

Army Consolidated Records Schedule Quick Reference Guide

What is the Army Consolidated Records Schedule (ACRS)?

ACRS is a way of organizing how records will be managed through categorization based on Series, Sub-Series, and Duration. The thousands of Records Retention Schedule-Army (RRS-A) record instructions that existed before the ACRS (or "Big Buckets") are now consolidated and organized into pre-defined Record Series and Sub-Series, along with three broad retention periods (durations) – 0-6 Yrs., 6+ Yrs., Permanent – which allow records to be managed by grouping

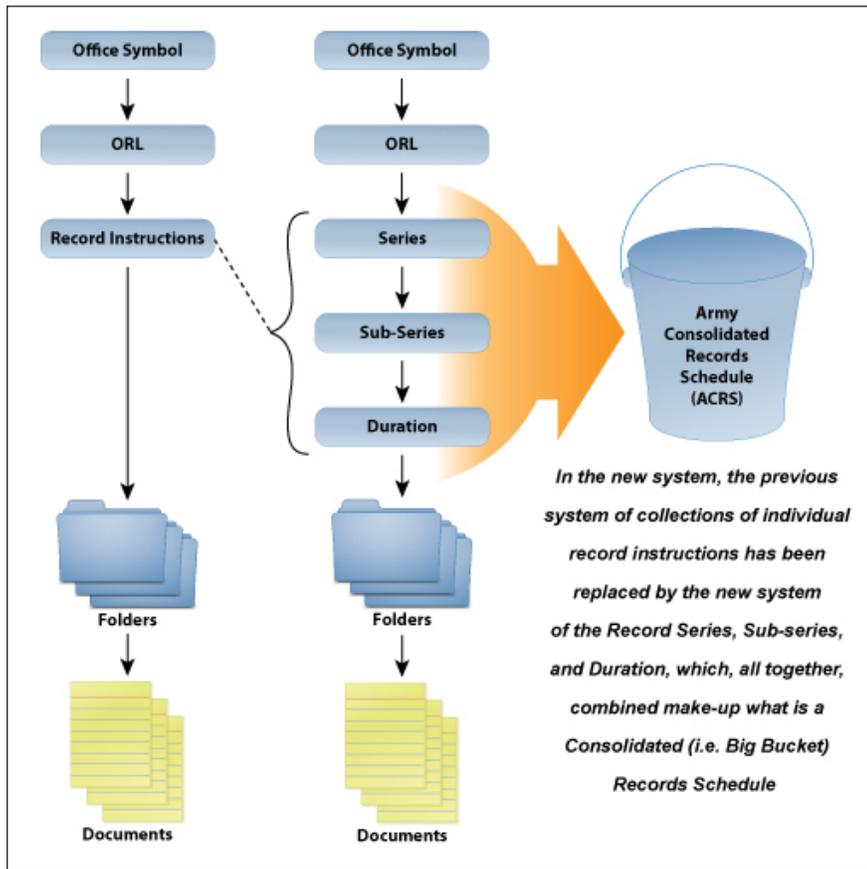


Figure 1 – Record Instructions Now Become Consolidated Record Schedules, as Series, Sub-Series, and Duration

maintain documents and records either electronically or as hardcopy, according to policy, for that particular year.

That system for categorizing and managing records for an office symbol required degrees of individual attention and custom organization by a Records Manager for his/her unit and the associated office symbols. But, that system is now replaced by the new ACRS of pre-defined series or "buckets" that will replace a large portion of the custom organization and work involved, which was so necessary in the previous system.

Now, with the implementation of the ACRS, at the beginning of every year, a unit will determine the ORL for an office symbol by similar means to that of the past, by creating an ORL from scratch, or by copying an existing ORL, or by creating an ORL from a library of ORLs. However, what will be different is that the new ACRS series will replace the previous system of individual record instructions, by either updating existing ORLs automatically to contain the new ACRS series, or by creating new ORLs and setting-up the ACRS series and sub-series therein.

them into broad categories. The folders are defined by the bucket Series, Sub-Series, and Duration. A record no longer has a record instruction applied to it as it did before the ACRS implementation; rather, a record is determined to fall under a series, a sub-series, and a length of time that it will be held onto before it receives its final disposition (i.e. transfer or destroy).

