.
Users of ARIMS should not assume any degree of privacy.



ARIMS

Army Records Information Management System

Click **Office Records List**, and then **Create**.

Home RRS-A RM-Assist RIPS Master Index Account Admin System Admin Help/Downloads Logout

- Office Records List →
 - View P...
 - Office records list
 - Folders →
- Create →
 - List ORLs
 - Report

Welcome to the Army Records Information Management System (ARIMS)

Alerts

117 ORLs need your approval.

Login Options

Select Unit: USA RESOURCES & PROG AGCY - W2TZAA

Sign in as:

Popular Links

- ▶ [RRS-A updates](#)
- ▶ [RMDA web site](#)
- ▶ [FOIA web site](#)

Popular Downloads

- ▶ [ARIMS User's Guide](#)
- ▶ [ECS User's Guide](#)
- ▶ [BAT User's Guide](#)

Announcements as of 01/30/2007

- ▶ [System Maintenance Schedule](#)
- ▶ [DA Pam 25-403, Guide to Recordkeeping in the Army \(20 December 2006\)](#)

Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.

Create ORLs - Windows Internet Explorer
https://www.arims.army.mil/ARIMS/Help/OnlineTraining/Modules/CreateORLsModule.htm

ARIMS Home - Microsoft Internet Explorer
File Edit View Favorites Tools Help

ARIMS
Army Records Information Management System
U.S. ARMY

Home RRS-A RM-Assist RIPS Master Index Account System Admin Help/Downloads Logout

Welcome to the Army Records Information Management System (ARIMS)

Click **Create from Scratch** to create an ORL without using an existing ORL, ORL template, or ORL library.

Office Records List→
View Proposed ORLs
Folders→

Create→
List ORLs
Report

Create ORL from scratch
Create from Template
Create from Library

Alerts
117 ORLs need your approval.

Login Options
Select Unit: USA RESOURCES & PROG AGCY - W2TZAA
Sign in as: Go

Popular Links
▶ [RRS-A updates](#)
▶ [RMDA web site](#)
▶ [FOIA web site](#)

Popular Downloads
▶ [ARIMS User's Guide](#)
▶ [ECS User's Guide](#)
▶ [BAT User's Guide](#)

Announcements as of 01/30/2007
▶ [System Maintenance Schedule](#)
▶ [DA Pam 25-403, Guide to Recordkeeping in the Army \(20 December 2006\)](#)

[Previous Announcements](#)

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within.
Users of ARIMS should not assume any degree of privacy.

Done Internet 100%

You can also copy an existing ORL
Create from template or library



ARIMS

Army Records Information Management System

Home

RRS-A

RM-Assist

RIPS

Master Index

Account Admin

System Admin

Help/Downloads

Logout

Records Management - Create ORL From Scratch

USA RESO

Be sure that the correct office symbol is displayed, and if not, use the pull-down to select it.

Create the ORL by setting an Office Symbol, Name, and

add record instructions.

Office Symbol: BELVOIR

Office Records List: *

ORL Year: 2007

Create ORL

* Required Field

[Records Management and Declassification Agency](#) | [Administrative Assistant to the Secretary of the Army](#) | [Army Home Page](#)
[Freedom of Information Act/Privacy Act](#) | [Related Links](#) | [Privacy & Security Notice](#) | [DoD Web Policy](#) | [Online Help Desk](#)



Give the ORL a name

Select the year

Click to create

Create ORL From Scratch - Windows Internet Explorer

https://www.arims.army.mil/ARIMS/RMAssist/ORLCreate/CreateORLScratch.aspx

File Edit View Favorites Tools Help

Create ORL From Scratch

UnClassified

Home RRS-A RM-Assist RIPS Master Index Account Admin System Admin Help/Downloads Logout

Records Management - Create ORL From Scratch

Create the ORL by setting an Office Symbol, Name, and Year. After creation is complete, the ORL can be updated to add record instructions.

Office Symbol: IMNE-
Office Records List: Test
ORL Year: 1980

Windows Internet Explorer
ORL creation was successful
OK

Click OK to get to your ORL list

Create ORL

* Required Field

[Records Management and Declassification Agency](#) | [Administrative Assistant to the Secretary of the Army](#) | [Army Home Page](#)
[Freedom of Information Act/Privacy Act](#) | [Related Links](#) | [Privacy & Security Notice](#) | [DoD Web Policy](#) | [Online Help Desk](#)

ICE Interactive Customer Evaluation

Waiting for https://www.arims.army.mil/ARIMS/RMAssist/ORLCreate/CreateORLScratch.aspx...

start ARIMS Classroom Tra... Create ORL From Scr... Inbox - Microsoft Out... 9:22 AM

Once you click ok, it will take you back to your List of ORL's page

UnClassified

Home RRS-A RM-Assist RIPS Master Index Account Admin System Admin Help/Downloads Logout

Records Management - List of ORLs

This is a list of all ORLs for the selected Office Symbol. From here you can choose to update, rename, view, or submit an ORL as proposed, once the ORL has been selected.

