

**United States Army Records Management and
Declassification Agency (USARMDA)**

**Army Records Information Management System
(ARIMS) User's Guide
Version 3.5**



Prepared by



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1 Overview

The ARIMS/ARIMS-C system is designed to provide enhanced capabilities for authorized users to create, maintain, transfer, locate, and retrieve official Army records, to include tracking documents stored in Army Records Holding Areas (RHAs) and in the Army Electronic Archive (AEA). Its web-based toolset helps the Action Officer (AO), Records Coordinator (RC), Records Manager (RM), Records Holding Area Manager (RHAM), and Records Administrator (RA) ensure that long-term and permanent records of the Army are kept in compliance with the law and that those records are securely stored and retrievable only by authorized personnel. Functionality of the entire system is focused on minimizing the workloads of users at all levels involved in the record keeping process.

The purpose of this guide is to define the key features of ARIMS/ARIMS-C and give users a better understanding of how to navigate and operate the system. The guide is divided into sections; each one describes a specific ARIMS/ARIMS-C module, so that it is easier to follow and understand. Each section contains a series of sample screenshots to demonstrate a capability or functionality.

Authentication/Validation of Users by the Army Knowledge Online (AKO) or AKO-Secret (AKO-S)

Users enter their AKO/AKO-S Usernames and Passwords when first registering with ARIMS/ARIMS-Classified (ARIMS-C) by clicking on the Go to the AKO/AKO-S site link on the home page. The AKO/AKO-S provides ARIMS/ARIMS-C with much of the user profile information, including the category of user to which they belong and to which unit/organization they are officially assigned. The AKO/AKO-S also notifies ARIMS/ARIMS-C when a user transfers to another unit or separates from the Army. This notification helps to ensure that records submitted to the ARIMS/ARIMS-C AEA are associated with the correct unit and are only accessible to those who are authorized.

Questions about this guide or how to use ARIMS/ARIMS-C should be sent to the Online Help Desk via the **Help/Downloads** tab at the top of each page or the link at the bottom of each page on the ARIMS website at <https://www.arims.army.mil>. Inquiries about the ARIMS-C website at <http://www.arims.army.smil.mil> must be sent to the unclassified ARIMS website with reference to the ARIMS-C site but not include any classified information in the inquiry itself.

2 System Requirements

ARIMS/ARIMS-C requires Microsoft Internet Explorer 6.0 to function properly.

Internet Explorer 7.0 will be supported for all functionality; however screens may be displayed somewhat differently.

3 Security and Roles

ARIMS/ARIMS-C provides the security necessary for official Army records in order to prevent unauthorized access to and retrieval of sensitive information or information subject to the Privacy Act.

The access level in the registration profile determines which ARIMS/ARIMS-C features are available to the user. All new registrants are initially granted AO level access, which permits the use of many ARIMS/ARIMS-C features. However, if a user's records management duties require a different level of access, authorization must be obtained from the records management chain of command. Authorization must come from at least one level higher than the level requested. For example, to obtain RC level, authorization must come from the RM; to obtain RM or RHAM level access, authorization must come from the organization's RA. Requests for higher authorization levels should be sent to the Online Help Desk. You must already have an appointment memo/order on file with the USARMDA (See para 8-2e(3), AR 25-1) to be approved for RA level access.

AO = Action Officer. An AO is responsible for managing the records he/she creates and/or receives on behalf of the Army that are used for office/unit level 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, and then use the list to identify records sent to the AEA or to an RHA for secure long-term storage. (See [para 8-2e\(7\)10, AR 25-1](#)).

RC = Records Coordinator. An RC serves one or more office/unit and usually acts as liaison between the office/unit and the servicing RM and/or RHAM, 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. (See [para 8-2e\(7\)9, AR 25-1](#)).

RM = Records Manager. An RM is appointed in writing and serves at the subordinate command level or on the installation garrison staff with command-wide or garrison-wide records management responsibilities. An RM has approval authority for AOs requesting RC privileges. An RM also approves proposed ORLs and serves as POC for the access and release of stored records for which he/she is responsible. (See [paras 8-2e\(4\), 8-2e\(6\), and 8-2e\(7\), AR 25-1](#)).

RHAM = Records Holding Area Manager. An RHAM manages and directs the operations of an RHA facility. An RHAM may also perform the same duties and have the same access privileges as an RM if he/she is approved by the ACOM/ASCC/DRU RA. (See [para 8-2e\(7\)\(f\), AR 25-1](#)).

RA = Records Administrator. An RA is appointed in writing and serves on the Army Command/Army Service Component Command/Direct Reporting Unit

(ACOM/ASCC/DRU) or Army Staff (ARSTAF) level with command-wide records management program responsibilities. An RA has approval authority for AOs and RCs requesting RM or RHAM privileges. An RA may approve ORLs and serves as POC for the access and release of stored records for which he/she is responsible. (See [para 8-2e\(3\), AR 25-1](#)).

FOIAO = Freedom of Information Act Officer. A FOIA Officer functions as an AO in almost all aspects. The difference between an AO and a FOIA Officer is that the FOIA Officer has permission to look at any record for an ACOM/ASCC/DRU.

INDEXER. An indexer functions as an AO in almost all aspects. The difference between an AO and an Indexer is that an Indexer will have permissions to archive records for any office symbol within an ACOM/ASCC/DRU.

Multi-hatted users: Although users may only be registered under one account in ARIMS/ARIMS-C, which is authenticated by the user's AKO/AKO-S account information upon each login, some users are responsible for other offices/units outside their normal functional organizational chain. ARIMS/ARIMS-C allows such multi-hatted users, but the process is not automatic. If users do not currently have access to all units needed to perform their records management duties, they may be granted access to other units. They may use the ARIMS/ARIMS-C menu to request access to another unit or office symbol. See Section 5.4.6 for details.

4 Basic Functionality

ARIMS/ARIMS-C basic components consist of those functions that are available to anyone who is not logged into ARIMS/ARIMS-C. The Records Retention Schedule – Army (RRS-A) search features, including listing updated instructions and exporting to PDF or XML, and information in the Help/Downloads area are available to the general public. The Help/Downloads menu provides access to the Online Help Desk, Frequently Asked Questions (FAQs), the User's Guide, and Online Video Tutorials. Basic functionality also includes information on obtaining access to ARIMS/ARIMS-C.

4.1 Department of Defense (DoD) Notification

Upon logging in to ARIMS/ARIMS-C, the user is presented with the required DoD Notification before access is allowed to the main site. To accept the terms and conditions, click the hyperlink at the bottom of the page, as shown in Figure 1 below.

UnClassified

ARIMS
Army Records Information Management System
U.S. ARMY

ARMY RECORDS INFORMATION MANAGEMENT SYSTEM DISCLAIMER

ATTENTION: THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:
The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

[Proceed to ARIMS.ARMY.MIL Homepage](#)

[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 1. DoD Notification

4.2 ARIMS/ARIMS-C Home Page

The ARIMS/ARIMS-C home page provides a guest or non-registered user with introductory information about the website and the public-use areas. To return to the home page from any other ARIMS/ARIMS-C module, click the **Home** tab located at the top of each page. Links on the Home page, seen in Figure 2 below, provide quick access to other important Army sources. The Home page displays frequently-used links and downloads, plus current announcements.

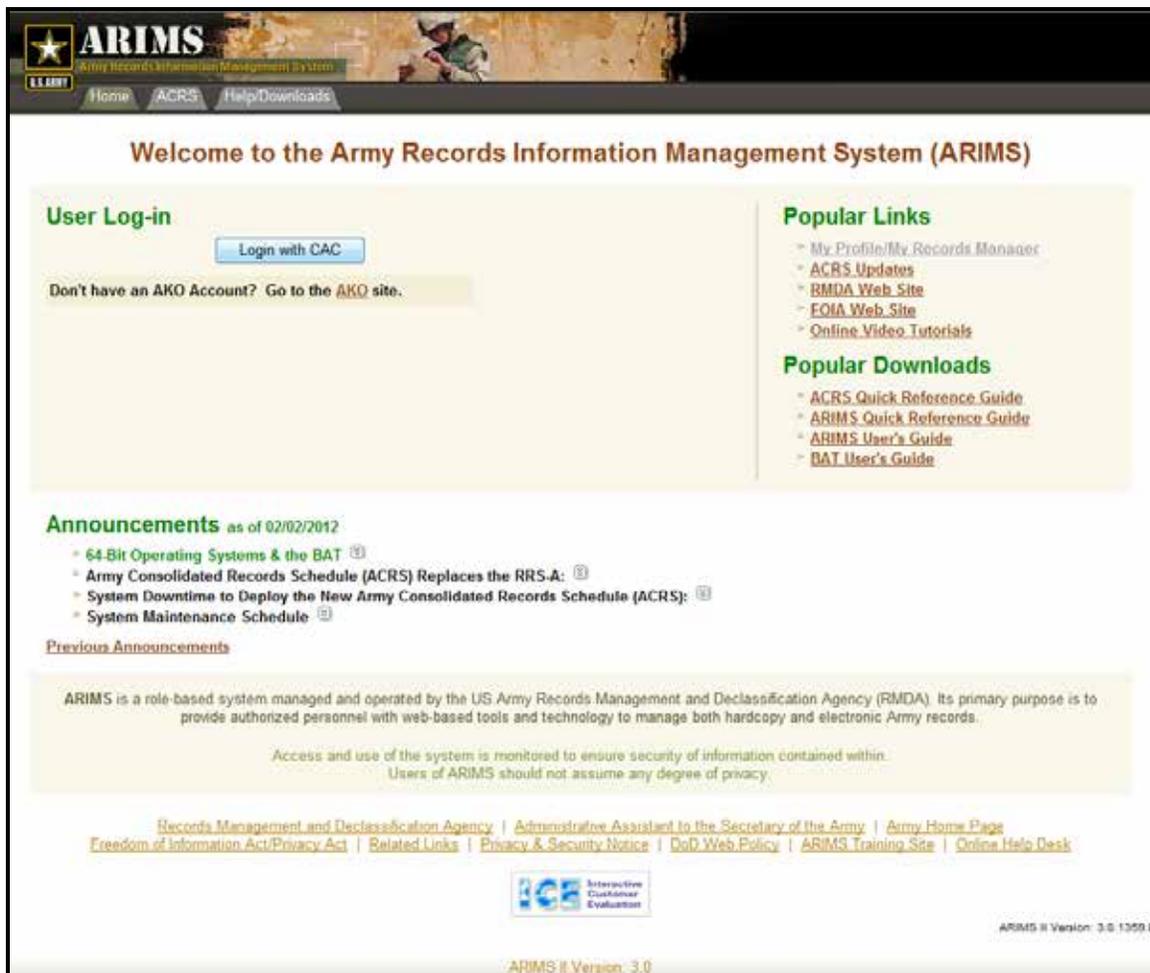


Figure 2. ARIMS/ARIMS-C Home Page

4.3 Records Retention Schedule—Army (RRS-A)

The Army Records Retention Schedule (RRS-A) includes all National Archives and Records Administration (NARA)-approved retention and disposition information for Army records. The RRS-A component of ARIMS/ARIMS-C allows both registered and unregistered users to search for record instructions.