ACRS – How It Works

Previously, in ARIMS, users would create Office Records Lists (ORLs) at the beginning of each calendar year for each Office Symbol under a particular unit. The ORL would be created by using the available options in ARIMS for creating a new ORL from Scratch, by copying the ORL from the previous year, or by pulling the ORL from a template or library. Then, the user would choose from the thousands of record instructions available in the RRS-A and apply those individual record instructions to the folders in that ORL; this could be a tedious and time consuming task. The folders would then be used to contain and

Creating ORLs

For the ARIMS user, the creation of ORLs will seem mostly the same as it had been before ACRS whenever the user is copying an existing ORL or pulling from a library, as the new functionality of setting-up the correct series/buckets will simply occur automatically. For copies of preexisting ORLs, the ARIMS software technology converts the existing ORL and Record Instructions into the new pre-defined series/buckets. However, for all new ORLs, a few easy steps will allow the user to quickly set-up buckets within the new ORL.

ORLs from Scratch

For users creating an ORL from Scratch, the user will:

- Click on the **RM-Assist** upper navigation tab
- Choose **Office Records List / Create / Create from Scratch** from the selections menu
- The **Records Management - Create ORL From Scratch** page will appear

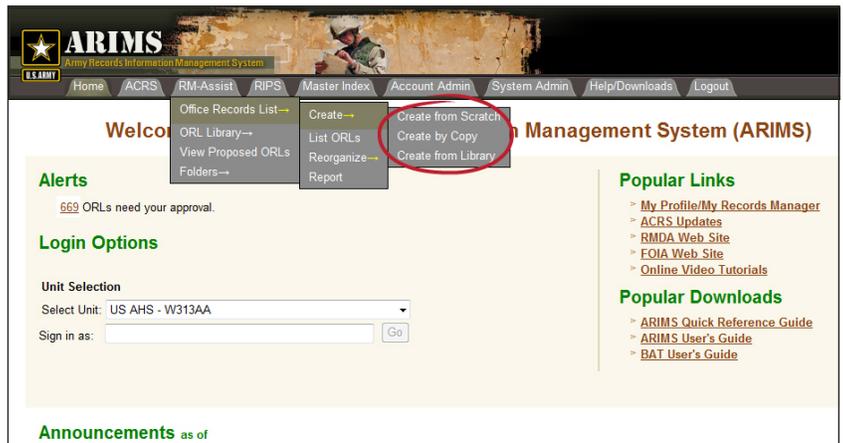


Figure 2 – Create ORLs from the RM-Assist menu tab and choose Office Records List → / Create → / and Create from Scratch, Create by Copy, or Create from Library