USAG FT DRUM - W0XQAA

Office Symbol:

| ORL Name | Year | Status |
|----------------------------|------|----------|
| RM-FOIA | 2008 | Approved |
| RM 2007 | 2007 | Approved |
| RM2006 | 2006 | Approved |
| 210th F Co | 2000 | Proposed |
| Test | 1980 | Draft |

[Records Management and Declassification Agency](#) | [Administrative Assistant to the Secretary of the Army](#) | [Army Home Page](#)
[Freedom of Information Act/Privacy Act](#) | [Related Links](#) | [Privacy & Security Notice](#) | [DoD Web Policy](#) | [Online Help Desk](#)

Internet 100%

start ARIMS Classroom Tra... List ORL's - Windows ... Inbox - Microsoft Out... 9:23 AM

Click ONCE on the ORL you want to update/view.
It will hi-light the ORL

UnClassified

Home RRS-A RM-Assist RIPS Master Index Account Admin System Admin Help/Downloads Logout

Records Management - List of ORLs

This is a list of all ORLs for the selected Office Symbol. From here you can choose to update, rename, view, or submit an ORL as proposed, once the ORL has been selected.

USAG FT DRUM - W0XQAA

Office Symbol:

| ORL Name | Year | Status |
|----------------------------|------|----------|
| RM-FOIA | 2008 | Approved |
| RM 2007 | 2007 | Approved |
| RM2006 | 2006 | Approved |
| 210th F Co | 2000 | Proposed |
| Test | 1980 | Draft |

Click on update to add instructions



[Records Management and Declassification Agency](#) | [Administrative Assistant to the Secretary of the Army](#) | [Army Home Page](#)
[Freedom of Information Act/Privacy Act](#) | [Related Links](#) | [Privacy & Security Notice](#) | [DoD Web Policy](#) | [Online Help Desk](#)

Internet 100% 9:28 AM

Update ORL - Windows Internet Explorer

https://www.arims.army.mil/ARIMS/RMAssist/ListORL/UpdateORL.aspx?mode=u&OffSymbol=IMNE-DRM-HRO&Templ: Live Search

File Edit View Favorites Tools Help

Update ORL

Records Management - ORL Details

USAG FT DRUM - W0XQAA

Office Symbol: IMNE-DRM-HRO
ORL Name: Test

Please click the 'Add Record Instructions' button to search for Record Instructions to add to this ORL

Remove Add Record Instructions Close



Click to add instructions

Internet 100%

start | Internet | 100% | 12:52 PM

Inbox - Microsoft... | E:\Records Mana... | Microsoft PowerP... | List ORL's - Wind... | Update ORL - Wi...

RM-ASSIST Search - Windows Internet Explorer

https://www.arims.army.mil/ARIMS/RMAssist/ORLCreate/SearchInstructions.aspx?templateID=82990&offSymID=IMN

File Edit View Favorites Tools Help

RM-ASSIST Search

Records Retention Schedule - Army (RM-ASSIST) Basic Search

You may search by Keyword, Regulation Number, or Record Category, combined with Record Type. To start a new search, click the **Reset Form** button. If you choose to browse the Record Categories, you can sort the list either by number or description.

[Return to Update Page](#)

ORL Name: Test

Search by Keyword

Keyword:

Search within Record Instruction Category

OR

Search by Regulation Number

Regulation Number:

OR

Browse by Record Category

Record Category:

Sort list by:

Number Description

AND

Record Type

Event Calendar Any

Hints for searching by Keyword

- ▶ Search by Keyword is not case sensitive; however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).
- ▶ The keyword being searched may appear anywhere in the instruction title or instruction description. If Search Within Record Instruction Category is checked, the category title and category description will also be searched. It will not be highlighted.
- ▶ Enter one keyword instead of a phrase, and then use the Search within Results option to reduce the number of hits.
- ▶ Do not begin and end a search phrase with quotation marks (" ").
- ▶ The search engine will not properly search phrases containing common "noise words" (and, or, not, as, etc.).

Done

Internet 100%

start

Inbox - Microsoft... E:\Records Mana... Microsoft PowerP... List ORL's - Wind... RM-ASSIST Search... 12:56 PM

Type in what you are looking for and press enter or click the submit button

RM-ASSIST Search Results

Office Symbol: IMNE-DRM-HRO
 ORL Name: Test

[Return to Search Criteria](#)

Keyword search within results:

Enter keyword criteria to search within the search results.

Number of Results: 247

1 2 3 4 5 6 7 8 9 10 ... 13

1 to 20 of 247

| Rec. Category | Record Title | Record Type | Duration | Permanent Record | Event Driven | Privacy Act Number | Record Number | Date Added |
|--|---|-------------|----------|------------------|--------------|--------------------|---------------|-----------------------|
| <input type="checkbox"/> HOUSEKEEPING FILES | Office service and supply files - DA Form 12-series | Keep | 0 | No | Yes | NA | 1p1 | 10/18/2005 8:46:23 AM |
| <input type="checkbox"/> HOUSEKEEPING FILES | Office service and supply files - Other information | Keep | 0 | No | Yes | NA | 1p2 | 10/18/2005 8:46:54 AM |
| <input type="checkbox"/> HOUSEKEEPING FILES | Office property records | Keep | 0 | No | Yes | NA | 1q | 7/26/2006 9:01:28 AM |
| <input type="checkbox"/> SECURITY ASSISTANCE | Foreign government receipts | Transfer | 10 | No | No | NA | 12-8d | 1/13/2005 4:21:42 PM |
| <input type="checkbox"/> SECURITY ASSISTANCE | ILP reports - Office having Army-wide responsibility - Year-end summary or consolidated reports | Transfer | 0 | Yes | No | NA | 12-8e1 | 1/13/2005 4:21:42 PM |
| <input type="checkbox"/> SECURITY ASSISTANCE | ILP reports - Office having Army-wide responsibility: Other than year-end summary or | Keep | 0 | No | Yes | NA | 12-8e2 | 9/27/2005 |