4.3.1 RRS-A Basic Search

The Basic Search screen for the RRS-A allows you to search by Keyword, Regulation Number, or Record Category, combined with Record Type. The Basic Search screen is shown below in Figure 3.

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

All users may search the Army Records Retention Schedules, which are a component of the Army Records Information Management System (ARIMS). The Records Retention Schedules reflect all National Archives and Records Administration approved retention and disposition information for Army records.

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

Search by Keyword

Keyword:

Search within Record Instruction Category

OR

Search by Regulation Number

Regulation Number:

OR

Browse by Record Category

Record Category:

Sort list by:

Number Description

AND

Record Type

Event Calendar Any

Permanent Time based Any

Transfer Keep Rescinded Superseded Unscheduled Any

[Explanation of Disposition Codes](#)

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 Instruction Category is checked, the category title and category 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.).

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 # Version: 3.0.784.1

Figure 3. RRS-A – Basic Search

- To start a new search, click the **Reset Form** button. 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.

- To search by Keyword, enter a keyword that you expect to be in the instruction title or description. If *Search Within Record Instruction Category* is checked, the category title and category description will also be searched. As an example, you can search for all record instructions containing the keyword “audit” (also searching within the record instruction category), as shown in Figure 4 below.

UnClassified

ARIMS
Army Records Information Management System

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

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

All users may search the Army Records Retention Schedules, which are a component of the Army Records Information Management System (ARIMS). The Records Retention Schedules reflect all National Archives and Records Administration approved retention and disposition information for Army records.

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

Search by Keyword

Keyword:

Search within Record Instruction Category

OR

Search by Regulation Number

Regulation Number:

OR

Browse by Record Category

Record Category:

Sort list by:

Number Description

AND

Record Type

Event Calendar Any

Permanent Time based Any

Transfer Keep Rescinded Superseded Unscheduled Any

[Explanation of Disposition Codes](#)

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 Instruction Category is checked, the category title and category 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.).

[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](#)

 **Interactive Customer Evaluation**
 ARIMS Version: 3.0.784.3

Figure 4. RRS-A – Basic Search Example

- To search by Regulation Number, enter **the number only** of the AR, DA PAM, 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 “25-400-2” will search for all instructions pertaining to AR 25-400-2.

- To browse by Record Category, select the record category from the drop-down window, use the radio buttons to determine how the list will be sorted, and select a record type.

4.3.2 RRS-A Search Display

Once you perform a search, you will see a screen similar to Figure 5 below. This screen displays all of the record instructions that match your search criteria. You may sort the results list by clicking on any column header.

The screenshot shows the ARIMS RRS-A Search Results page. At the top, there is a navigation bar with 'Home', 'RRS-A', and 'Help/Downloads'. Below the navigation bar, the page title is 'RRS-A Search Results'. A message states: 'From here you may view the results of your search, add additional keywords to be used within the search, or return to the search criteria.' There is a 'Return to Search Criteria' button and a search input field with a 'Go' button. Below the search input, it says 'Enter keyword criteria to search within the search results.' The main content is a table of search results. The table has a header row with the following columns: Record Category, Record Title, Record Type, Duration, Permanent Record, Event Driven, Privacy Act Number, Record Number, and Date Added. The table contains 7 rows of data. At the bottom of the page, there are links for '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', and 'Online Help Desk'. There is also a logo for 'Interactive Customer Evaluation' and the text 'ARIMS II Version: 3.0.784.3'.

Record Category	Record Title	Record Type	Duration	Permanent Record	Event Driven	Privacy Act Number	Record Number	Date Added
PROCUREMENT	Controlled materials audits (Superseded, use RN 715-5g1 or 715-5g2, whichever applies)	Superseded	0	No	No		715-5g	1/13/2005 4:21:42 PM
PROCUREMENT	Controlled materials audits	Transfer	5	No	No	NA	715-5g1	1/13/2005 4:21:42 PM
PROCUREMENT	Controlled materials audits - Offices other than office performing Army-wide responsibility	Keep	2	No	No	NA	715-5g2	1/13/2005 4:21:42 PM
PROPERTY ACCOUNTABILITY	Stock record account authorization controls	Keep	0	No	Yes	NA	735-5b	10/17/2005 10:27:19 AM
PROPERTY ACCOUNTABILITY	Installation property accounts	Keep	0	No	No	NA	735-5f	10/17/2005 10:22:03 AM
MAINTENANCE OF SUPPLIES AND EQUIPMENT	TMDE Technical Measurements Audits	Keep	0	No	Yes	NA	750-43g	10/17/2005 1:24:34 PM
CORPS OF ENGINEERS CONTRACTS	Civil Works construction and maintenance contracts - except environmental issues and contracts appealed to the Board of Contract Appeals	Transfer	6.25	No	Yes	NA	1180-1-1q1	1/13/2005 4:21:42 PM

Figure 5. RRS-A – Search Results – Summary

For example, to sort the results list by type, click the **Record Type** column name and the results will be re-sorted in ascending order. If you click the **Record Type** column again, the results will be re-sorted in descending order. Sorting may be particularly helpful when searching for a specific record number.

For searches that return numerous matches, you can page through the results by clicking the Page Number links located at the left margin at the top and bottom of the screen.

To further narrow down the results, you can perform a search within your results, as seen in Figure 6 below. In this example, the keyword “ammu” was typed into the **Keyword Search within Results** text box and the search was submitted by clicking the **Go** button. The results will show all matches that begin with the letters “ammu” anywhere in the record instruction, as shown in Figure 6. Specific instruction details can be viewed by clicking the underlined “Record Title”. (See Section 4.3.4.)

The screenshot shows the ARIMS RRS-A Search Results page. At the top, there is a navigation bar with the ARIMS logo and links for Home, RRS-A, and Help/Downloads. Below the navigation bar, the page title is "RRS-A Search Results". A message states: "From here you may view the results of your search, add additional keywords to be used within the search, or return to the search criteria." There is a button labeled "Return to Search Criteria". Below this, there is a search box with the text "Keyword search within results: ammu" and a "Go" button. A message below the search box says "Enter keyword criteria to search within the search results." Below the search box is a table with the following data:

Rec. Category	Record Title	Record Type	Duration	Permanent Record	Event Driven	Privacy Act Number	Record Number	Date Added
INVENTORY MANAGEMENT	ARDEC Ammunition Accountability System Master File	Keep	0	No	Yes	NA	710-2ee	10/14/2005 10:05:54 AM
INVENTORY MANAGEMENT	ARDEC Ammunition Accountability System (AMMO System) Outputs and Reports	Keep	0	No	No	NA	710-2ff	10/14/2005 9:44:33 AM

At the bottom of the page, there are several links: "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", and "Online Help Desk". There is also a logo for "ICE Information Customer Evaluation" and the text "ARIMS II Version: 3.0.714.3".

Figure 6. RRS-A – Search – Refined Results

To start a new search, click **Return to Search Criteria**, and then click **Reset Form**.

4.3.3 RRS-A Advanced Search

The Advanced Search refines your search more efficiently than the Basic Search, but you must know the exact information for which you are searching. You should use the Basic Search function if you are searching for an instruction based on a concept or keyword, rather than particular information about a specific instruction.

The results from the Advanced Search include only record instructions that meet the criteria you specified. Advanced searches may be performed using any combination of Keyword, Regulation Number, Record Category, Record Information, and Record Type.

The Advanced Search lets you use multiple fields within each OR group. The results contain the record instructions that match the combined criteria of any OR group; if more than one OR group is used, the results contain the record instructions that match the criteria of any OR group.

The Advanced Search form is shown below as Figure 7.

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

All users may search the Army Records Retention Schedules, which are a component of the Army Records Information Management System (ARIMS). The Records Retention Schedules reflect all National Archives and Records Administration approved retention and disposition information for Army records.

You may search using any combination of Keyword, Regulation Number, Record Type, or Record Category. The fields within each OR group are ANDed together, and each OR group is ORed together. To start a new search, click the **Reset Form** button.

Search by Keyword
Keyword:

Search by Regulation Number
Regulation Number:

Browse by Record Category
Record Category:
Sort list by:
 Number Description

Record Information
Record Number:
Record Title:
Privacy Act Number:
Disposition Authority:

Record Type
 Event Calendar Any
 Permanent Time based Any
 Transfer Keep Rescinded Superseded Unscheduled Any

Explanation of Disposition Codes

Hints for Searching

- The Advanced Search lets you use multiple fields within each OR group.
- The results contain the record instructions that match the combined criteria of any OR group.
- If more than one OR group is used, the results contain the record instructions that match the criteria of any OR group.
- An instruction that matches the criteria of more than one OR group will only be shown once.
- The system will not search on an OR group unless it is expanded when the Submit button is clicked.
- Each additional OR group must be expanded in order to be reset.
- The search engine will not properly search phrases containing common "noise words" (and, or, not, as, etc.).

Records Management and Declassification Agency | Administrative Assistant to the Secretary of the Army | Army Home Page
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ARIMS 3.0.704.3

Figure 7. RRS-A – Advanced Search

4.3.4 Record Instruction Detail

1. The **Record Instruction Detail** screen gives more information than that provided on the RRS-A summary search screen. Clicking on the Record Title, as shown in Figure 5 and Figure 6, will display the detailed information for the Record Instruction, as shown in Figure 8.
2. Click **Close** to return to the search results screen.

Record Instruction Details

To print Record Instruction Details, change your print preferences to print by Landscape.

Record Category	HOUSEKEEPING FILES
Category Description	These files relate to the housekeeping operations within any office in the Army. They do not relate to the functions or mission of an office. These files accumulate because of the daily administration of an office and its personnel. Housekeeping files must be maintained separately from files documenting the functions or mission of an office. These files may be kept decentralized in each office, centralized in one office, or a mixture of both depending on what is best for each activity.
Record Number	1e
Record Title	Housekeeping instructions
Record Description	Memorandums or instructions dealing with the office internal administrative procedures. (This file number does not apply to instructions concerning an office functions or mission)
Record Type	Keep
Disposition	KEN. Event is when superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Disposition Status	Active
Disposition Authority	NC-AU-75-19
Additional Disposition Authority	None
Prescribing Directives	None
Privacy Act Number	NA
Permanent Record	No
Event Driven	Yes
Event Description	supersession or obsolescence
Year Type	Calendar
Duration	0

Figure 8. RRS-A – Record Instruction Details

3. RRS-A Systems Administrators will also see an **Edit** button on this screen, shown in Figure 9, so that they may edit the Record Instruction.

Event Description	
Year Type	Calendar
Duration	0

Figure 9. RRS-A – Record Instruction Detail – RRS-A Administrators

- If an administrator clicks the **Edit** button, the **Update Record Instruction** screen is displayed, as shown in Figure 10.

Update Record Instruction

Record Category: 1H - HOUSEKEEPING FILES Sort list by:
 Number Description

Record Title: Office supervisory or manager employee records -Current emp

Record Instruction Number: 1aa4 *

Disposition Status: Active

Description: Information pertaining to each civilian employee, covering essentially the same

Disposition: KEN. Event is when individual documents are superseded or no longer applicable.