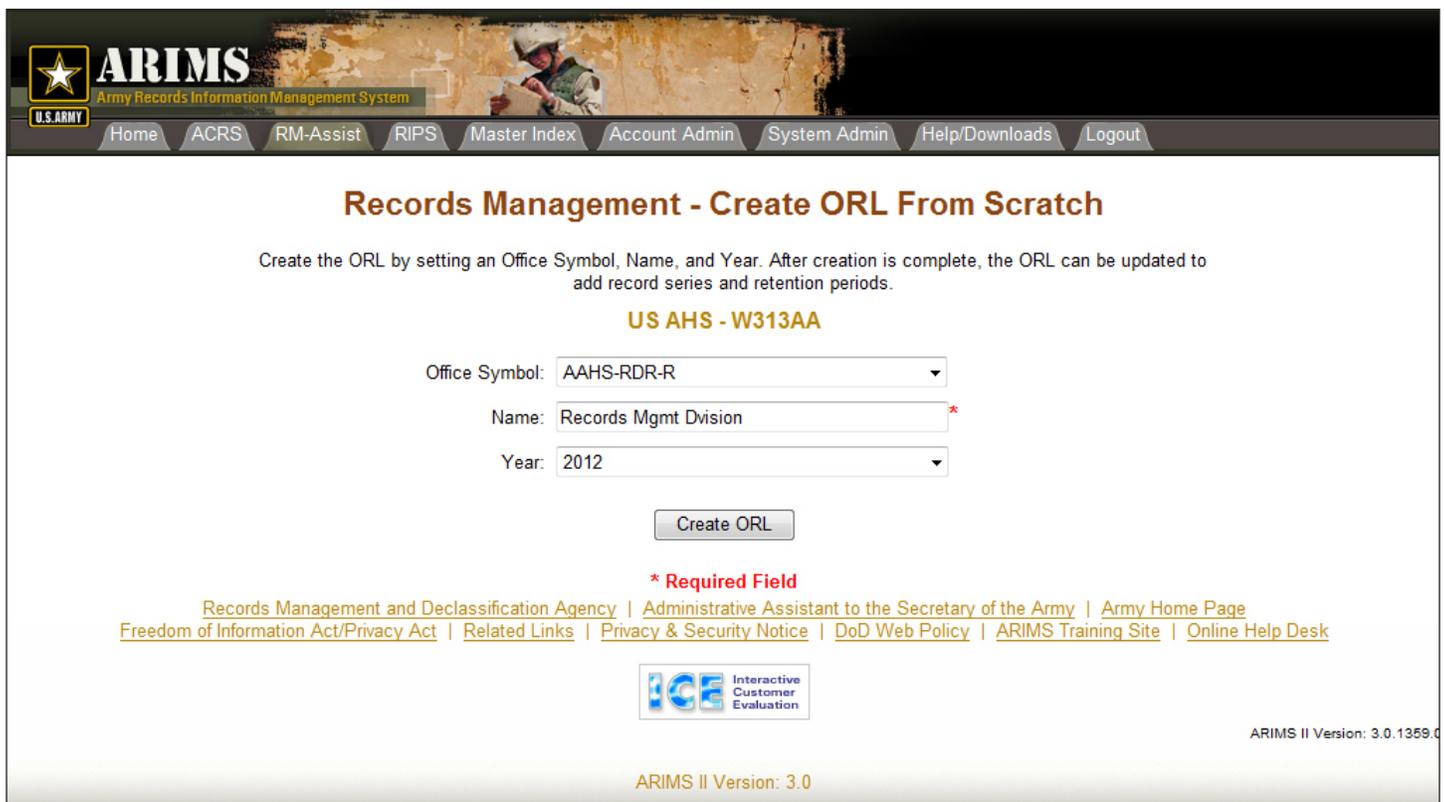


Figure 3 – Create ORL from Scratch

On the Create ORL From Scratch page:

- The user will choose the **Office Symbol** from the dropdown
- Enter the **Name** of the ORL in the name text box
- Choose the **Year** of the ORL from the dropdown, and click the **Create ORL** button
- This will create an ORL which contains no record instructions; but, this ORL is now ready to have "buckets" defined and populated with ACRS series, sub-series, and durations to create folders (hardcopy or electronic)

Add ACRS Series to ORLs Created from Scratch

For users creating an ORL from Scratch, once the ORL has been created, go to the **List ORLs** page to begin the process of adding ACRS series, sub-series, and durations to ORLs. The user will:

- Click on the **RM-Assist** upper navigation tab
- Then choose **Office Records List / List ORLs** from the fly-out selections menu
- The **Records Management - List ORLs** page will appear

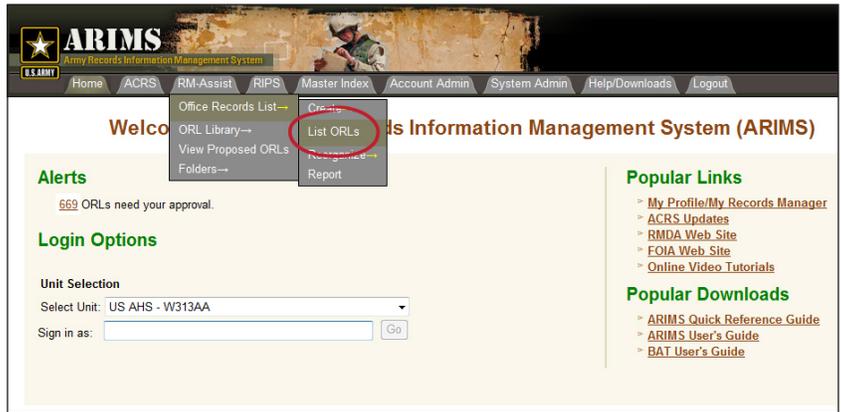


Figure 4 – Navigate to the List ORLs page to Begin Adding ACRS series, sub-series, and durations "Buckets" to ORLs

On the List ORLs page, the user will:

- Choose the **ACOM/ASCC/DRU**, the **Unit**, and the **Office Symbol** from the dropdown menus and click the **Submit** button
- Then, the page will refresh with the list of the ORLs