To narrow your results, use the search box



Find the instructions that pertain to your business & check the box to the left of the instructions

RMASIST SEARCH RESULTS - Windows Internet Explorer

https://www.arims.army.mil/ARIMS/RMAssist/ORLCreate/SearchInstructionResults.aspx?templateID=82990&offSymI

File Edit View Favorites Tools Help

RMASIST SEARCH RESULTS

| | | | | | | | | | |
|-------------------------------------|------------------------|--|----------|----|----|-----|---------------|-----------|-----------------------|
| <input type="checkbox"/> | INFORMATION MANAGEMENT | IT Infrastructure Design and Implentation Files - Project Implemented | Keep | 5 | No | Yes | NA | 25-1zzzz2 | 5/21/2007 10:25:40 AM |
| <input type="checkbox"/> | INFORMATION MANAGEMENT | IT Infrastructure Design and Implementation Files - Installation and Testing | Keep | 3 | No | Yes | NA | 25-1zzzz3 | 10/20/2006 1:46:18 PM |
| <input checked="" type="checkbox"/> | INFORMATION MANAGEMENT | Printing equipment controls | Keep | 3 | No | Yes | NA | 25-30g | 11/7/2005 11:44:02 AM |
| <input type="checkbox"/> | INFORMATION MANAGEMENT | Publication stock record cards | Keep | 0 | No | Yes | NA | 25-30jj | 9/28/2005 2:23:21 PM |
| <input type="checkbox"/> | INFORMATION MANAGEMENT | Status of publication files | Keep | 0 | No | No | NA | 25-30pp | 9/27/2005 4:08:57 PM |
| <input checked="" type="checkbox"/> | INFORMATION MANAGEMENT | Publication control and processing files | Keep | 0 | No | No | NA | 25-30y | 9/28/2005 12:29:09 PM |
| <input type="checkbox"/> | LEGAL SERVICES | Intellectual property private litigations | Transfer | 20 | No | No | A0027-60bDAJA | 27-60qq | 1/13/2005 4:21:42 PM |
| <input checked="" type="checkbox"/> | LEGAL SERVICES | Data licensing | Transfer | 30 | No | No | A0027-60bDAJA | 27-60z | 1/13/2005 4:21:42 PM |
| <input type="checkbox"/> | FOOD PROGRAM | General food program correspondence files | Keep | 0 | No | Yes | NA | 30 | 10/18/2005 9:43:14 AM |
| <input type="checkbox"/> | FOOD PROGRAM | Food cost and feeding strength reports - Office having Army-wide responsibility: Consolidated or summary reports | Transfer | 5 | No | No | NA | 30-5a1 | 1/13/2005 4:21:42 PM |
| <input type="checkbox"/> | FOOD PROGRAM | Food cost and feeding strength reports - Feeder reports | Keep | 0 | No | Yes | NA | 30-5a2 | 9/29/2005 9:04:20 AM |
| <input checked="" type="checkbox"/> | FOOD PROGRAM | Food cost and feeding strength reports - Other offices at MACOM and installation level | Transfer | 2 | No | No | NA | 30-5a3 | 1/13/2005 4:21:42 PM |

1 2 3 4 5 6 7 8 9 10 ... 13

1 to 20 of 247

After selecting the ones needed click on



Submit Close

Here you can select all or remove instructions before adding them to your ORL

Update ORL - Windows Internet Explorer

https://www.arims.army.mil/ARIMS/RMAssist/ListORL/UpdateORL.aspx?mode=u&OffSymbol=IMNE-DRM-HRO&Templa

File Edit View Favorites Tools Help

Update ORL

Records Management - ORL Details

USAG FT DRUM - W0XQAA

Office Symbol: IMNE-DRM-HRO
ORL Name: Test

| <input checked="" type="checkbox"/> | Record Category | Record Title | Record Type | Perm | Event Driven | Privacy Act Number | Record Number | Status |
|-------------------------------------|------------------------|--|-------------|------|--------------|--------------------|---------------|----------|
| <input checked="" type="checkbox"/> | LEGAL SERVICES | Data licensing | T | No | No | A0027-60bDAJA | 27-60z | Proposed |
| <input checked="" type="checkbox"/> | FOOD PROGRAM | Food cost and feeding strength reports - Other offices at MACOM and installation level | T | No | No | NA | 30-5a3 | Proposed |
| <input checked="" type="checkbox"/> | HOUSEKEEPING FILES | Office service and supply files - DA Form 12-series | K | No | Yes | NA | 1p1 | Proposed |
| <input checked="" type="checkbox"/> | HOUSEKEEPING FILES | Office service and supply files - Other information | K | No | Yes | NA | 1p2 | Proposed |
| <input checked="" type="checkbox"/> | INFORMATION MANAGEMENT | Printing equipment controls | K | No | Yes | NA | 25-30g | Proposed |
| <input checked="" type="checkbox"/> | INFORMATION MANAGEMENT | Publication control and processing files | K | No | No | NA | 25-30y | Proposed |

When ready, click 

Internet 100%

start | Inbox - Microsoft... | E:\Records Mana... | Microsoft PowerP... | List ORL's - Wind... | Update ORL - Wi... | 1:16 PM

After adding instructions, it will bring you back to the RRS page

RM-ASSIST Search - Windows Internet Explorer

https://www.arims.army.mil/ARIMS/RMAssist/ORLCreate/SearchInstructions.aspx?templateID=82990&offSymID=IMN Live Search

File Edit View Favorites Tools Help

RM-ASSIST Search

Records Retention Schedule - Army (RM-ASSIST) Basic Search

You may search by Keyword, Regulation Number, or Record Category, combined with Record Type. To start a new search, click the **Reset Form** button. If you choose to browse the Record Categories, you can sort the list either by number or description.