Disposition Authority: GRS 1, item 18

Disposition Authority 2:

Disposition Authority 3:

Privacy Act Number: OPM/GOVT-1, OPM/GOVT-2

Duration: 0 *

Prescribing Directive 1:

Prescribing Directive 2:

Prescribing Directive 3:

Prescribing Directive 4:

Prescribing Directive 5:

Record Type: Transfer Keep Superseded Rescinded

Permanent Record: Yes No

Year: Calendar Fiscal

Event Driven: Yes No

Event Description: individual documents are superseded or no longer applicable

* Required Field

Figure 10. RRS-A – Update Record Instruction – RRS-A Administrators

- When finished making changes to the record instruction, click **Submit**. If the update was successful, the message **Record Instruction Updated Successfully** is displayed.

4.3.5 List Updated Record Instructions

This screen allows users to see which record instructions have been changed, but not yet applied. The list includes record number, name, and date changed, as shown in Figure 11.

Unclassified

ARIMS
Army Records Information Management System

Home RRS-A Help/Downloads

List Updated Record Instructions

This is a list of all the Record Instructions which have been changed within the past 100 days. This is based on the date that the modifications were made publicly available.

All users may view this list. Details concerning the Record Instruction are available by clicking on the Record Title.

Record Number	Record Title	Date Updated
40-66a	Health records	1/12/2009 7:44:52 AM
715k1	Contract actions - other than environmental contracts: Contracting Officers	1/30/2009 1:05:30 PM
738-751b	Maintenance requests	2/3/2009 8:42:34 AM
608-18a1	Family Advocacy Case Records (Met Criteria)	2/19/2009 8:41:23 AM
25-1ppp3	Life Cycle Management of Information Management Systems - Nontactical, Office of Major command and subcommand headquarters, Records relating to CONUS facilities or installations. (Rescinded)	3/30/2009 8:53:21 AM
25-1ppp4	Life Cycle Management of Information Management Systems - Nontactical, Office of Major command and subcommand headquarters, Records relating to OCONUS facilities or installations. (Rescinded)	3/30/2009 8:55:14 AM
25-1ppp5	Life Cycle Management of Information Management Systems - Nontactical, Office of Major command and subcommand headquarters, Records relating to disapproved requirements in CONUS and OCONUS. (Rescinded)	3/30/2009 8:56:36 AM
25-1ppp2	Life Cycle Management of Information Management Systems - Tactical, Office of Major command and subcommand headquarters (Rescinded)	3/31/2009 7:40:31 AM
10-1-7a	Survey reports (Superseded: use RN 1105-2-100a)	4/2/2009 1:10:48 PM
200-1k	Resources conservation programs, goals, and schedules	4/16/2009 2:54:55 PM
200-3a	Resources conservation programs, goals, and schedules (Superseded: use RN 200-1k)	4/16/2009 3:02:55 PM
200-1m	Timber disposal files	4/17/2009 7:09:10 AM
200-3b	Timber disposal files (Superseded: use RN 200-1m)	4/17/2009 7:13:27 AM
200-1n1	Wildlife management plans and implementations - Cooperative plan agreements	4/17/2009 7:41:38 AM
200-3c1	Wildlife management plans and implementations - Cooperative plan agreements (Superseded: use RN 200-1n1)	4/17/2009 7:44:19 AM
200-1n2	Wildlife management plans and implementations - Licensing documentation	4/17/2009 7:50:22 AM
200-3c2	Wildlife management plans and implementations - Licensing documentation (Superseded: use RN 200-1n2)	4/17/2009 7:52:41 AM
200-1o	Outdoor recreation files	4/17/2009 8:13:42 AM
200-3d	Outdoor recreation files (Superseded: use RN 200-1o)	4/17/2009 8:15:21 AM
200-1p	Land management plans	4/17/2009 8:21:32 AM

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

ARIMS II Version: 3.0.784.3

Figure 11. RRS-A – Updated Record Instructions

4.3.6 Export Record Category List

1. To create a PDF or XML format list of the records in a specified record category, select **RRS-A** on the drop-down menu, and then select **Export Record Category List** to display the **Export Record Category List** screen, as shown in Figure 12.

Figure 12. RRS-A – Export Record Category List

2. Select the record category, and use the radio buttons to specify whether the list is to be sorted by number or description. Then specify how the print category information is to be listed, and whether the output is to be in PDF or XML format. When you are finished, click **Submit** to create the PDF or XML document.

4.4 Help/Downloads

ARIMS/ARIMS-C includes an online help area dedicated to assisting users with questions about functionality. The Help area is divided into five sections: FAQ, Online Video Tutorials, Online Help Desk, Downloads, and Instructions.

4.4.1 ARIMS/ARIMS-C FAQs

The first item under **Help/Downloads** is the ARIMS/ARIMS-C FAQ Page. The ARIMS/ARIMS-C FAQ Page provides answers to some common questions users have about ARIMS/ARIMS-C. This area provides general information about the system, how to gain access to the system, what to do about forgotten passwords, and similar information, as shown in Figure 13.



Figure 13. Help/Downloads – ARIMS/ARIMS-C FAQ

4.4.2 Online Video Tutorials

ARIMS/ARIMS-C includes Online Video Tutorials that serve as step-by-step instructions on how to use the most commonly-utilized features of the ARIMS system. These video tutorials comprise a collection of video tutorial modules, each of which is focused on explaining and instructing the user on a specific part of the ARIMS/ARIMS-C system. Users can work through the video tutorial modules in any order they like, and can repeat going through any video tutorial as often as necessary.

As a follow-up to utilizing the Online Video Tutorials and to engaging in practice on the ARIMS Training Site, users may elect to take the **ARIMS Quiz** which provides an optional certificate of knowledge of ARIMS functionality, the **ARIMS Training Certificate**, which can be obtained after working through the ARIMS Quiz functionality assessment test. To access the Online Video Tutorials as well as the ARIMS Quiz, follow the link on the **ARIMS Home** page → as listed under **Popular Links** (see Figure 2) → to the **Online Video Tutorials** page which is shown in Figure 14.

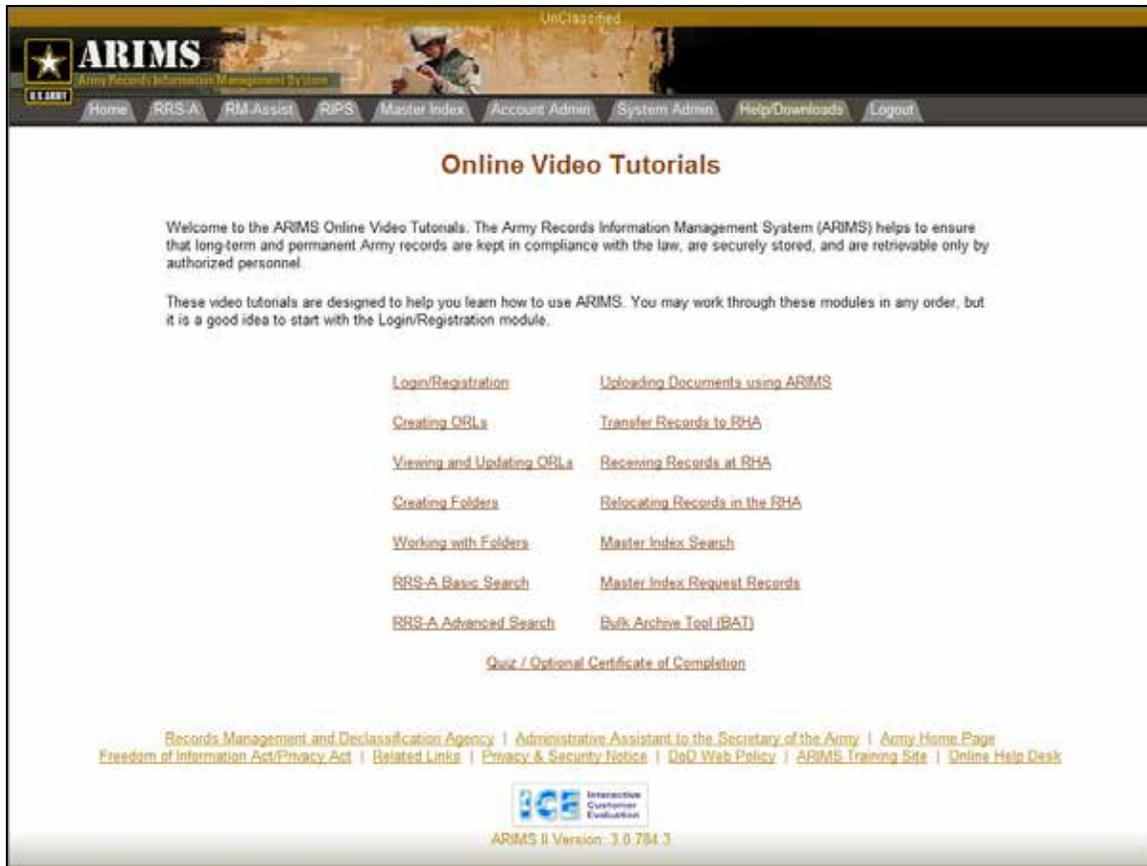


Figure 14. ARIMS Online Video Tutorials and Optional ARIMS Quiz

4.4.3 ARIMS Training Site

The ARIMS Training Site is located at <https://train.arims.army.mil>. The ARIMS Training Site is for records officials who wish to use it to conduct hands-on training sessions with their users or for others who may simply want a place to practice before finalizing their information and transferring records in the live site. The ARIMS Training Site mirrors the functionality of the live ARIMS site and will be kept up-to-date with the latest major changes, except that no email notifications will be sent out and no records that have been uploaded will be stored in the ARIMS AEA. The ARIMS Training Site can be found by clicking on the **ARIMS Training Site** link at the bottom of every page of the ARIMS site.

4.4.4 Online Help Desk

The Online Help Desk, as shown in Figure 15, allows users to submit and track inquiries they have sent to the Help Desk. In particular, users may, without requesting service directly from the support desk personnel, submit an ARIMS help desk ticket (this functionality is not available on ARIMS-C system), check a request ticket by Reference

ID, view a request ticket history, request an auto-confirmation of a request ticket via e-mail, view multiple requests

You can submit an ARIMS/ARIMS-C Online Help Desk ticket either as a guest, or as a logged-in user. A guest is anyone not registered in ARIMS/ARIMS-C or who is having difficulty logging in with his/her username and password. ARIMS-C users must use the unclassified ARIMS to submit a help desk ticket and use unclassified terms to submit their inquiry or to describe their issue.