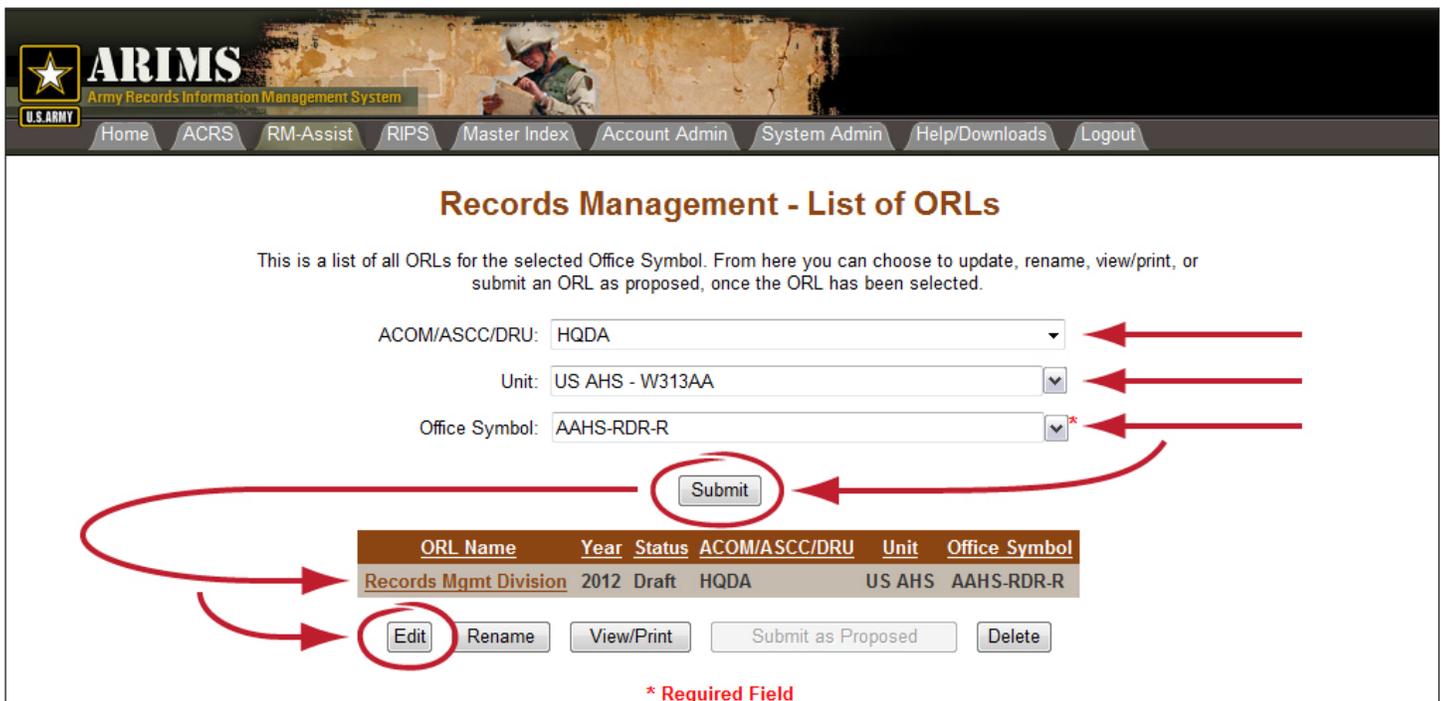


Figure 5 – Select the ORL and Edit

- With the list of ORLs available to the user, the user will then click on the hyperlink, which is the **ORL Name** of the ORL to which the user would like to add ACRS series, sub-series, and durations
- The ORL will then be highlighted with a gray background
- Then, with the ORL highlighted, click on the **Edit** button
- Once the user has clicked the Edit button, the **Records Management - ORL Details** page will appear
- On the ORL Details page, there will be a button for adding Add Record Instructions
- Click the **Add Record Instructions** button



Figure 6 – ORL Details page Begins the Process to Add Record Instructions to Buckets

- Once the user has clicked on the **Add Record Instructions** button, the **ACRS Search** page will open
- On the ACRS Search page, the user will either enter a keyword into the Search by Keyword search box, or select from the dropdown menus for Record Series, Sub-series, and Duration
- Once the user has entered a Keyword or selects the Record Series, Sub-series, and Duration, the user will click the **Submit Search** button and the results will then appear

Army Consolidated Records Schedule (RM-ASSIST) Search

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

[Return to Update Page](#)

URL Name: Records Mgmt Division

Search by Keyword

Keyword:

Search within Record Series

Browse by Record Series

Record Series:

200 - Installation Management and Field Organizations

Sub-series:

200C - Exchange Services, Morale Welfare Recreation(MW)

Duration:

6+

[Explanation of Disposition Instructions](#)

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 Series is checked, the Series title and Series 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.).

[Submit Search](#)

[Close](#)

Figure 7 – Search for RRS

After the user has submitted the ACRS search, the search results page will appear:

- Then, the user will check the checkbox beside the ACRS series/bucket to be submitted (as a proposed record instruction in the new ORL)
- With the checkbox checked, the user will click the **Submit** button to submit the new record instruction for addition to the ORL for approval

RM-ASSIST Search Results

Office Symbol: AAHS-RDR-R

URL Name: 2012-Records Mgmt Division

[Return to Search Criteria](#)

Keyword search within results: [Go](#)

Enter keyword criteria to search within the search results.