[Return to Update Page](#)

ORL Name: Test

Search by Keyword

Keyword:

Search within Record Instruction Category

OR

Search by Regulation Number

Regulation Number:

OR

Browse by Record Category

Record Category:

Sort list by:

Number Description

AND

Record Type

Event Calendar Any

Hints for searching by Keyword

- ▶ Search by Keyword is not case sensitive; however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).
- ▶ The keyword being searched may appear anywhere in the instruction title or instruction description. If Search Within Record Instruction Category is checked, the category title and category description will also be searched. It will not be highlighted.
- ▶ Enter one keyword instead of a phrase, and then use the Search within Results option to reduce the number of hits.
- ▶ Do not begin and end a search phrase with quotation marks (" ").
- ▶ The search engine will not properly search phrases containing common "noise words" (and, or, not, as, etc.).

Done

Internet 100%

start

Inbox - Microsoft... E:\Records Mana... Microsoft PowerP... List ORL's - Wind... RM-ASSIST Searc... 1:19 PM

You can return to the update page to make changes with the instructions you just selected by clicking the Return to Update Page

Or continue searching for new instructions.

If you are done, close the screen out

Records Management - List of ORLs

This is a list of all ORLs for the selected Office Symbol. From here you can choose to update, rename, view, or submit an ORL as proposed, once the ORL has been selected.

Office Symbol: IM

Windows Internet Explorer
! ORL submitted successfully as proposed.
OK

| | | |
|----------------------------|------|----------|
| RM-FOIA | 2008 | Approved |
| RM 2007 | 2007 | Approved |
| RM2006 | 2006 | Approved |
| 210th F Co | 2000 | Proposed |
| test | 1982 | Draft |
| Test | 1980 | Proposed |

Update Rename View Submit as Proposed

Once you are done, hi-light the ORL you were working on and click on Submit as Proposed

You MUST create a Folder for each instruction to print labels

The screenshot shows the ARIMS Home page in Microsoft Internet Explorer. The browser's address bar displays the URL: <https://www.arims.army.mil/ARIMS/Help/OnlineTraining/Modules/CreatingFoldersModule.htm>. The page header includes the ARIMS logo and a navigation menu with items: Home, RRS-A, RM-Assist, RIPS, Master Index, Account Admin, System Admin, Help/Downloads, and Logout. A red arrow points to the 'RM-Assist' menu item, which has a dropdown menu open. The dropdown menu contains: Office Records List→, View Proposed ORLs, Folders→, Create Folders, and List Folders. A blue callout box with the text 'Now click Create Folders.' points to the 'Create Folders' option in the dropdown. Another callout box with the text 'Create folders' points to the 'Create Folders' option in the main navigation menu. The main content area features a 'Welcome to the ARIMS Home' message, an 'Alerts' section stating '112 ORLs need your approval.', a 'Login Options' section with a 'Select Unit' dropdown (set to 'USA RESOURCES & PROG AGCY - W2TZAA') and a 'Sign in as:' input field with a 'Go' button, and a 'Popular Links' section with links to 'RRS-A updates', 'RMDA web site', and 'FOIA web site'. Below these are 'Popular Downloads' for 'ARIMS User's Guide', 'ECS User's Guide', and 'BAT User's Guide'. An 'Announcements' section is dated 'as of 01/30/2007' and lists 'System Maintenance Schedule' and 'DA Pam 25-403, Guide to Recordkeeping in the Army (20 December 2006)'. A 'Previous Announcements' section is also present. At the bottom, a footer states: 'ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records. Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy.'



ARIMS

Army Records Information Management System

U.S. ARMY

Home

RRS-A

RM-Assist

RIPS

Master Index

Account Admin

System Admin

Help/Downloads

Logout

Records Management - Create Folder

The **Create Folder** screen is displayed.

This screen allows you to create electronic and hard copy folders. Once a folder is created, you can print barcode labels for the folder on the List

Be sure that the Office Symbol and Office Records List fields are correct, and then select a record instruction.

Office Symbol: BELVOIR

Office Records List: 2007 - 381-MILITARY INTELLIGENCE

Record Instruction:

Give the folder a name

Name of New Folder: *

Select the record instruction

Hard Copy:

Check the box. Labels are for hard copy only

Indexing for a Special Collection: Yes No

Special Collection used if record pertains to Operations such as Democracy, Iraqi Freedom ETC.