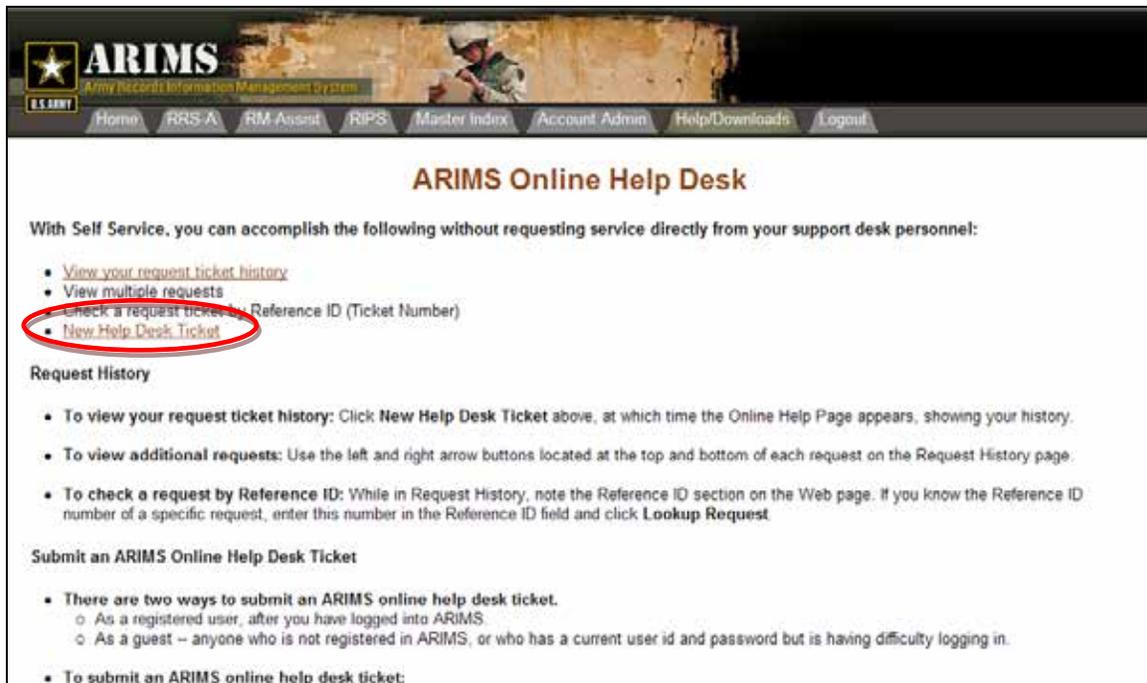


Figure 15. Help/Downloads – Online Help Desk

4.4.4.1 Submitting a New Help Desk Ticket

To submit an ARIMS/ARIMS-C Online Help Desk ticket as shown in Figure 16 below:

1. Click the **New Help Desk Ticket** hyperlink to access the form needed to complete your request.
2. The **New Request** form is displayed. Enter or select the appropriate information for each block.
3. After completing the request, click the **Submit** hyperlink.
4. To exit the ARIMS/ARIMS-C Help Desk, click the **Home** hyperlink or close the window to return to ARIMS/ARIMS-C.

ARIMS
Army Record & Information Management System

Home Search **New Request** Account Information How do I Logout

New Request

Submit

Registered Users

UserID: 7936
 User Type: Action Officer
 First Name: Katharine
 Middle Name:
 Last Name: Ganika
 AKO Email Address: katharine.ganika@usarmy.mil
 MI Email Address: katharine.ganika@usarmy.mil
 USC: WJ13AA
 User Name: katharine.ganika

Address:
 Address: 20 Army Berlejan
 City: Huntsville
 State/Region: Alabama
 Postal Code:
 Country:
 ISN phone: (256)720-7064 x
 Phone: 256-720-7064

Fields with an * are save required
 * Please choose the category that best fits your inquiry.
 Problem/Inquiry*
 * Describe your problem below
 Include information

Created: 3/31/2009 3:26:00 PM

Submit

Figure 16. Help/Downloads – Online Help Desk New Request

4.4.5 Downloads

The Downloads page, as shown in Figure 17, offers several documents to help you take full advantage of the ARIMS/ARIMS-C system.

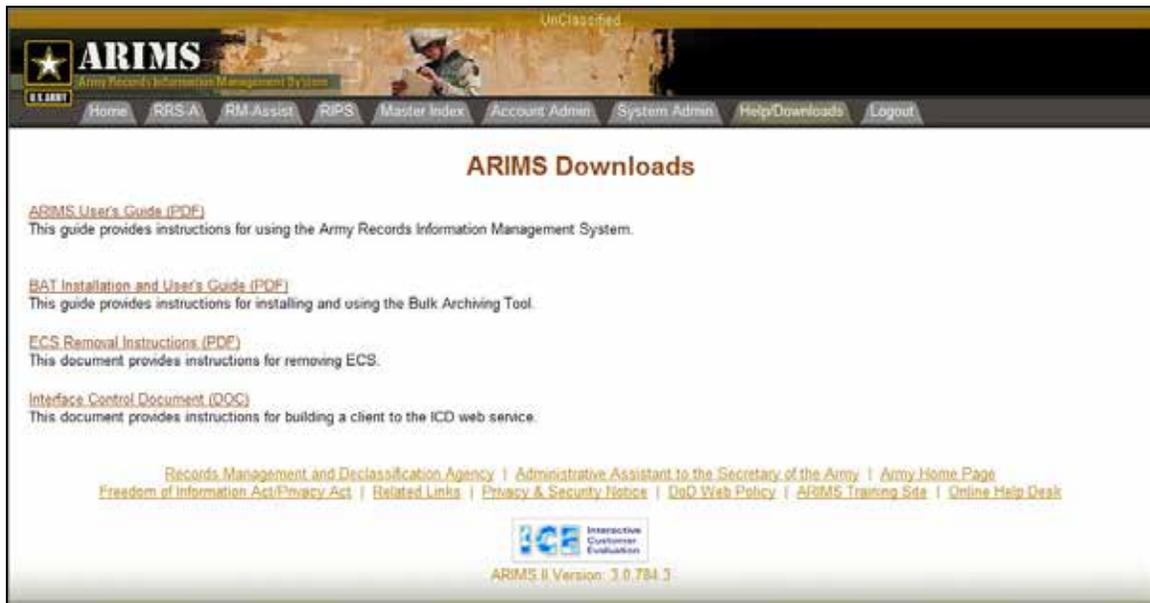


Figure 17. Help/Downloads – Downloads Page

To download a file:

1. Right-click on the hyperlink.
2. On the pop-up menu, select **Save Target As ...**
3. Enter the location where you want to save the file.

4.4.6 Instructions

This section provides documentation to help you understand disposition codes, document uploading and indexing, and records management.

- **Disposition Codes**
This menu selection provides a display of the ARIMS/ARIMS-C Disposition Codes, their meanings, and information on when and how to use them in Record Instructions.
- **Document Upload**
This menu selection provides an overview of the Document Upload function.
- **Records Management Assistance**
This menu selection provides an overview of the Create ORL functions: Creating an ORL from Scratch, by Copying, or from a Template.

4.5 ARIMS/ARIMS-C Login and Logout

To gain access to ARIMS/ARIMS-C, you must request an ARIMS/ARIMS-C user account. You can register for an account by clicking the **AKO/AKO-S** link to start the

registration process. Upon registration, all new users are granted an AO level of access to the system. To change to another user level, a records management official must authorize your new level of responsibility. When the registration process is complete, you can then log into ARIMS/ARIMS-C.

4.5.1 Logging into ARIMS/ARIMS-C

To log into ARIMS from the ARIMS Main page, click **Login with CAC**, as shown in Figure 18.

To log into ARIMS-C, log in with your AKO-S user name and password. The CAC login option is not available on the ARIMS-C site.

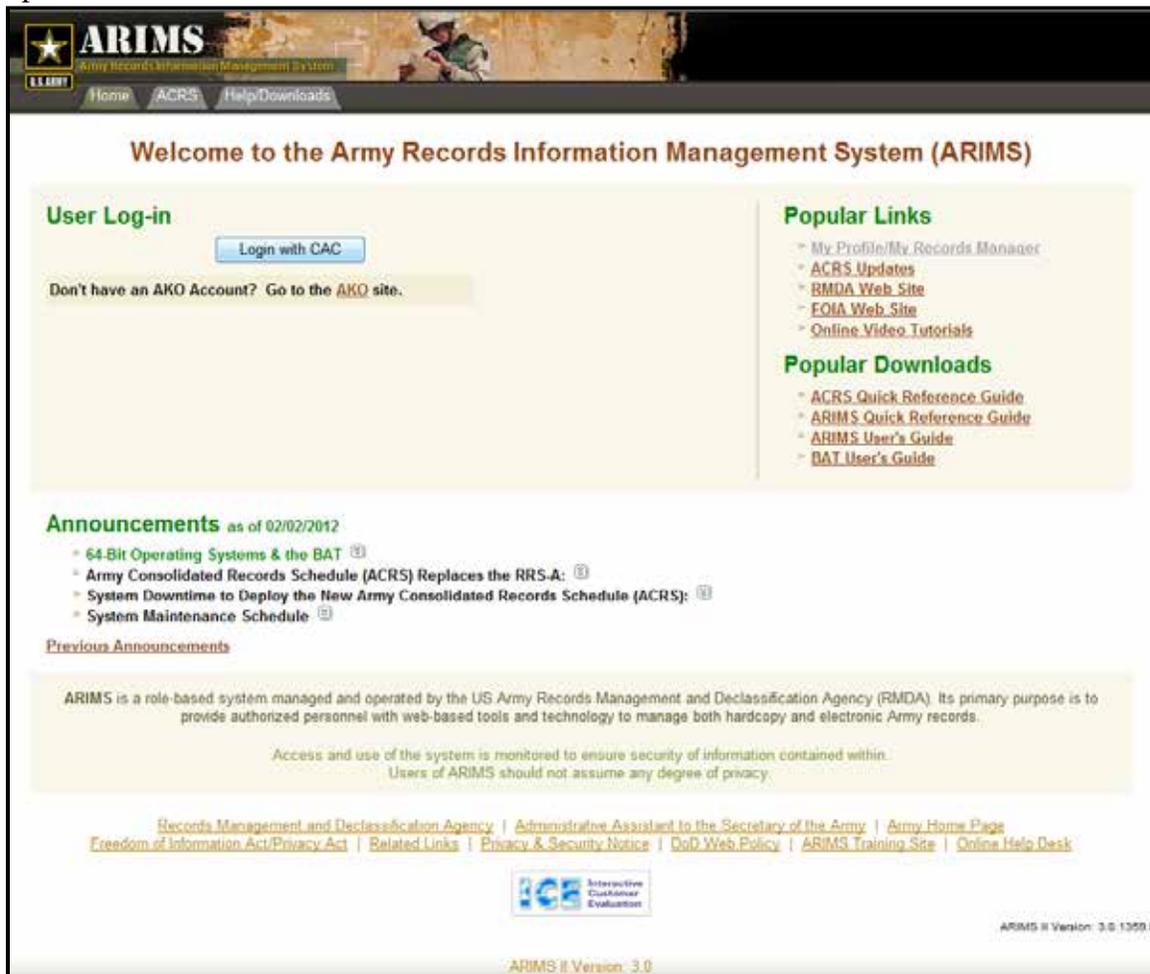


Figure 18. ARIMS – Login Screen

4.5.2 Forgotten AKO/AKO-S Password

In the event you have forgotten your AKO/AKO-S username or password, you can follow a link from ARIMS/ARIMS-C to the AKO/AKO-S web site to retrieve this information. See Figure 19.

How to retrieve your AKO/AKO-S password

1. Click the **Go to the AKO/AKO-S site** link.
2. Follow the AKO/AKO-S instructions for retrieving your AKO/AKO-S password.



Figure 19. ARIMS/ARIMS-C – Army Knowledge Online (AKO/AKO-S)

4.5.3 Logging Out of ARIMS/ARIMS-C

To exit ARIMS/ARIMS-C, click the **Logout** button at the top of any ARIMS/ARIMS-C page, as shown in Figure 20 below. This will close your current session and return you to the ARIMS/ARIMS-C Home page. It is good practice to completely close your web browser after ending a session to ensure that no sensitive information remains in your browser's history. As well, it is good practice to occasionally delete your temporary Internet explorer files to keep your system running at optimum performance.



