

the media type. Keywords will describe the content of the folder and are used to aid in subsequent searches for the documents. When you are finished assigning keywords, click **Submit** and you are done. You cannot create AO (sub-folders) for electronic records; it is not necessary, since the ARIMS provides full-text search capability for all electronic records stored in the system.

RM-Assist: Create Multiple Folders – Names Added For Hard Copy Records

1. To create “Multi-Part Folders” or folders that all have the same name, you must first have the **Hard Copy** check box selected. Select the **Multi-part** checkbox, enter the number of folders to be created into the **Count** text box field, and select whether or not you wish to display the “count” or number of folders in the folder name.
2. Review the list of folders to be added, delete any that are not correct, and then click **Submit**.
3. If you are creating hard copy folders, the **Print Labels** screen will be displayed.

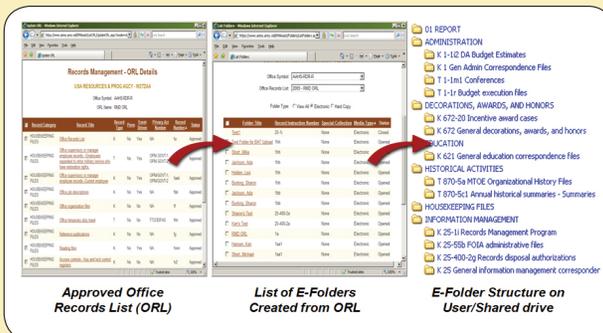
➤ Print New Labels

To print **Folder Labels**, click the **RM-Assist** tab → then select **Folders** → then **List Folders**. On the **List Folders** screen, select the **Office Symbol** and **ORL**, click the **Hard Copy** button so only hard copy folders are selected. Click the checkboxes next to folders for which you wish to print labels → then click the **Print Label** button. The **Print Label** screen is displayed. Two labels are created: one label shows the record number and title information for the folder, and the second label has a barcode used to track the folder through its life cycle if it is a T-Code record instruction. Both labels are to be placed on the folder. Click the **Create** button to generate a PDF file of the labels to print and the use the printer icon to print out the labels. Margins on all four sides should be set at 0.25 inches. Do not exit the screen until you have checked the printed labels.

***** If you leave the screen, you will not be able to reprint the labels *****

➤ Using the BULK ARCHIVE TOOL (BAT)

You must already have an approved ORL and electronic folders created to use the BAT. The BAT is located under the **RIPS** (Records Input Processing Subsystem) tab → **Electronic Records** option. The BAT will set up the electronic folders you created, on an individual/shared drive that you designate, or in your MS Outlook Email System. You can then drag and drop electronic records into these folders, then upload mirror images including all metadata into the ARIMS/ARIMS-C Army Electronic Archive (AEA) for secure long-term storage. Please see the BAT User’s Guide under the Popular Downloads



The BAT creates a folder structure on a user’s local drive, a shared drive, or in the email system that mirrors the e-folder structure defined by a specific Office Records List (ORL).

Link on the ARIMS Homepage for more details.

- NOTE: Only electronic records with Transfer (T-Code) record instructions are uploaded to the ARIMS/ARIMS-C AEA. The Keep (K-Code) records must be managed locally.

Master Index Search

The Master Index Search provides dropdown pick lists for ACOM/ASCC/DRU, Unit, and Office Symbol, followed by radio buttons to specify the record media type.

- NOTE: It can take up to 24 hours for records to be indexed in the system. See the **List Folders** option under the **RM-Assist** tab for immediate access to the **uploaded** records.

1. To begin a search for records, click on the **Master Index** tab → then select **Search**.
 2. You may search by using any combination of the following fields. If no text is entered in the **Subject** field, the folder and document checkboxes are ignored. If text is entered in the **Subject** field, the folder and document checkboxes are both searched together. If **Record Type** is used and the **ALL** checkbox is not checked, you cannot search on the **Event** and **Calendar**, or the **Permanent** and **Time-Based** options at the same time. If the **Date Submitted Range** is used, it must contain a beginning date, but the ending date is optional. You cannot enter an ending date without a beginning date.
- Optional – Select an **ACOM/ASCC/DRU**, **RHA**, and/or **Unit** from the dropdown lists to narrow the search.
 - Click the **Electronic Records** or **Hardcopy Records** option to search for a specific record media type, or use the default **ALL Records** to search the whole index.

Users are invited to send comments and suggested improvements to records@conus.army.mil.

ARIMS

Quick Reference Guide



Special Guide for AO and RC Users

February 19, 2010

AO = Action Officer. *Is responsible for managing the records he/she creates or receives on behalf of the Army that are used for office business operations. An AO can use ARIMS/ARIMS-C to create a draft or proposed Office Records List (ORL) to categorize the records created in his/her office.*

RC = Records Coordinator. *Serves one or more office/unit and usually acts as liaison between the office/unit and the servicing Records Manager and/or Records Holding Area Manager, prepares ORLs, coordinates the transfer of long-term/permanent records to the AEA/RHA, resolves indexing problems, and serves as POC for access and release of the office/unit records stored in the system for which he/she is responsible.*

New User Registration

Users register with ARIMS/ARIMS-C using their AKO/AKO-S credentials (username and password). Registrants with valid AKO/AKO-S accounts not requiring sponsorship are processed instantly.

Categories of users who do not require sponsorship are: Active Army, Army Reserve, Individual Ready Reserve, Army National Guard, DA Civilians, and Non Appropriated Funds (NAF) DA Civilians.