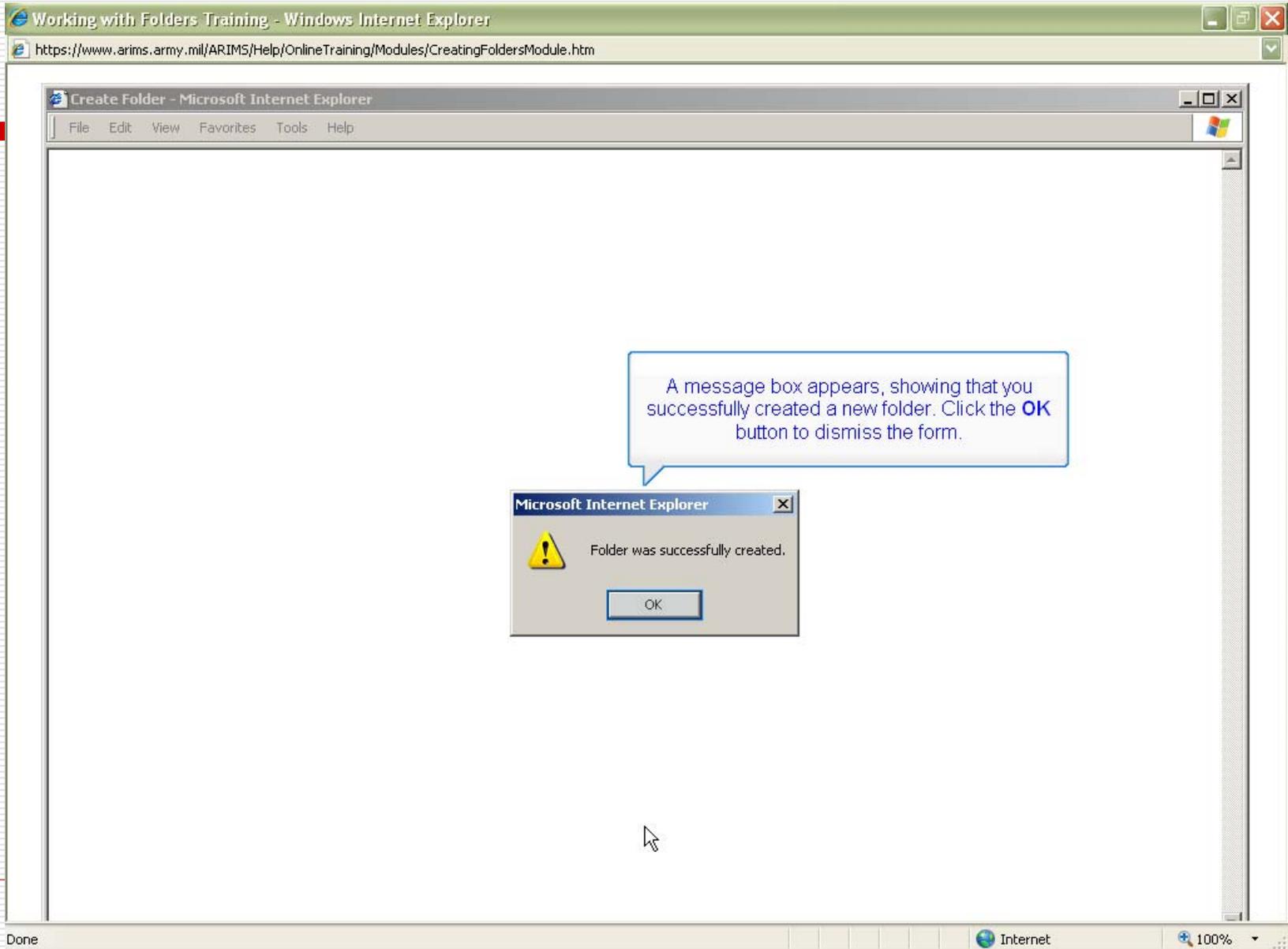
Special Collection:

Submit

Click when done

* Required Field

This page will appear once you have created your folder





Welcome to the Army Records Information Management System (ARIMS)

- Office Records List→
- View Proposed ORLs
- Folders→
 - Create Folder
 - List Folders
 - Vital Record Review

Then click **List Folders**.

Alerts

Login Options

Select Unit:

Popular Links

- ▶ [RRS-A updates](#)
- ▶ [RMDA web site](#)
- ▶ [FOIA web site](#)

Popular Downloads

- ▶ [ARIMS User's Guide](#)
- ▶ [ECS User's Guide](#)
- ▶ [BAT User's Guide](#)

Announcements as of 01/30/2007

- ▶ [System Maintenance Schedule](#)
- ▶ [DA Pam 25-403, Guide to Recordkeeping in the Army \(20 December 2006\)](#)

Previous Announcements

ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records.

Access and use of the system is monitored to ensure security of information contained within.
Users of ARIMS should not assume any degree of privacy.

Folder Type: View ALL is automatically checked

Working with Folders Training - Windows Internet Explorer
https://www.arims.army.mil/ARIMS/Help/OnlineTraining/Modules/WorkingWithFoldersModule.htm

List Folders - Microsoft Internet Explorer
File Edit View Favorites Tools Help



Home RRS-A RM-Assist RIPS Master Index Account Admin Help/Downloads Logout

Records Management - List Folders

This screen displays the **List Folders** screen. The Office Symbol and ORL fields default to your regular unit, but may be changed. Since the folder type *All* is selected by default, the list shows both hard copy and electronic folders.

and click the **Print Barcode** button.