Figure 20. ARIMS/ARIMS-C – Logout Button

4.6 New User Registration

To utilize much of the functionality within ARIMS/ARIMS-C, new users must register for access and security privileges. During the registration process, a relationship or hierarchy is determined for the applicant relative to unit, office symbol, corresponding records management officials, assigned Records Holding Area (RHA), and unit chain of command records management policy, guidance, and direction.

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. Registrants who must establish an AKO/AKO-S account or need to be approved by a sponsor will not gain immediate access but will receive email notification when their ARIMS/ARIMS-C accounts have been activated.

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

User categories that require sponsorship include: Army contractors, Local Nationals, members of other military services and DoD and civilian agencies, etc. If individuals within one of these categories create, maintain, use, and/or manage Army records, they can be granted access to ARIMS/ARIMS-C by submitting the AKO/AKO-S e-mail address of a valid ARIMS/ARIMS-C sponsor.

4.6.1 New ARIMS/ARIMS-C User Registration not Requiring Sponsorship

The following user categories (as provided by AKO/AKO-S) do not require sponsorship to register in ARIMS/ARIMS-C:

Active Army	Individual Ready Reserves
Army National Guard	Department of the Army (DA) Civilian
Army Reserves	Non-appropriated Funds (NAF) DA Civilian

How to register in ARIMS/ARIMS-C:

1. On the ARIMS/ARIMS-C home page, use the **AKO/AKO-S USERNAME** and **AKO/AKO-S PASSWORD** fields to enter your account name and password.
2. If you do not require sponsorship for ARIMS/ARIMS-C, the first time you log in, the **User Profile** screen appears, as shown in Figure 21.

Alternatively, users may log into ARIMS with a CAC. The CAC log-in option is not available on the ARIMS-C site.

3. Otherwise, to get to your **User Profile** page, you will log in from the **User Log-in** on the ARIMS Welcome Page → select the **Account Admin** tab from the upper navigation menu → and select the **Profile** link from the drop down menu options to be delivered to the **User Profile** page, as shown in Figure 21.

UnClassified

ARIMS
Army Records Information Management System

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

User Profile

Username: john.doe
 Army Account Type: CO
 User Class: RA
 UIC: W313AA
 Unit Name: USA SERV AND OPS AGCY
 Office Symbol: AAHS-RDR-R
 Grade: CTR
 First Name: John
 Middle Name:
 Last Name: Doe
 Address: 1234 Someplace Rd, Washington, DC 20001
 AKO Email Address: john.doe@us.army.mil
 Telephone: 703-555-1212
 DSN Telephone:
 Fax:
 Approval Date: 6/24/2009 10:24:43 AM
 Sponsor Username: sponsor name

Records Administrators		
Name	Email	Phone
Doe, John	john.doe@us.army.mil	703-555-1212

Records Managers		
Name	Email	Phone
Doe, John	john.doe@us.army.mil	703-555-1212

* Required Field

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ARIMS II Version: 3.0.784.3

Figure 21. ARIMS/ARIMS-C Registration – User Profile Screen

4. Review your user information as supplied by AKO/AKO-S.
5. Enter your telephone, DSN, and fax numbers in the applicable boxes. Only the telephone is required.
6. Click **Submit** when you are finished making changes.

4.6.2 Accounts Requiring Sponsorship

ARIMS/ARIMS-C uses the sponsorship process to obtain and track valid unit assignments for certain categories of eligible users, grant them the proper level of access, and identify where records submitted by them belong.

The following user categories (provided by AKO/AKO-S) require sponsorship in order to use ARIMS/ARIMS-C:

- Army Contractor
- DoD Civilian
- US Navy
- US Coast Guard
- Federal Civilian Agency
- USMA Cadet
- ROTC Cadet-Contracted
- ROTC Cadet-Not Contracted
- Local National Employee
- US Air Force
- US Marine Corps
- Army Volunteer
- Homeland Security
- Initial Entry Recruit
- Foreign Officer

NOTE: Sponsors for applicants in one of the above categories must verify that the applicant creates, maintains, uses, and/or manages Army records.

The requirements for an ARIMS/ARIMS-C sponsor differ from those needed to obtain an AKO/AKO-S account. An ARIMS/ARIMS-C sponsor must:

- Be registered in AKO/AKO-S under the same UIC where records you submit to ARIMS/ARIMS-C are to be assigned. ARIMS/ARIMS-C will be using your sponsor's UIC for your UIC.
- Be authorized to grant the applicant privileges to submit, retrieve and open/read the records within ARIMS/ARIMS-C commensurate with his/her approved ARIMS/ARIMS-C access level (for example, AOs can read all records within their UIC/unit level, except those subject to the Privacy Act).
- Possess a "Full" account in AKO/AKO-S. These include Active Army (AA), Army Reserves (RE), National Guard (NG), Dept of the Army Civilian (DA), or Non-appropriated Funds DA civilian (NF).

An ARIMS/ARIMS-C sponsor does not need to be:

- Currently registered in ARIMS/ARIMS-C, although this is highly recommended.
- The user's AKO/AKO-S sponsor
- A Contracting Officer Representative (COR)

To request an ARIMS/ARIMS-C sponsorship:

1. Use the Home page to log in with your AKO/AKO-S Username and Password, or CAC, and then click the **Sign into ARIMS** button. If you do not have access to ARIMS/ARIMS-C, a pop-up window, shown in Figure 22, will be displayed.

Figure 22. ARIMS/ARIMS-C Registration – Sponsorship Request

2. Key in the AKO/AKO-S username of a valid ARIMS/ARIMS-C sponsor.
3. Click **Submit**.
4. An email requesting sponsorship will be sent to the individual whose AKO/AKO-S username was entered in Step 2.
5. When the sponsor completes the online sponsorship agreeing to the terms and conditions of sponsoring you as an ARIMS/ARIMS-C user, you will receive an email notification that your account has been activated.

After activation of the sponsored account, users must enter or select an office symbol for their user profile upon first login. As part of the activation process, only the UIC is inherited for the user, but not the office symbol.

6. If you attempt to log in before your sponsor has completed the online sponsorship, you will receive a notice that the account is not active, and you will be returned to the **ARIMS Sponsorship** screen.

4.6.3 Request a New Sponsor

Users have the capability to change a sponsor by requesting a new sponsor. On the User Profile page, there is a link for requesting a new sponsor entitled “Request New Sponsor”. This option is available for users to facilitate any needs for a new sponsor, including personnel assignment changes and unit reorganizations.

The screenshot shows the ARIMS User Profile page. The page title is "User Profile". The user's information is displayed on the left, including Username: john.doe, Army Account Type: CO, User Class: RA, UIC: W313AA, Unit Name: USA SERV AND OPS AGCY, Office Symbol: AAHS-RDR-R, Grade: CTR, First Name: John, Middle Name: , Last Name: Doe, Address: 1234 Someplace Rd, Washington, DC 20001, AKO Email Address: john.doe@us.army.mil, Telephone: 703-555-1212, DSN Telephone: , Fax: , and Approval Date: 6/24/2009 10:24:43 AM. A red circle highlights the "Request New Sponsor" button next to the "Sponsor Username: sponsor name" field. Below the form are "Submit", "Reset", and "Cancel" buttons. At the bottom, there is a "Required Field" notice and a list of links including "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", and "Online Help Desk". The ARIMS II Version: 3.0.784.3 is displayed at the bottom.

Figure 23. ARIMS/ARIMS-C Registration – Request New Sponsor

4.6.4 Expiration of Sponsored Account

ARIMS/ARIMS-C must reconfirm the eligibility of sponsored users annually to ensure that 1) the sponsor is still valid, 2) the user is still working for the Army, and 3) the user is still located at the same UIC. Sponsored accounts remain active for one year.

Thirty days before the account expires, an Alert appears on the login page, as shown in Figure 24.

Figure 24. ARIMS/ARIMS-C Registration – Sponsorship Expiring

If a sponsored user attempts to log in to ARIMS/ARIMS-C after a year, he/she will receive a notice that the account has been deactivated, and will be returned to the **ARIMS Sponsorship** screen.

To reactivate an expired sponsored ARIMS/ARIMS-C account:

1. Use the Home page to log in with your AKO/AKO-S Username and Password, and then click the **Sign into ARIMS** button. Since your account has been deactivated, you will see the **ARIMS Sponsorship** screen, as shown in Figure 25.

Figure 25. ARIMS/ARIMS-C Registration – Sponsorship Request

2. Enter the AKO/AKO-S username of your current sponsor unless the situation has changed, in which case enter the AKO/AKO-S username of your new sponsor.
3. Click **Submit**.
4. An email requesting sponsorship will be sent to the sponsor whose AKO/AKO-S address was entered in Step 1.
5. When the sponsor returns the email agreeing to the terms and conditions of sponsoring an ARIMS/ARIMS-C user, you will receive an email notification that your account has been activated.
6. If you attempt to log in before your sponsor has completed the online sponsorship, you will be returned to the **ARIMS Sponsorship** page.

4.6.5 Ineligible Accounts

The following user categories (provided by AKO/AKO-S) are not eligible to register in ARIMS/ARIMS-C, since they do not create, maintain, use, and/or manage Army records:

- Army Retired
- Medical Retired
- Medical Discharged
- DA Civilian, Retired
- Family Member
- Administrative Contractor (AKO/AKO-S) SysAdmins

5 ARIMS/ARIMS-C Advanced Functionality

ARIMS/ARIMS-C advanced components are those available only to registered users of ARIMS/ARIMS-C. The Records Manager Assist (RM-Assist), Records Input Processing (RIPS), and Master Index make up this section of ARIMS/ARIMS-C. Advanced functionality also refers to components only available to Systems Administrators and RRS-A Systems Administrators.

5.1 Records Manager Assist (RM-Assist)

RM-Assist allows you to create an ORL for an office or unit. The ORL is tracked at the office symbol level. This process is accomplished by linking items from the RRS-A to the Office Symbol as a basis for the types of records that an office/unit will generate.

The use of an ORL is part of a unit's standard record-keeping procedures and can greatly reduce the amount of effort required to service and maintain official records. The ORL provides ARIMS/ARIMS-C key information about the types of records being created for a particular office symbol, such as when they were created (based on the year of the ORL), how long the records are to be maintained (based on the RRS-A), and when they are to be destroyed or deleted or retired to the National Archives.

When an ORL is created, it must be approved by the servicing records management officer/official before it can be used. Following approval for ORLs, several steps can take place. At this time and after approval, electronic folders will be set-up and the document upload process can begin. There are two options for document upload: the single document upload process and the Bulk Archive Tool (BAT) document upload. A set of barcode labels may be generated for the hard copy records. These barcode labels are to be placed on record folders and boxes for transfer or collection by records officials.

5.1.1 Office Records List

The Office Records List section of the menu allows you to create, list, view, rename, update, print, delete, and reorganize ORLs for Records Officials, as well as generate an ORL Report.