Number of Results: 1

<input type="checkbox"/>	Record Series	Record Title	Sub-series	Duration	Date Added
<input checked="" type="checkbox"/>	Installation Management and Field Organizations	Exchange Services, Morale Welfare Recreation(MWR)	200C	6+	4/14/2011 4:44:15 PM

[Submit](#)

[Close](#)

Figure 8 – RRS Search Results

After the user has submitted the new ACRS record instruction for approval, the user will return to the ORL Details page where the proposed instruction will now appear with the **Status** listed as **Proposed**.

Records Management - ORL Details
2012-Records Mgmt Division
Office Symbol: AAHS-RDR-R
ORL Name: 2012-Records Mgmt Division

<input type="checkbox"/>	Record Sub-series	Record Number	Retention Period	Status
<input type="checkbox"/>	200C	200C	6+	Proposed

Buttons: Remove, Add Record Instructions, Close, Print Summary, Print Details

Figure 9 – ORL Details with Proposed Status

The user will need to return to the List of ORLs page and **Submit as Proposed**, for approval, the bucket he/she has proposed for addition to the ORL.

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/print, or submit an ORL as proposed, once the ORL has been selected.

ACOM/ASCC/DRU: HQDA
Unit: US AHS - W313AA
Office Symbol: AAHS-RDR-R

Submit

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
Records Mgmt Division	2012	Draft	HQDA	US AHS	AAHS-RDR-R

Buttons: Edit, Rename, View/Print, **Submit as Proposed**, Delete

Figure 10 – Submit as Proposed the Big Bucket Record Instruction

Once the proposed ORL has been approved by a Records Manager or Administrator, it will appear in the ORL Details as **Approved** and the ORL is now ready for use.

Records Management - ORL Details
2012-Records Mgmt Division
Office Symbol: AAHS-RDR-R
ORL Name: 2012-Records Mgmt Division

<input type="checkbox"/>	Record Sub-series	Record Number	Retention Period	Status
<input type="checkbox"/>	200C	200C	6+	Approved

Buttons: Remove, Add Record Instructions, Close, Print Summary, Print Details

Figure 11 – ORL Details with Approved Status

ORLs by Copy

For users creating an ORL from Copy, the user will:

- Click on the **RM-Assist** upper navigation tab
- Choose **Office Records List / Create / Create by Copy** from the selections menu
- The **Records Management - Create ORL By Copy** page will appear. On the Create ORL By Copy page, the user will choose the **Office Symbol** from the dropdown
- Then select the **ORL from which to copy** from the dropdown
- Then enter the name of the ORL in the **Enter the name of the new ORL** text box
- Choose the **Year for New ORL** of the ORL from the dropdown
- Check the **Copy Folders** checkbox
- Finally, click **Create ORL** and this will create an ORL that is ready to populate with folders that are defined by the new buckets criteria

ARIMS
Army Records Information Management System

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

Records Management - Create ORL By Copy

Creating an ORL by copying a previous year ORL will copy all record series associated with it to the new ORL Name.
Record Series can be added or removed after the new ORL is created.

US AHS - W313AA

Office Symbol: AAHS-RDR-R

ORL from which to copy: 2012 - Records Mgmt Division *

Enter the name of the new ORL: *

Year for New ORL: 2012

Copy Folders:

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](#) | [ARIMS Training Site](#) | [Online Help Desk](#)

ICE Interactive Customer Evaluation

ARIMS II Version: 3.0.1359.0

Figure 12 – Create ORL by Copy

ORLs from Library

For users who wish to create an ORL from an ORL Library, the user will:

- Begin by clicking on the **RM-Assist** upper navigation tab; and from the menu, choose **Office Records List / Create / Create from Library**
- Then the **Records Management - Create ORL from Library** page will appear
- On the Create ORL from Library page, the user will choose the **Office Symbol** from the dropdown
- Enter the name of the ORL in the **Office Records List** text box and choose the **ORL Year** from the dropdown
- Check the checkbox beside the Library Name and Description of the Library the user wishes to use
- Finally, click the **Create ORL** button; this will create an ORL that is pre-populated with record instructions that are defined by the new series/bucket criteria

Records Management - Create ORL from Library

Create a new ORL from Library allows users to add a group of predefined record categories to an ORL. Selecting one of the Libraries will add the record categories related to the Library to the ORL. Individual record sub-series can be added or removed after the ORL is created.