USA RESOURCES & PROG AGCY - W2TZAA

Office Symbol: BELVOIR

Office Records List: 2007 - 388 - MILITARY INTELLIGENCE

Folder Type: View All Electronic Hard Copy

| Folder Title | Record Instruction Number | Special Collection | Media Type | Status |
|--|---------------------------|-------------------------|------------|-------------|
| OPERATIONAL MANAGEMENT | 381-3a | None | Hardcopy | Checked In |
| <input type="checkbox"/> COUNTERINTELLIGENCE - MIDEAST | 381-20p1 | OPERATION IRAQI FREEDOM | Electronic | Closed |
| CONFERENCES | 381-3a | OPERATION DESERT FOX | Electronic | Opened |
| SPOT REPORTS | 381-20g1 | OPERATION ALLIED FORCE | Hardcopy | Checked Out |
| 2007 - FACILITIES IMPROVEMENTS | 190-12b | None | Hardcopy | Checked Out |

Done Internet 100%

List Folders - Windows Internet Explorer

https://www.arims.army.mil/ARIMS/RMAssist/Folders/ListFolders.aspx

File Edit View Favorites Tools Help

Home RRS-A RM-Assist RIPS Master Index Account Admin System Admin Help/Downloads Logout

Records Management - List Folders

This screen allows you to request access to restricted folders, print barcode labels for hard copy folders, and view folder details. To request access to restricted folders, select the **View All** option, click the check boxes beside the folder title you need access to and click the **Request Records** button. To create and print barcode labels for hard copy folders click the **Hard Copy** option, click the check box beside the folder title and click the **Print Barcode** button.

USAG FT DRUM - W0XQAA

Office Symbol: IMNE-DRM-HRO

Office Records List: 2008 - RM-FOIA

Folder Type: View All Electronic Hard Copy

| <input type="checkbox"/> | Folder Title | Record Instruction Number | Special Collection | Media Type | Status |
|-------------------------------------|---|---------------------------|--------------------|------------|-------------|
| <input checked="" type="checkbox"/> | FOIA Admin Files | 25-55b | None | Hardcopy | Checked Out |
| <input checked="" type="checkbox"/> | FOIA Reports | 25-55e2 | None | Hardcopy | Checked Out |
| <input type="checkbox"/> | FOIA Requests, Access Denials | 25-55a1 | None | Hardcopy | Checked Out |
| <input type="checkbox"/> | Records Disposition Files | 25-400-2a | None | Hardcopy | Checked Out |

Records Management and Declassification Agency | Administrative Assistant | Secretary of the Army | Army Home Page
Freedom of Information Act/Privacy Act | Related Links | Privacy & Security Notice | Web Policy | Online Help Desk

Internet 100%

start Sent Items - Microsof... List Folders - Window... E:\Records Managem... Microsoft PowerPoint ... 3:55 PM

Select the files you want to print labels for



Check Hard Copy so you can select files



The print button is not available unless you select hard copy above



Print Barcode Labels - Windows Internet Explorer

https://www.arims.army.mil/ARIMS/RIPS/Hardcopy/Transfer/PrintBarcode.aspx?r=%7e%2fRMAssist%2fFolders%2fL

File Edit View Favorites Tools Help

Print Barcode Labels Ft Drum Directorate of Huma...

Print Barcode Labels

Margins on all four sides should be set to 0.25 inches for proper printing. Select a starting row to print on a partially used page of labels. After printing, check your labels. If they did not print correctly, you may print them again before leaving this page. If you have left the page you will not be able to reprint.

Print Close Home Test Print Page Start at Row #: 1

K 25-55b FOIA Admin Files (08)
FOIA administrative files
PA:NA
Destroy in CFA when 2 years old.

KN 25-55e2 FOIA Reports (08)
FOIA reports - Other reports
PA:NA
Keep until NLN, NTE 6 years, then
destroy.

KE 25-55a1 FOIA Requests, Access Denia... (08)
FOIA requests, access, and denials - R...
PA:A0025-55SAIS
Destroy in CFA 2 years after date of
reply.

TE 25-400-2a Records Disposition Files (08)
Record disposition files
PA:NA
Keep in CFA until after the related
records are destroyed or transferred t...



018451101530040879

Correct Label Size needed:
Avery 5161

Please note change of
margin size: .25 inches

Please note that ONLY Transfer (T) Files will have the barcodes

Labeling Procedures AR 25-400-2 Chapter 6

Chapter 6 Labeling Procedures

6-1. Army Records Information Management System record titles

The record titles listed in the ARIMS RRS-A identify records for filing, reference, and legal disposition authority. These titles provide an overall identification of the types of records that must be created and maintained in accordance with prescribing directives but are not required to be used for office labeling purposes. Labels may be created using the records titles in ARIMS or with working titles that best fit the business and or reference use of the records in an office, or both.

6-2. Army Records Information Management System record labels

a. All folders and containers used to store official records, including records in electronic form, will be labeled. Records will be identified clearly by marking, designation, electronic labeling, or if physical marking of the medium is not possible, by some other means of identification. The term "labeling" as used in this chapter is intended to include all methods of identification and is meant to apply to all record materiel, no matter how recorded (paper, microfiche, electronic, and so on). Labeling may be accomplished in any manner that best suits the business needs of an office except that labels will include the letter(s) "K," "KE," "KN," "KEN," or "U" for records that will be managed entirely within the office or the letter(s) "T," "TE," "TEP," or "TP" for records that will be transferred to an RHA/AEA/other location as specified in the disposition instruction, a title, and the year of file creation. In addition, labels for records covered by a PA system notice will include the PA system notice number corresponding to those records identified in the RRS-A. The record number may be included on the label as indicated in figure 6-1. The ARIMS automatically includes the record number when the "print label" feature is used (see DA Pam 25-403, chap 3, for managing various types of records media).

b. Methods of labeling are at the discretion of the office of record and may include anything from typewritten or computer generated labels, to writing or printing with pens and markers directly on the folders or containers for hardcopy records. Labeling of electronic records may range from naming folders as agency shared or separately managed at the office or individual level, to a detailed index of single documents (for example, spreadsheets, database files, and so on) that reference or link to associated material to complete the record. Offices or units with an ORL stored in ARIMS may use the RM-Assist to print out labels for records selected from that list. Labels printed from the RM-Assist display the disposition code, the ARIMS record number and title, current year, disposition instructions, and the PA system notice number if applicable. ARIMS-generated labels for T records also contain bar codes used by RHA staff for indexing and tracking after the records are transferred to that facility. Labels may be modified to further identify records and/or to specify business needs so long as the bar codes are not obstructed (see figure 6-1).