5.1.1.1 Creating ORLs, Listing ORLs, Viewing ORLs, Renaming ORLs, Updating ORLs, Printing ORLs, Deleting ORLs, Reorganizing ORLs for Records Officials and Generating ORL Reports

5.1.1.1.1 Creating ORLs

Only one ORL may be created per office symbol, per year. There are three ways to create an ORL. You may create one from "scratch," meaning you select each individual record instruction to add to your ORL, you may use the Template function, Library function, or you may copy an existing ORL and add or delete instructions as needed.

5.1.1.1.1.1 Creating an ORL from Scratch

1. Click the **RM-Assist** tab on the upper menu → select **Office Records List** → then **Create**, and then **Create from Scratch** from the drop-down menu. The **Create ORL from Scratch** screen appears, as shown in Figure 26.

Figure 26. RM Assist – Create ORL from Scratch

2. Select the correct Office Symbol and ORL Year.
3. Type in a name for the new ORL.

Note: It is highly recommended that the ORL name reflect the mission of the organization for which the ORL is being created. Keep in mind that others in your office/unit will be using the same ORL.

4. Click the **Create ORL** button.

The newly created ORL is “empty” and must have record instructions added to it. To add record instructions from the RRS-A to your ORL, go to Section 5.1.1.1, Updating an ORL, for details.

5.1.1.1.2 Creating an ORL from a Template

The ORL Template Library allows users to create a new ORL and quickly add a group of pre-defined record instructions from the RRS-A to it. The Library is based on prescribing directives (for example, Army regulations and PAMs, DoD instructions). Selecting one or more of the prescribing directives will add all the RRS-A record instructions related to the directive to your ORL. From there, you can update your ORL to add or delete record instructions so that it only lists the instructions you need.

1. Click the **RM-Assist** tab on the upper menu → and then select **Office Records List** → and **Create**, and then **Create from Template** from the drop-down menu. The **Create ORL from Template** screen appears, as shown in Figure 27.

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Records Management - Create ORL from Template

Create a new ORL from Template allows the user to add a group of predefined record instructions to an ORL. The templates are based on prescribing directives. Selecting one or more of the prescribing directives will add the record instructions related to the directive to the ORL. Individual record instructions can be added at a later time.

USA SERV AND OPS AGCY - W313AA

Office Symbol:

Office Records List:

ORL Year:

Prescribing Directive Number	Record Instruction Count
<input type="checkbox"/> 1	1
<input type="checkbox"/> 1-1	33
<input type="checkbox"/> 1-1-23	2
<input type="checkbox"/> 1-100	2
<input type="checkbox"/> 1-20	10
<input type="checkbox"/> 1-201	6
<input type="checkbox"/> 1-21	2
<input type="checkbox"/> 1-211	2
<input type="checkbox"/> 1-33	3
<input type="checkbox"/> 10	1
<input type="checkbox"/> 10-5	2
<input type="checkbox"/> 105	1
<input type="checkbox"/> 105-6	3
<input type="checkbox"/> 11	1
<input type="checkbox"/> 11-1-26	1
<input type="checkbox"/> 11-18	0
<input type="checkbox"/> 11-2	4
<input type="checkbox"/> 11-2-101	2
<input type="checkbox"/> 11-2-220	2
<input type="checkbox"/> 11-2-240	13

* Required Field

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Figure 27. RM Assist – Create ORL from Template

2. Select the correct Office Symbol and ORL Year.
3. Type in a name for the new ORL.

Note: The ORL name should reflect the mission of the organization for which the ORL is being created. Keep in mind that others in your office/unit will be using the same ORL.

4. Select one or more templates by clicking on the check boxes desired.
5. To access the publication of a particular Prescribing Directive, click on the individual Prescribing Directive link. This will take you to the U.S. Army Publishing Directorate website. These publications, as seen in Figure 28, may be viewed or downloaded in the electronic formats provided.

Series Collection Search Results (Publications)					
The Documents Available Under the Series 1					
23 Records found.					
PUB NO.	ISSUE DATE	TITLE	XML	BOO	PDF
AR 1-1	1/30/1994	PLANNING, PROGRAMMING, BUDGETING, AND EXECUTION SYSTEM	XML	BOO	PDF
AR 1-3	4/15/1980	HOURS OF WORK, TOURS OF DUTY, AND WEEKEND AND HOLIDAY STAFFING	XML	BOO	PDF
AR 1-9	1/19/1999	WHITE HOUSE LIAISON, COMMUNICATIONS, AND INSPECTIONS	XML	BOO	PDF
AR 1-13	3/15/1985	RELEASE OF PERSONNEL	XML	BOO	PDF
AR 1-15	9/20/2004	CIVILIAN AIDES TO THE SECRETARY OF THE ARMY	XML		PDF
AR 1-20	1/20/2004	LEGISLATIVE LIAISON	XML		PDF
AR 1-21	1/18/1971	ADMINISTRATIVE SPACE MANAGEMENT	XML	BOO	PDF
AR 1-33	1/15/1981	MEMORIAL PROGRAMS	XML	BOO	PDF
AR 1-39	6/11/1985	DEFENSE SUPPLY SERVICE-WASHINGTON	XML	BOO	PDF
AR 1-75	3/27/2000	ADMINISTRATIVE AND LOGISTICAL SUPPORT OF OVERSEAS SECURITY ASSISTANCE ORGANIZATIONS (SAOs)	XML	BOO	PDF
AR 1-100	11/15/1983	GIFTS AND DONATIONS	XML	BOO	PDF
AR 1-101	5/1/1981	GIFTS FOR DISTRIBUTION TO INDIVIDUALS	XML	BOO	PDF
AR 1-201	1/12/2004	ARMY INSPECTION POLICY	XML		PDF
AR 1-202	5/26/2000	ARMY CONGRESSIONAL FELLOWSHIP PROGRAM	XML	BOO	PDF
AR 1-211	12/1/1983	ATTENDANCE OF MILITARY AND CIVILIAN PERSONNEL AT PRIVATE ORGANIZATION MEETINGS	XML	BOO	PDF
HQDA LTR 1-01-1	6/27/2001	FORCE HEALTH PROTECTION (FHP): OCCUPATIONAL AND ENVIRONMENTAL HEALTH (OEH)THREATS			PDF
HQDA LTR 1-03-1	7/28/2003	FORCE HEALTH PROTECTION (FHP): OCCUPATIONAL AND ENVIRONMENTAL HEALTH (OEH) THREATS			PDF
DA MEMO 1-1	11/5/1991	BRIEFING THE SECRETARY OF THE ARMY, UNDER SECRETARY OF THE ARMY, CHIEF OF STAFF, AND DIRECTOR OF THE ARMY STAFF			PDF
DA MEMO 1-11	4/15/1998	HQDA STAFF OFFICER TRAINING PROGRAM			PDF
DA MEMO 1-15	4/15/1998	ANNUAL HOLIDAY AND COMMEMORATIVE EVENTS GREETINGS			PDF

Figure 28. RM-Assist – Create ORL from Template - Publishing Directorate Website

6. After you have selected all desired templates, click **Create ORL**. This automatically populates the ORL with all record instructions from the selected

templates. The List of ORLs is displayed, with the newly created ORL listed as a Draft, as shown in Figure 29.

The screenshot shows the ARIMS (Army Records Management System) interface. At the top, there is a navigation bar with links like Home, RRS-A, RM-Assist, RPS, Master Index, Account Admin, System Admin, Help/Downloads, and Logout. The main heading is "Records Management - List of ORLs". Below this, there is a form with three dropdown menus: "ACOM/ASCC/DRU" set to "HQDA", "Unit" set to "USA SERV AND OPS AGCY - W313AA", and "Office Symbol" set to "AAHS-RDR-R". A "Submit" button is below the form. The main content is a table of ORLs:

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
ARR ORL	2009	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
ARR ORL	2008	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
RMD ORL 2006	2006	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
RMD ORL 2005	2005	Draft	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
RMD ORL 2004	2004	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
RMD ORL 2003	2003	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
TEST	2000	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
test18	1993	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
test1	1981	Draft	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
TEST	1980	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
TestAQI	1938	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R

Below the table are buttons for "Update", "Rename", "View/Print", and "Submit as Proposed". At the bottom, there is a "Required Field" note and a footer with various links and the ARIMS II Version: 3.0.784.3.

Figure 29. RM-Assist – List of ORLs with Draft ORL

- To add Record Numbers/Instructions from the RRS-A to your ORL, go to Section 5.1.1.1, Updating an ORL, for details.

5.1.1.1.3 Creating an ORL by Copying

This feature is helpful for copying an ORL from one year to the next. All of the copied instructions will retain the same status (Proposed or Approved) from the original ORL; note that instructions that were superseded or rescinded will not be copied; you must check the RRS-A to update them accordingly. You can still add instructions to the copied ORL; however, if you need to add and/or delete many instructions from one year to the next, you should create a new ORL, either from scratch or by using the Template option.

1. Click the **RM-Assist** button on the menu → and then select **Office Records List** → and **Create**, and then **Create by Copy** from the drop-down menu. The **Create by Copy** screen appears, as shown in Figure 30.

Figure 30. RM-Assist – Create ORL by Copy

2. Select the Office Symbol and the ORL from which to make a copy.
3. Enter the name for the new ORL and select the applicable year.
4. You may choose and select the new **Copy Folders** option.
5. Finally, click the **Create ORL** button. If successful, an “ORL created” message box appears.
6. To add record instructions from the RRS-A to your ORL, go to Section 5.1.1.1, Updating an ORL, for details.

5.1.1.1.4 Creating an ORL from a Library

Users can create a new ORL by copying a pre-built ORL from the ORL Library. The ORLs in the library are created by records officials and are based on the type of unit for which records will be maintained.

1. Click the **RM-Assist** button on the menu → and then select **Office Records List** → and **Create**, and then **Create from Library** from the drop-down menu. The **Create from Library** screen appears, as shown in Figure 30.

Records Management - Create ORL from Libraries

Create a new ORL from Library allows the user to add a group of predefined record instructions to an ORL. Selecting one of the Libraries will add the record instructions related to the Library to the ORL. Individual record instructions can be added at a later time.

USA SERV AND OPS AGCY - W313AA

Office Symbol: CONTRACTORS

Office Records List: *

ORL Year: 2009

Library Name	Description
<input type="checkbox"/> CMA Chemical Demilitarization Facility	ORL for Field Offices and System Contractors
<input type="checkbox"/> JonLib	JonathanTesting ORLLib
<input type="checkbox"/> Official Mail	requirements to execute HQDA official mail program
<input type="checkbox"/> Operational Records	Basic ORL for Operational Records

Create ORL

* Required Field

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Figure 31. RM-Assist – Create ORL from Library

2. Be sure the Office Symbol is correct, enter a name for the new ORL, and select the year.
3. Then use the checkboxes to select a library, and then click **Create ORL**.
4. The newly created ORL will be saved as a *Draft* ORL and may have other record instructions added or deleted from it. Once the ORL is completed, you may submit it as a *Proposed* ORL for approval by the appropriate records official.

Note: You can only create one ORL per office symbol in a given year. ORLs are active for one year and need to be renewed/re-approved each year in order to print labels for hardcopy records and index e-records for the current year. This is by design to compute the record retention periods and calculate milestones (destruction, transfer, retirement to NARA, etc.) during the records lifecycle.

On/after the one-year period ending December 31st, you will be notified that your ORL has expired if one was not already created for the next year. You can copy the expired ORL and to add new or delete draft/proposed instructions in the copied ORL.

