

## **ARIMS Records Coordinator Responsibilities**

Must be appointed by Duty Appointment Order

**Suggested grade level: GS6 & above in Garrison Activities**

**Suggested grade level: SFC or above in Division Units**

1. Act as the staff office/directorate liaison official with the Installation Records Manager for managing your ARIMS Records Program.
2. Ensure there is a viable and effective records management program within your organization by appointing Action Officers to maintain Office Records Lists for your UIC and each separate Office Symbol.
3. Ensure all records are identified for inclusion on the Office Symbol ORL.
4. Ensure each activity under your Unit Identification Code (UIC) and Office Symbol has an Office Records List (ORL) that captures all "Transfer" or "T" records according to the Records Retention Schedule (RRS) in ARIMS.
5. Ensure a List of File Numbers is prepared by each individual who maintains files within an established Office Symbol.
6. Ensure that an ARIMS Lists of File Numbers is forwarded to the appointed Action Officer who is responsible to maintain the ORL for the unit Office Symbol.
7. Ensure that all Lists of File Numbers are updated and submitted to the Action Officer who maintains the ORL on an annual basis.
8. Ensure files and filing equipment are properly labeled and maintained to facilitate filing, searching, and disposition of records. This includes paper, film, and electronic records.
9. Ensure all "T" records requiring transfer to the Records Holding Area (RHA) are transferred IAW the file numbers disposition instructions on the Office Records List for the established Office Symbol and UIC.
10. Ensure SF Form 135, Records Transmittals and Receipt, is submitted to the Installation Records Manager prior to transferring records to the RHA.
11. Provide ARIMS records training to subordinate offices and individual users utilizing the web based training on the ARIMS website: [www.arims.army.mil](http://www.arims.army.mil).
12. Perform a records self-inspection using the checklist provided by the Installation Records Manager once a year.