

User Level Acronym Definitions and Functions

Action Officer (AO)	<p>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)</p> <p>http://www.usapa.army.mil/pdffiles/r25_1.pdf</p>
Records Coordinator (RC)	<p>RC = Records Coordinator. RCs are responsible for providing Records Management services to one or more unit(s)/office(s) and act as liaison between the unit(s)/office(s) and the servicing RM and Records Holding Area Manager. They also 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).</p> <p>http://www.usapa.army.mil/pdffiles/r25_1.pdf</p>
Records Holding Area Manager (RHAM)	<p>RHAM = Records Holding Area Manager. An individual whose duties include managing and directing the operations of a records holding area facility. RHAMs may also possess the same duties and access privileges as a Records Manager if they have been approved by their Major Command (MACOM) Records Administrator (RA). (See para 8-2g(7), AR 25-1). http://www.usapa.army.mil/pdffiles/r25_1.pdf</p>
Records Manager (RM)	<p>RM = Records Manager. An individual who serves at the subordinate command level or on the installation garrison staff with command-wide or garrison-wide records management responsibilities. RMs have approval authority for AOs requesting RC privileges. RMs also approve proposed Office Records Lists (ORLs) and serve as points of contact (POC) for the access and release of stored records for which they are responsible. (See paras 8-2g(4), 8-2g(6), and 8-2g(7), AR 25-1). http://www.usapa.army.mil/pdffiles/r25_1.pdf</p>
Records Administrator (RA)	<p>RA = Records Administrator. An individual who is appointed in writing and serves on the Major Command staff (MACOM or ARSTAF) with command-wide records management program responsibilities. RAs have approval authority for AOs and RCs requesting RM or RHAM privileges. RAs may approve Office Records List (ORLs) and serve as points of contact (POC) for the access and release of stored records for which they are responsible. (See para 8-2g(3), AR 25-1). http://www.usapa.army.mil/pdffiles/r25_1.pdf</p>