5.1.1.1.2 Listing ORLs

When you have generated a list of ORLs, you can then view a specific ORL, rename it, or update it.

1. To list ORLs, mouseover the **RM-Assist** tab on the upper navigation menu → and then select **Office Records List** → and **List ORLs** from the drop-down menu. The **List of ORLs** page appears, as shown in Figure 32.

Figure 32. RM-Assist – List of ORLs Screen

2. Select the ACOM/ ASCC/DRU, Unit, and Office Symbol, and then click **Submit** to generate the list, as shown in Figure 33.

Unit: Classified

ARIMS
Army Records Information Management System

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

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: USA SERV AND OPS AGCY - W313AA
Office Symbol: AAHS-RDR-R

Submit

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
<u>Lois</u>	2010	Draft	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
<u>ABB ORL</u>	2009	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
<u>ABB ORL</u>	2008	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
<u>RMD ORL 2006</u>	2006	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
<u>RMD ORL 2005</u>	2005	Draft	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
<u>RMD ORL 2004</u>	2004	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
<u>RMD ORL 2003</u>	2003	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
<u>TEST</u>	2000	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
<u>test18</u>	1993	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
<u>test</u>	1981	Draft	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
<u>TEST</u>	1980	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
<u>TestAQT</u>	1938	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R

Update Rename View/Print Submit as Proposed

* Required Field

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Figure 33. RM-Assist – List of ORLs

- Other functions are available to you once you have listed an ORL. To activate these functions, click on a specific the ORL Name. When an ORL has been selected, the name is highlighted, and the **Update**, **Rename**, and **View/Print** buttons become active, as shown in Figure 34.

Unclassified

ARIMS
Army Records Information Management System

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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: USA SERV AND OPS AGCY - W313AA
Office Symbol: AAHS-RDR-R

Submit

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
Lost	2010	Draft	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
ARB ORL	2009	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
ARB ORL	2008	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
RMD ORL 2006	2006	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
RMD ORL 2005	2005	Draft	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
RMD ORL 2004	2004	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
RMD ORL 2003	2003	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
TEST	2000	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
test18	1993	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
test	1981	Draft	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
TEST	1980	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
TestAQT	1938	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R

Update Rename View/Print Submit as Proposed

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ARIMS II Version: 3.0.784.3

Figure 34. RM-Assist – List of ORLs – Selected ORL

5.1.1.1.3 Viewing ORLs

List the ORLs as described above in 5.1.1.1, and then click the **View** button at the bottom of the page.

1. If the ORL is a *Draft*, but it was created from a template or as a copy, the screen will appear similar to that shown in Figure 35.

Records Management - ORL Details								
USA SERV AND OPS AGCY-W313AA								
Office Symbol: AAHS-RDR-R								
ORL Name: ARB ORL								
Record Category	Record Title	Record Type	Perm	Event Driven	Privacy Act Number	Record Number	Status	
<input type="checkbox"/> HOUSEKEEPING FILES	Office Records List	K	No	Yes	NA	1a	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights	T	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa1	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office supervisory or manager employee records -Current employee	K	No	Yes	OPM/GOVT-1, OPM/GOVT-2	1aa4	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office job descriptions	K	No	Yes	NA	1bb	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office organization files	K	No	No	NA	1f	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office temporary duty travel	T	No	No	T7333DFAS	1bh	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Reference publications	K	No	No	NA	1j	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Reading files	K	No	Yes	NA	1mm	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Access controls - Key and lock control registers	K	No	No	NA	1v2	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Civilian personnel time and attendance files - OPM 71 or equivalent, if timecard has been initiated by employee	K	No	Yes	T7335DFAS	1x2	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Civilian personnel time and attendance files - OPM 71 or equivalent, if timecard has not been initiated by employee	K	No	Yes	T7335DFAS	1x3	Approved	
<input type="checkbox"/> INFORMATION MANAGEMENT	General information management correspondence files	K	No	Yes	NA	25	Approved	
<input type="checkbox"/> INFORMATION MANAGEMENT	Records Management Program	K	No	No	NA	25-1i	Approved	
<input type="checkbox"/> INFORMATION MANAGEMENT	Decentralized instruction background files - HQDA, MACOM, major subcommand Headquarters and elements in a combat zone or designated as a combat support element in a combat zone	T	Yes	Yes	NA	25-30q1	Approved	
<input type="checkbox"/> INFORMATION MANAGEMENT	Record disposition files	T	No	Yes	NA	25-400-2a	Approved	
<input type="checkbox"/> INFORMATION MANAGEMENT	Records disposition standard exceptions and freezes	T	No	Yes	NA	25-400-2d	Approved	
<input type="checkbox"/> INFORMATION MANAGEMENT	Records disposal authorizations	K	No	Yes	NA	25-400-2g	Approved	

Figure 35. RM-Assist – ORL Details – Draft ORL

2. The **ORL Details** screen displays record instructions that currently exist in the ORL, and includes relevant details on each instruction. The **Status** column displays the Status of the instruction – *Proposed* or *Approved*.
3. You can delete *Proposed* record instructions if they are not needed in the ORL. *Approved* instructions can only be deleted by records officials or by sending a request to the ARIMS Online Help Desk. *Approved* instructions can only be deleted if there are no folders or records indexed in the system against them.
4. To display more details about a particular record instruction, click the record title. The display is the same record instruction detail page described in the RRS-A. From this detail view, you may return to your ORL list or you can view the

selected ORL instructions using the page numbers at the top left and bottom left of the page.

5.1.1.1.4 Renaming ORLs

List the ORLs as described in 5.1.1.1, and then click the name of the ORL you wish to rename.

1. Click the **Rename** button at the bottom of the page. The following screen, shown as Figure 36, will be displayed, where you can enter the new name for the ORL.



The screenshot shows a web form titled "Records Management - Rename ORL". Below the title is a paragraph of instructions: "Enter the new name for the ORL (without a numeric year) and click on the Submit button to rename the ORL. An ORL may be renamed by anyone within the Office Symbol. Please remember that there is only one ORL per Office Symbol." Below this is the text "USA SERV AND OPS AGCY - W313AA". Underneath, it displays "Office Symbol: AAHS-RDR-R" and "Office Records List: 2007 - RDR ORL". There is a text input field labeled "New Office Records List Name:" with a red asterisk to its right. Below the input field are two buttons: "Submit" and "Close". At the bottom of the form, there is a red asterisk followed by the text "* Required Field".

Figure 36. RM-Assist – Rename ORL

2. After you click **Submit**, the List of ORLs will be displayed, including the newly-renamed ORL.

5.1.1.1.5 Updating ORLs

Use the Update ORL function to add record instructions to a new ORL (created from scratch or by using a Template or Library), or to modify an existing ORL.

NOTE: If you add record instructions to an Approved ORL, the ORL will become a Draft again. The record instructions must be submitted as Proposed, and when approved, the ORL also becomes Approved.

List the ORLs as described in 5.1.1.1.

1. Click the name of the ORL you wish to update, as shown in Figure 37. The selected ORL will be highlighted.

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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: USA SERV AND OPS AGCY - W313AA

Office Symbol: AAHS-RDR-R *

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
Leis	2010	Draft	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
ABB ORL	2009	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
ABB ORL	2008	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
BMD ORL 2005	2006	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
BMD ORL 2005	2005	Draft	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
BMD ORL 2004	2004	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
BMD ORL 2003	2003	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
TEST	2000	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
test18	1993	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
test	1981	Draft	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
TEST	1980	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
TestAQT	1938	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R

* Required Field

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Figure 37. RM-Assist – Update ORL – Selected ORL Highlighted

2. Click the **Update** button.
3. The next screen takes you to a view of the instructions that are currently listed on your ORL, shown in Figure 38.

Records Management - ORL Details								
USA SERV AND OPS AGCY - W313AA								
Office Symbol: AAHS-RDR-R								
ORL Name: RDR ORL								
Record Category	Record Title	Record Type	Perm	Event Driven	Privacy Act Number	Record Number	Status	
<input checked="" type="checkbox"/> PROCUREMENT	Contract actions - other than environmental contracts; Contracting Officers(Superseded by test)	t	No	No		715k1	Approved	
<input checked="" type="checkbox"/> PROCUREMENT	Debarred bidder lists - Office responsible for final determination as to whether or not a bidder is placed on the list	t	No	No	NA	715a1	Approved	
<input checked="" type="checkbox"/> INFORMATION MANAGEMENT	General information management correspondence files	K	No	Yes	NA	25	Approved	
<input type="checkbox"/> TRAINING	Joint Airborne/Air Transportability Training files - Office with Army-wide responsibility; Program evaluations and related information	T	No	No	NA	350-1i1	Proposed	
<input type="checkbox"/> TRAINING	Joint Airborne/Air Transportability Training files - Offices other than office with Army-wide responsibility and records other than program evaluations and related files	K	No	No		350-1i2	Proposed	
<input checked="" type="checkbox"/> HOUSEKEEPING FILES	Office job descriptions	K	No	Yes	NA	1bb	Approved	
<input checked="" type="checkbox"/> HOUSEKEEPING FILES	Office temporary duty travel	T	No	No	T73330FAS	1hh	Approved	
<input checked="" type="checkbox"/> INFORMATION MANAGEMENT	Records Management Program	K	No	No	NA	25-1i	Approved	

Figure 38. RM-Assist – Update ORL – ORL Details

If there are no instructions in your ORL, the screen will be similar to that shown below in Figure 39.

Records Management - ORL Details								
USA SERV AND OPS AGCY - W313AA								
Office Symbol: AAHS-RDR-R								
ORL Name: PRSD ORL								
Please click the 'Add Record Instructions' button to search for Record Instructions to add to this ORL								
<input type="button" value="Remove"/> <input type="button" value="Add Record Instructions"/> <input type="button" value="Close"/> <input type="button" value="Print Summary"/> <input type="button" value="Print Details"/>								

Figure 39. RM-Assist – Update ORL – Empty ORL

- To remove instructions from the ORL, use the checkboxes to select specific records to be removed, and then click **Remove**.

NOTE: Remember that others may share an ORL. Be careful when deleting a Proposed record instruction, as it may have been added by someone in your unit who is authorized to create that type of record.

5. To make additions to the ORL, click **Add Record Instructions** to search for records instructions to add to the ORL. This option displays the **Records Retention Schedule – Army (RM-ASSIST) Basic Search** page, shown in Figure 40, which provides the same options and functionality as in the RRS-A search for finding instructions to add to your ORL.