Labeling Procedures AR 25-400-2 Chapter 6

KE 1h Information access files—*Alpha Company* (07)
PA: A0380-67DAMI
Keep in CFA 2 years after authorization expires, then destroy.

KEN 1r Office classified material inventories (07)
PA: A0001DAMI
Keep in CFA until NLN after next inventory, NTE 6 years, then destroy.

T 1hh Office temporary duty travel (07)
PA: T7333DFAS
Keep in CFA until NLN, then TRF RHA.

TE 200-1b Environmental pollution complaints (07)
PA: NA
Keep in CFA until NLN after case is closed, then TRF RHA.

TEP 115-11q Map identification files (07)
PA: NA
Keep in CFA until NLN after superseded or obsolete, then TRF RHA.



After closing out label print page, it will take you back to the List Folders Screen. From here you can logout if you are finished or explore the rest of the website.

UnClassified

ARIMS
Army Records Information Management System

Home RRS-A RM-Assist RIPS Master Index Account Admin System Admin Help/Downloads Logout

Records Management - List Folders

This screen allows you to request access to restricted folders, print barcode labels for hard copy folders, and view folder details. To request access to restricted folders, select the **View All** option, click the check boxes beside the folder title you need access to and click the **Request Records** button. To create and print barcode labels for hard copy folders click the **Hard Copy** option, click the check box beside the folder title and click the **Print Barcode** button.

USAG FT DRUM - W0XQAA

Office Symbol:

Office Records List:

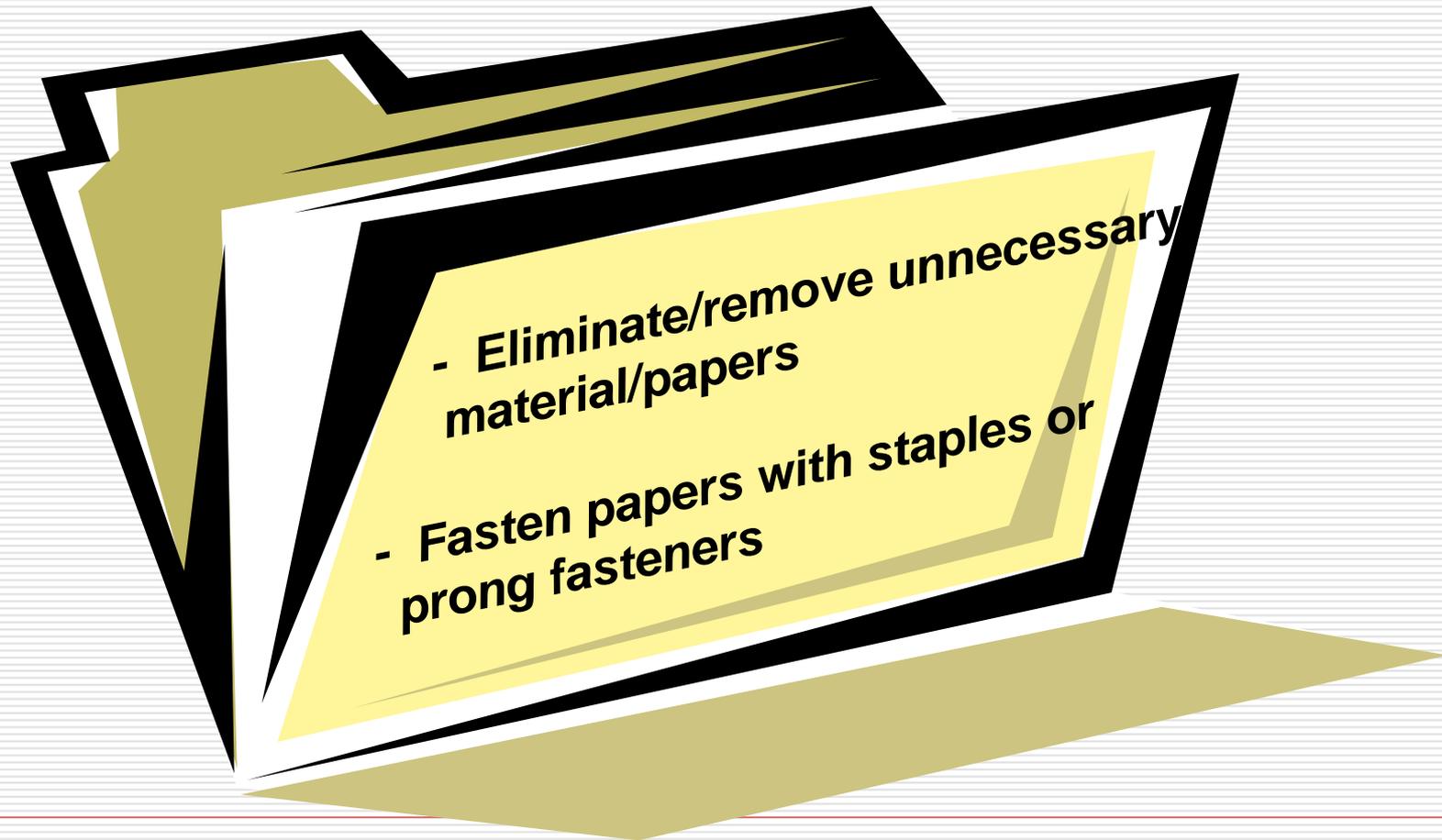
Folder Type: View All Electronic Hard Copy

