

(Office Symbol)

(Date)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment – ARIMS Records Management Responsibilities

ARIMS Record Coordinator _____ or ARIMS Records Action Officer X
(select only one based on definitions below)

1. Effective (**insert date**) the following individual is appointed and is responsible for records management execution IAW with authorities cited below:

2. Authority: AR 25-1, para 8-2g(8)(a-e) and AR 25-400-2, para 107g.
(Army Knowledge Management & Information Technology Management (AR 25-1, para 8-2g(8). Page 63 states: Records Coordinators will be designated at sub-elements as necessary for program execution. Coordinators will perform records management duties as assigned.

The Army Records Information management System (ARIMS): (page 3) AR 25-400-2, para 1-7g (generally refers to the responsibilities of the Records coordinator who must register as either a Records coordinator or Records Action Officer to manage records in the web-based ARIMS program.

NAME:
RANK or Civ Grade:
Phone #:
Fax #:
Email Address:
Office Symbol:
Unit Identification Code:
Unit Assigned:
Building Number:

3. Purpose: To perform duties as outline in above authorities. (AR 25-1 & AR 25-400-2).

4. Period: Until officially relieved or released from appointment.

5. Special Instructions: Individual will complete the ARIMS web-based training located on the ARIMS home page <https://www.arims.army.mil> (within 30 days of this appointment).

6. This memorandum supersedes all previous appointments.

CPT JOHN DOE
Commanding

DISTRIBUTION:
1-Individual Concerned
2-Installation Records Manager/DHR