US AHS - W313AA

Office Symbol:

Office Records List: *

ORL Year:

Library Name	Description
<input type="checkbox"/> Another Sample Lib	SUPPLY MANAGEMENT FILES
<input type="checkbox"/> Because Jonathan Told Me To Create It	Checking requirements, so creating one
<input type="checkbox"/> Big Bucket List RMD	All RNs
<input type="checkbox"/> CONOPS	For CONOPS Records
<input type="checkbox"/> For Development	Library for development purposes
<input type="checkbox"/> HHC Special Activities	S1
<input type="checkbox"/> JIEDDO IRAQ	SUPPLY MANAGEMENT FILES
<input type="checkbox"/> jims library	created for testing
<input type="checkbox"/> JONAndSangeeta	JONAndSangeeta
<input type="checkbox"/> JonLib	JonathanTesting ORLLib
<input type="checkbox"/> Office Files	Common housekeeping files used in most offices.
<input type="checkbox"/> Official Mail	requirements to execute HQDA official mail program
<input type="checkbox"/> Operational Records	Basic ORL for Operational Records
<input type="checkbox"/> RMB	ORL Copies
<input type="checkbox"/> RMB EX	Copy of RMB ORL
<input type="checkbox"/> Sample Name	For TESTING
<input type="checkbox"/> Sample Name	Basic ORL for Operational Records
<input type="checkbox"/> Sangeeta Library	For TESTING
<input type="checkbox"/> SNAYAK - After BIGBucket	Test
<input type="checkbox"/> SNAYAK-BB-NEW-LIB	For TESTING

1 2 1 to 20 of 26

1 2 1 to 20 of 26

Figure 13 – Create ORL from Library

Creating Folders

After creating ORLs and obtaining approval, the next steps will be setting-up Folders with the Series, Sub-Series, and Durations defined. Once the Folders have been set-up, documents and other appropriate records can then be maintained within the proper Folders.

The user will:

- Click on the **RM-Assist** upper navigation tab
- Choose **Folders / Create Folders** from the selections menu
- The **Records Management - Create Folders** page will appear

On the Create Folders page, the user will:

- Choose the **Office Symbol** from the first dropdown menu
- Then choose the **Office Records List** from the next dropdown menu

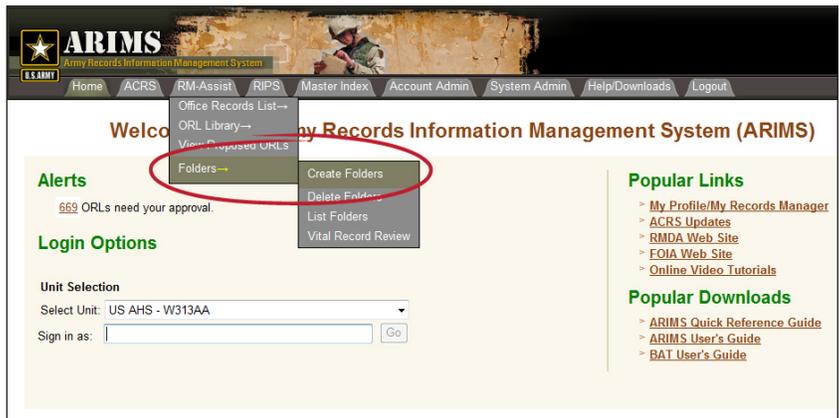


Figure 14 – Create Folders from the RM-Assist menu tab by choosing Folders → / Create Folders

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Office Records List: 2012 - Records Mgmt Division

Record Series: []

Sub-series: []

Duration: []

Event Driven:

Event Description: []

Names of New Folders: []

Electronic Hard Copy

Vital Record:

Multi-part Count: []
 Show count in folder name?

Indexing for a Special Collection: Yes No

Special Collection: []

Privacy Act

Calendar Year or Fiscal Year? Calendar Year Fiscal Year

Add Folders

You must add folders before you submit for creation.