| <input type="checkbox"/> | Folder Title | Record Instruction Number | Special Collection | Media Type | Status |
|--------------------------|-------------------------------|---------------------------|--------------------|------------|-------------|
| <input type="checkbox"/> | FOIA Admin Files | 25-55b | None | Hardcopy | Checked Out |
| <input type="checkbox"/> | FOIA Reports | 25-55e2 | None | Hardcopy | Checked Out |
| <input type="checkbox"/> | FOIA Requests, Access Denials | 25-55a1 | None | Hardcopy | Checked Out |
| <input type="checkbox"/> | Record Retention Files | 25-00-2a | None | | ad |

Any Questions on ARIMS ???

start | Sent Items - Microsof... | E:\Records Managem... | Microsoft PowerPoint ... | List Folders - Window... | 4:13 PM

Preparing files for storage at the Records Holding Area (RHA)



Changes in Retention Periods

- If change increases retention period, new retention period will be used on all records
 - If change decreases retention period, new retention period will be used on all current records except for permanent existing permanent records will remain permanent
-

Procedures for turning in your records/files (short version).

- ❖ Determine what files to turn-in.
(Always check the ARIMS website file disposition codes first)
 - ❖ Get proper box (Call Records Manager for details 772-1500)
 - ❖ Pack the boxes. Place records/files in numerical order starting with box one and continue through the shipment.
 - ❖ Prepare Standard Form 135. This form is available electronically.
 - ❖ Turn-in SF 135 to RHA personnel (Bldg P-10720 (Clark Hall) Mt. Belvedere Blvd. Rm B1-25 Do not bring boxes at this time.
 - ❖ Bring boxes to the RHA (Bldg T-65 Warehouse Rd) upon notification from the RHA staff.
-

Example of SF 135 Records Transmittal and Receipt Form

| | | | | | |
|--|---|---|--|------------------|-------------|
| RECORDS TRANSMITTAL AND RECEIPT | | Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse. | | PAGE 1 | OF PAGES |
| 1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150.) | | 5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address) | | | |
| Federal Records Center Records Holding Area, Fort Drum, NY 13602-5045 | | PERSONNEL OPERATIONS BRANCH G1/AG (AWARDS) BLDG P-1000 10TH MTN DIV DR FORT DRUM, NY 13602-5009 | | | |
| 2. AGENCY TRANSFER AUTHORIZATION | TRANSFERRING AGENCY OFFICIAL (Signature and title) Do Not Forget To Sign and Title | DATE | | | |
| 3. AGENCY CONTACT | TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No.) Not same person as above | | | | |
| 4. RECORDS CENTER RECEIPT | RECORDS RECEIVED BY (Signature and title) RHA MANAGER WILL SIGN HERE | DATE | | | |

Fold Line

| 6. RECORDS DATA | | | | | | | | | | | | |
|------------------|--------|------------|------------------|---|--|-------------|---|---|---|----------------|----------------|----------------|
| ACCESSION NUMBER | | | VOLUME (cu. ft.) | AGENCY BOX NUMBERS | SERIES DESCRIPTION (With inclusive dates of records) | RESTRICTION | DISPOSAL AUTHORITY (Schedule and item number) | DISPOSAL DATE | COMPLETED BY RECORDS CENTER | | | |
| RG (a) | FY (b) | NUMBER (c) | | | | | | | LOCATION (j) | SHELF PLAN (k) | CONT. TYPE (l) | AUTO DISP. (m) |
| | 4 | | 1 cu per box | Total number of boxes as seen below | State the Privacy Act # if these files require it. As seen below. THESE RECORDS ARE COVERED BY: PA A0600-8-22AHRC Type in your section such as: G1 | | You can find this information on the ARIMS website under the file instructions. | If file has a destruction date please enter in this box | THIS IS GIVEN BY THE RHA MANAGER ONCE SF135 HAS BEEN APPROVED | | | |
| | | | 1/1 | Assault Landing Credit Wartime Awards. Filed Alphabetically | | R | NC1-AU-81-2 RN: 600-8-22b1 | | | | | |
| | | | | | IF YOU HAVE ANY QUESTIONS ABOUT FILLING THIS FORM OUT CALL 2-1500 | | | | | | | |

Any Questions on Records Turn In???

Freedom of Information & Privacy Act

FOIA-PA Office is located in Clark Hall Rm B1-25. Ph: 2-1500

- BOTH ACTS ALLOW INDIVIDUALS TO SEEK ACCESS TO RECORDS
 - FOIA – ADDRESSES ACCESS TO AGENCY RECORDS
 - PA – ADDRESSES ACCESS TO RECORDS THAT ARE RETRIEVED BY AN INDIVIDUAL'S NAME AND/OR PERSONAL IDENTIFIER

Any Questions???

Any Questions???