➤ NOTE: Army Reserve and Individual Ready Reserve with no UIC assignment will need a sponsor.

User categories that require sponsorship include: Army contractors, Local Nationals, members of other military services and DoD and civilian agencies, etc.

New ARIMS/ARIMS-C User Registration Not Requiring Sponsorship

How to register in ARIMS/ARIMS-C:

1. On the ARIMS/ARIMS-C home page, use the **CAC Login/AKO-S USERNAME/ PASSWORD** fields to enter your user name and password.
2. Log in from the **User Log-in** to get to your **User Profile** page → select the **Account Admin** tab from the upper navigation menu → and then the **Profile** link from the dropdown menu options to get to the **Profile** page.

ARIMS Sponsor Requirements

An ARIMS sponsor must:

- Be registered in AKO under the UIC where records you submit to ARIMS are to be assigned. ARIMS will use the AKO sponsor's UIC as your UIC assignment.
- Possess a "Full" account in AKO with one of the following codes: Active Army (AA), Army Reserve (RE), National Guard (NG), Dept of the Army Civilian (DA), or NAF DA Civilian (NF).

Identifying Your Records Manager

- Login with your CAC/User Name/Password. Under **Popular Links** section on the ARIMS Homepage → select the **My Profile/My Records Manager** link.

Unit Access Request (Multi-Hatted Users)

Some users have recordkeeping responsibilities for more than one Army organization. ARIMS/ARIMS-C only allows the registered user's profile to reflect the user's official unit of assignment as provided in AKO/AKO-S; however, a user will be able to select other units for which he/she can perform recordkeeping duties. You must already be a registered user in ARIMS/ARIMS-C to be able to support multiple organizations.

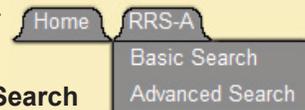
1. To submit a request for access to another unit/office symbol, select **Account Admin** from the upper navigation menu → select **Access Request** → select **Unit Access Request**.
 2. The **Unit Access Request** page allows users to request access to other units or to additional office symbols within the same unit. Requesters will be notified of access approval or denial via email. Users needing access to more than 10 units/office symbols may submit their request via an Online Help Desk ticket.
- NOTE: A request is automatically denied after 30 days if no one has approved it. You will need to submit another request if no action is taken within the 30 day timeframe.

Use the select **ACOM/ASCC/DRU** → select **Unit** → select **Office Symbol** from the pull-down menus to choose the unit and office symbols for which you need to perform recordkeeping duties and then select the user role and enter a **Reason for the Request** in the narrative box → and then click the **Submit** button at the bottom of the page.

Records Retention Schedule-Army (RRS-A) Basic Search

The Basic Search screen for the RRS-A allows you to search for record instructions by Keyword, Regulation Number, or Record Category, combined with Record Type.

1. To start a new search, click the **Reset Form** button at the bottom of the page. If you choose to browse the Record Categories, you can sort the list either by number or description. For more information about disposition codes, click the **Explanation of Disposition Codes** link.
2. To search by Regulation Number, enter the **number only** of the Army Regulation or other directive in the text box, select a record type, and click the **Submit Search** button at the bottom of the page. For example, entering "25-1" will search for all record instructions pertaining to AR 25-1.



RRS-A Advanced Search

The Advance Search contains all of the same search fields that are available in the Basic Search function with the following additional fields: Record Number, Record Title, Privacy Number, and Disposition Authority. You can search using any combination of the fields. To start a new search, click the **Reset Form** button at the bottom of the page.

RM-Assist: Create Office Records List (ORL)

An Office Records List (ORL) contains the list of record instructions for which an office creates the records and is responsible for. **Only one ORL can be created per office symbol per year.** Each record instruction in the ORL must be approved by your Records Manager. You can create an ORL from **scratch**, **copy** an existing ORL, use a **template**, or use a **library** of pre-built ORLs.

Creating an **ORL from scratch** or updating one works with the RRS-A Basic Search function. After locating the applicable record instructions for your office's records, simply select them using the check boxes next to the record title for entry to the Draft ORL. Once you are finished entering all of the record instructions to the ORL, use the **Submit as Proposed** button to send it to your Records Manager for approval. For step by step instructions on creating ORLs see page 30 of the ARIMS User Guide under the Popular Links section on the ARIMS Homepage.

Using the **Create ORL by Copy** function causes the ORL to retain the previous year ORL status for the new year—that is Approved, Proposed, or Draft. Check with your Records Manager before using this function if changes need to be made to an approved ORL.

RM-Assist: Creating Folders – Electronic or Hard Copy

You may only create folders based on approved record instructions within the ORL of the office symbol for which you are performing recordkeeping tasks.

- NOTE: The default for creating folders is electronic. If you are creating folders for hard copy records, you must have the **Hard Copy** check box selected.

1. To create a folder, select the **RM-Assist** tab on the upper menu → select **Folders** → select **Create Folders** from the drop-down menu.
2. Select the Office Symbol and ORL for which you wish to create a folder. Select the appropriate record instruction and enter a name for the new folder. To create multiple folders, enter additional names, with one name per line. If you want to use the record instruction titles for the folder names, leave the **Names of New Folders** box empty. Click on the **Add Folders** button and then **Submit** them to the system.
3. You may also create AO (sub-folders) for hard copy folders by selecting **Folders** → and **List Folders** from the dropdown options. Click the title of a folder to view the **Folder Details** screen → then click the **Create AO Folder** button at the top of the page to display the **Create AO Folder** screen → then enter a folder name, keywords for indexing, and select