Submit

Figure 15 – Create Folders

- Then, the available **Record Series** for that ORL will appear in the list in the Record Series dropdown menu, and the user will select the Record Series
- Once the Record Series has been selected, the available **Sub-series** under that Record Series will appear in the list for the Sub-series dropdown menu, and the user will select the Sub-series
- Finally, once the Sub-series has been selected, the available **Duration** options under that Record Sub-series will appear in the list for the Duration dropdown menu, and the user will select the Duration for the records that will be stored in that particular Folder(s)

Now that the Record Series, Sub-series, and Duration have been selected, the user must:

- Then select from the **Other Retention Period** dropdown menus (for the 0-6 Yrs. and 6+ Yrs. retention periods only) and make the proper selections for any other retention period that may apply to records in the Folder(s) created
- Next, the user will then enter the name of the new folder in the **Names of New Folders** text box
- Then the user must choose with **Electronic** records or **Hard Copy** records (if the records in that Folder will be Hard Copy records, the user must choose if the page count will be entered by checking the **Count** checkbox and entering in the number of pages, and the user must also choose to either show the page count in the Folder name or not by either checking or leaving unchecked the **Show count in folder name?** checkbox)
- After making the Electronic or Hard Copy selections for this folder(s), the user must choose if the records in this folder will be Vital Records or not by checking or leaving unchecked the **Vital Record** check box
- Then, the user will select **Yes** or **No**, if there will be **Indexing for a Special Collection** (if Yes, you must choose a Special Collection from the dropdown menu)
- Then, the user will check if this folder(s) is subject to Privacy Act considerations or not by checking or leaving unchecked the **Privacy Act** checkbox
- The user must choose the type of year for this folder by selecting either the **Calendar Year** or **Fiscal Year** radio button
- Then, once all of the folder criteria has been selected, the user will click the **Add Folders** button and the folder(s) that the user has chosen to add will appear in a list box
- Finally, the user will click the **Submit** button and the folder(s) has been created (if the Folders that were created are Hard Copy folders, the user is taken to the **Print Labels** page where the user can choose among several options for saving and printing labels for Hard Copy folders)

Review Folders on List Folders Page

After creating folders, users can review the folders for a particular Office Symbol and Office Records List by reviewing the List Folders page:

- Select **RM-Assist / Folders** → **/ List Folders**, the user will be taken to the **Records Management - List Folders** page
- There the user will select the specific **Office Symbol** and **Office Records List** from the dropdown menus
- The available folders will appear

Records and Dispositions

All records that are created after the implementation of Big Buckets will have the proper Record Series, Sub-series, and Duration applied to those records by the proper Disposition Authority at the time of classification. Once ORLs and Folders have been set-up for an Office Symbol, all Electronic records are moved into and stored in the appropriate, corresponding electronic folders. If Hard Copy folders have been created, all appropriate and corresponding hard copy records will be placed within the proper folders at the time of disposition and maintain in the appropriate RHA.

For records that have had dispositions placed upon them before or outside of the implementation of ACRS, records officials will need to refer to the Crosswalk Reference to determine where new records, and/or records that have received new disposition determinations, will be stored and maintained by relating previous record instructions to the new Series, Sub-series, and Duration disposition criteria.

Both the previous record instructions system (RRS-A) and the new consolidated records system (ACRS) will be available for users to reference, because there will be a long-term need for maintenance of records that have received dispositions before ACRS.

Crosswalk

The Crosswalk is a reference guide which explains for users how pre-ACRS record instructions relate to the new Series and Sub-series of Big Buckets. The Crosswalk will help records officials understand how to manage new records that have had dispositions applied to them after the implementation of ACRS, and for understanding how to handle existing records that receive new dispositions. Available in ARIMS is a Quick Reference Crosswalk (which can be found at **ACRS / Quick Reference-Crosswalk**) and a Detailed Reference Crosswalk (which can be found at **ACRS / Detailed Reference-Crosswalk**).

The **Quick Reference Crosswalk** shows Series and Sub-series and the record numbers from the previous system that fall into the new categories.

Series and Sub-series Crosswalk	
RN	100
100A Designated Combat Environment/Wartime Records (No crosswalk available)	
RN	200
200A	Installation Management and Field Organizations 210, 210-12a, 210-12b, 210-12c, 210-130a, 210-130b, 210-130c, 210-130d, 210-130e1, 210-130e2, 210-130f, 210-130g, 210-14a, 210-14b, 210-190a, 210-190b, 210-190c, 210-190d, 210-190e1, 210-190e2, 210-190f, 210-190g, 210-190h, 210-190i, 210-190j, 210-190k1, 210-190k2, 210-190k3, 210-190m1, 210-190m2, 210-20a1, 210-20a2, 210-20a3, 210-20a4, 210-20b2, 210-20b3, 210-20c, 210-20d, 210-20e, 210-22a, 210-25a, 210-47a1, 210-47a2, 210-7a1, 210-7a2, 210-7b, 210-7c, 210a1, 210a2, 210c, 210d1, 210d2, 210e, 210f, 210g, 405, 405-10e1, 405-10e2, 405-10e3, 405-10f1, 405-10f2, 405-10f3, 405-10f4, 405-10g, 405-10h, 405-10i, 405-10j1, 405-10j2, 405-10k, 405-10m1, 405-10m2, 405-10n, 405-10p, 405-10q, 405-10r, 405-10s, 405-10t, 405-10u, 405-20a, 405-25a, 405-45a, 405-70a, 405-70b, 405-70c, 405-70d, 405-70e, 405-80a1, 405-80a2, 405-80a3, 405-80a4, 405-80b, 405-80c1, 405-80c2, 405-80d1, 405-80d2, 405-80e, 405-80f, 405-90a1, 405-90a2, 405-90a3, 405-90c1, 405-90c2, 405-90c3, 405-90d, 405-90e, 405-90f, 405-90g, 405-90h1, 405-90h2, 415, 415-15r, 415-17a, 415-17b, 415-17c, 415a, 420, 420-1a1, 420-1a2, 420-1aa, 420-1aaa, 420-1b, 420-1bb, 420-1bbb, 420-1c1, 420-1c2, 420-1cc, 420-1ccc, 420-1d1, 420-1d2, 420-1dd, 420-1ddd, 420-1e1, 420-1e2, 420-1ee1, 420-1ee2, 420-1eee, 420-1f, 420-1ff, 420-1fff, 420-1g, 420-1gg, 420-1ggg, 420-1h, 420-1hh, 420-1hhh, 420-1i, 420-1ii, 420-1iii1, 420-1iii2, 420-1j1, 420-1j2, 420-1jj1, 420-1jj2, 420-1jjj1, 420-1jjj2, 420-1k, 420-1kk, 420-1kkk1, 420-1kkk2, 420-1m, 420-1mm1, 420-1mm2, 420-1mm3, 420-1mm4, 420-1mmm, 420-1n, 420-1nn1, 420-1nn2, 420-1nnn1, 420-1nnn2, 420-1o, 420-1oo1, 420-1oo2, 420-1ooo, 420-1p1, 420-1p2, 420-1pp, 420-1ppp1, 420-1ppp2, 420-1q, 420-1qq, 420-1qqq1, 420-1qqq2, 420-1r, 420-1rr1, 420-1rr2, 420-1rrr1, 420-1rrr2, 420-1s, 420-1ss, 420-1sss1, 420-1sss2, 420-1t, 420-1tt, 420-1ttt, 420-1u1, 420-1u2, 420-1uu, 420-1uuu, 420-1v, 420-1v v v, 420-1w1, 420-1w2, 420-1w, 420-1ww, 420-1www, 420-1x, 420-1xx1, 420-1xx2, 420-1xxx, 420-1y, 420-1yy1, 420-1yy2, 420-1z, 420-1zz1, 420-1zz2, 420-41a, 420-41b, 420-41c, 420-41d1, 420-41d2, 420-6a, 420-6b
200B Religious Activities, Cemeteries 165, 165-1-16a1, 165-1-16a2, 165-1-16c, 165-1-16d, 165-1-16e, 165-1-16f, 165-1-16g, 165-1a, 165-1b, 165-1c, 165-1d1, 165-1d2, 290, 290-5a, 290-5b,	

Figure 16 – Quick Reference Crosswalk

And, the **Detailed Reference Crosswalk** allows a user to enter an old record number in the **Provide Old Record Number** text box, and to then click the **Get Cross Walk** button to get information related to the pre-ACRS record instructions and the new record series and sub-series that those record instructions relate to and fall under now.

ARIMS
Army Records Information Management System

Home | ACRS | RM-Assist | RIPS | Master Index | Account Admin | System Admin | Help/Downloads | Logout

US AHS - W313AA

Provide Old Record Number: *

200C: Exchange Services, Morale Welfare Recreation(MWR)

Retention Period/Disposition	Record Description
0-6	<ul style="list-style-type: none">NAF files related to: employee procurement, personnel reporting, operations, evaluations, memberships, journals, grievances, recreation, recognitions and awards, general correspondenceNAF files related to: accounting, subsidiary accounts, inventory, small purchases (<\$25,000), minor troop construction projects, securities, payroll, meeting minutes, hand receipts bank deposits insurance, vehicle registrations and award protests

Maintain records from creation to no longer needed for business or no longer than 6 years. Records should be maintained in accordance agency business rules.

*** 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](#) | [ARIMS Training Site](#) | [Online Help Desk](#)

ICE Interactive Customer Evaluation

ARIMS II Version: 3.0

ARIMS II Version: 3.0.1359.0

Figure 17 – Detailed Reference Crosswalk