Records Retention Schedule - Army (RM-ASSIST) Basic Search

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

ORL Name: PRSD ORL

<div style="border: 1px solid #ccc; padding: 5px;"> <p>Search by Keyword</p> <p>Keyword: <input style="width: 90%;" type="text"/></p> <p style="text-align: center;"><input checked="" type="checkbox"/> Search within Record Instruction Category</p> <p style="text-align: center;">OR</p> <p>Search by Regulation Number</p> <p>Regulation Number: <input style="width: 90%;" type="text"/></p> <p style="text-align: center;">OR</p> <p>Browse by Record Category</p> <p>Record Category: <input style="width: 90%;" type="text"/></p> <p style="text-align: center;">Sort list by:</p> <p style="text-align: center;"><input checked="" type="radio"/> Number <input type="radio"/> Description</p> <p style="text-align: center;">AND</p> <p>Record Type</p> <p style="text-align: center;"> <input type="radio"/> Event <input type="radio"/> Calendar <input checked="" type="radio"/> Any <input type="radio"/> Permanent <input type="radio"/> Time based <input checked="" type="radio"/> Any <input type="radio"/> Transfer <input type="radio"/> Keep <input checked="" type="radio"/> Rescinded <input type="radio"/> Superseded <input type="radio"/> Unscheduled <input checked="" type="radio"/> Any </p> <p style="text-align: center; color: #A52A2A;">Explanation of Disposition Codes</p> <p style="text-align: center;"><input type="button" value="Reset Form"/></p> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Hints for searching by Keyword</p> <ul style="list-style-type: none"> 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 Instruction Category is checked, the category title and category 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.). </div>
--	--

Figure 40. RM-Assist – Basic Search

6. Locate and click the boxes for the desired record instructions, and then click **Submit**. If none of the results of your search match your needs, simply click **Return to Update Page** to return to the search page.

Once you have submitted the new instructions, they will appear along with the other instructions in the **ORL Details** screen. The newly added record instructions in the ORL will have *Proposed* in the **Status** column.

5.1.1.1.6 Printing ORLs

Use the Print ORL function to print a summary or the details of any ORL.

NOTE: Printing options are available to the individual user for his or her particular printer(s) on his or her local area network or connected to his or her personal computer. Each printer will have its own particular specifications and options.

1. View the list of ORLs by going through the RM-Assist tab as described in this section above.
2. Once the list of ORLs appears, you will see the list of ORLs specific to the ACOM/ASCC/DRU, Unit, and Office Symbol you have chosen to review. If you do not see the ORLs you are searching for, revise your selections for ACOM/ASCC/DRU, Unit, and Office Symbol and click **Submit** again. Otherwise, notice that there is a list of ORLs for you to choose from and there are several form buttons at the bottom of the list that are unavailable to you until you have made a selection from the list: **Update, Rename, View/Print, and Submit as Proposed.**
3. Select one of the ORLs from the available list by clicking on the ORL Name. You may notice a brief "Please Wait" dialogue box flash on the screen signifying that the ARIMS system has retrieved the information for your selected ORL and is ready for your next request. You will now see that three buttons are available for you to choose from: **Update, Rename, and View/Print.**

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Army Records Information Management System

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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: USA SERV AND OPS AGCY - W313AA

Office Symbol: AAHS-RDR-R

Submit

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
Leis	2010	Draft	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
ABD_ORL	2009	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
ABD_ORL	2008	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
RMD_ORL_2006	2006	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
RMD_ORL_2005	2005	Draft	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
RMD_ORL_2004	2004	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
RMD_ORL_2003	2003	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
TEST	2000	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
test18	1993	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
test	1961	Draft	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
TEST	1960	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
TestAQT	1938	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R

Update Rename View/Print Submit as Proposed

* Required Field

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Figure 41. RM-Assist – Select ORL for View/Print

- With your ORL selected, click the **View/Print** button. A new window will open above the window you were working in... this window will be a **Records Management - ORL Details** window.

The **Records Management - ORL Details** window will show the Record Category, Record Title, Record Type, Perm, Event Driven, Privacy Act Number, Record Number, and Status.

Records Management - ORL Details								
USA SERV AND OPS AGCY-W313AA								
Office Symbol: AAHS-RDR-R								
ORL Name: RMD ORL 2006								
Record Category	Record Title	Record Type	Perm	Event Driven	Privacy Act Number	Record Number	Status	
<input type="checkbox"/> HOUSEKEEPING FILES	Office Records List	K	No	Yes	NA	1a	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights	T	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa1	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office supervisory or manager employee records -Current employees	K	No	Yes	OPM/GOVT-1, OPM/GOVT-2	1aa4	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office job descriptions	K	No	Yes	NA	1bb	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office organization files	K	No	No	NA	1f	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office temporary duty travel	T	No	No	T7333DFAS	1hh	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Reading files	K	No	Yes	NA	1mm	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Access controls - Key and lock control registers	K	No	No	NA	1v2	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Chilian personnel time and attendance files - OPM 71 or equivalent. If timecard has been initialed by employee	K	No	Yes	T7335DFAS	1x2	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Chilian personnel time and attendance files - OPM 71 or equivalent. If timecard has not been initialed by employees	K	No	Yes	T7335DFAS	1x3	Approved	
<input type="checkbox"/> INFORMATION MANAGEMENT	General information management correspondence files	K	No	Yes	NA	25	Approved	
<input type="checkbox"/> INFORMATION MANAGEMENT	Army Information Management Program - other offices	K	No	No		25-1a3	Approved	
<input type="checkbox"/> INFORMATION MANAGEMENT	Records Management Program	K	No	No	NA	25-ti	Approved	

Figure 42. RM-Assist – View ORL Details

5. Now with the **Records Management - ORL Details** page open, you can do several things:
 - open an individual record from the summary list for review,
 - close the summary window, or
 - choose to print the summary or a detailed report of the office records.
 You will see that there are three buttons, highlighted and available to be selected, just below the list of office records:
 - **Close,**
 - **Print Summary,** and
 - **Print Details.**

6. Of course, you may choose to close the window after viewing the ORL Details summary or after reviewing any individual record; you may be looking for different records, or have no further need to work with a specific ORL, etc. But, in this case, it is assumed that you have found the particular ORL and records you wish to work with and print.

7. Once you are ready to print the summary of the ORL Details you are viewing, click on the **Print Summary** button.

Records Management - ORL Details								
USA SERV AND OPS AGCY-W313AA								
Office Symbol: AAHS-RDR-R								
ORL Name: RMD ORL 2006								
Record Category	Record Title	Record Type	Perm	Event Driven	Privacy Act Number	Record Number	Status	
<input type="checkbox"/> HOUSEKEEPING FILES	Office Records List	K	No	Yes	NA	1a	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights	T	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa1	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office supervisory or manager employee records -Current employees	K	No	Yes	OPM/GOVT-1, OPM/GOVT-2	1aa4	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office job descriptions	K	No	Yes	NA	1bb	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office organization files	K	No	No	NA	1f	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office temporary duty travel	T	No	No	T7333DFAS	1hh	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Reading files	K	No	Yes	NA	1mm	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Access controls - Key and lock control registers	K	No	No	NA	1v2	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Civilian personnel time and attendance files - OPM 71 or equivalent. If timecard has been initialed by employee	K	No	Yes	T7335DFAS	1x2	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Civilian personnel time and attendance files - OPM 71 or equivalent. If timecard has not been initialed by employee	K	No	Yes	T7335DFAS	1x3	Approved	
<input type="checkbox"/> INFORMATION MANAGEMENT	General information management correspondence files	K	No	Yes	NA	25	Approved	
<input type="checkbox"/> INFORMATION MANAGEMENT	Army Information Management Program - other offices	K	No	No		25-1a3	Approved	
<input type="checkbox"/> INFORMATION MANAGEMENT	Records Management Program	K	No	No	NA	25-1i	Approved	

Figure 43. RM-Assist ORL Details and Print Summary Button

- a. Click the **Print Summary** button and the Details window converts to an ORL Summary page.

Records Management - ORL Summary

USA SERV AND OPS AGCY-W313AA

ACOM/ASCC/DRU:	HQDA	ORL Name:	RMD ORL 2006
Unit Name - UIC:	USA SERV AND OPS AGCY - W313AA	ORL Year:	2006
Office Symbol:	AAHS-RDR-R	Date Created:	11/30/2005
		Created By:	Dorothy Tinker

Record Category	Record Title	Record Type	Perm	Event Driven	Privacy Act Number	Record Number	Status
HOUSEKEEPING FILES	Office Records List	K	No	Yes	NA	1a	Approved
HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights	T	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa1	Approved
HOUSEKEEPING FILES	Office supervisory or manager employee records -Current employee	K	No	Yes	OPM/GOVT-1, OPM/GOVT-2	1aa4	Approved
HOUSEKEEPING FILES	Office job descriptions	K	No	Yes	NA	1bb	Approved
HOUSEKEEPING FILES	Office organization files	K	No	No	NA	1f	Approved
HOUSEKEEPING FILES	Office temporary duty travel	T	No	No	T7333DFAS	1hh	Approved
HOUSEKEEPING FILES	Reading files	K	No	Yes	NA	1mm	Approved
HOUSEKEEPING FILES	Access controls - Key and lock control registers	K	No	No	NA	1n2	Approved
HOUSEKEEPING FILES	Civilian personnel time and attendance files - OPM 71 or equivalent: if timecard has been initialed by employee	K	No	Yes	T7335DFAS	1x2	Approved
HOUSEKEEPING FILES	Civilian personnel time and attendance files - OPM 71 or equivalent: if timecard has not been initialed by employee	K	No	Yes	T7335DFAS	1x3	Approved
INFORMATION MANAGEMENT	General information management correspondence files	K	No	Yes	NA	25	Approved
INFORMATION MANAGEMENT	Army Information Management Program - other offices	K	No	No		25-1a3	Approved
INFORMATION MANAGEMENT	Records Management Program	K	No	No	NA	25-1i	Approved

Figure 44. RM-Assist Print Summary Ready for Print

- b. At this point you may still choose to close this window, or you may click **Print Summary** again and the Print dialogue box for your local computer system will appear.
 - c. Make your selections for your local Printer and network options and click **Print** to print the Summary.
 - d. Click the **Close** button when you are finished
8. You may choose to Print Details of the “Records Management - ORL Details” that you are viewing; click the **Print Details** button.

Records Management - ORL Details								
USA SERV AND OPS AGCY-W313AA								
Office Symbol: AAHS-RDR-R								
ORL Name: RMD ORL 2006								
Record Category	Record Title	Record Type	Perm	Event Driven	Privacy Act Number	Record Number	Status	
<input type="checkbox"/> HOUSEKEEPING FILES	Office Records List	K	No	Yes	NA	1a	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights	T	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa1	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office supervisory or manager employee records -Current employees	K	No	Yes	OPM/GOVT-1, OPM/GOVT-2	1aa4	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office job descriptions	K	No	Yes	NA	1bb	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office organization files	K	No	No	NA	1f	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Office temporary duty travel	T	No	No	T7333DFAS	1hh	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Reading files	K	No	Yes	NA	1mm	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Access controls - Key and lock control registers	K	No	No	NA	1v2	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Chilian personnel time and attendance files - OPM 71 or equivalent, if timecard has been initialed by employee	K	No	Yes	T7335DFAS	1x2	Approved	
<input type="checkbox"/> HOUSEKEEPING FILES	Chilian personnel time and attendance files - OPM 71 or equivalent, if timecard has not been initialed by employee	K	No	Yes	T7335DFAS	1x3	Approved	
<input type="checkbox"/> INFORMATION MANAGEMENT	General information management correspondence files	K	No	Yes	NA	25	Approved	
<input type="checkbox"/> INFORMATION MANAGEMENT	Army Information Management Program - other offices	K	No	No		25-1a3	Approved	
<input type="checkbox"/> INFORMATION MANAGEMENT	Records Management Program	K	No	No	NA	25-1i	Approved	

Figure 45. RM-Assist – Select Print Details

- a. After clicking the **Print Details** button, a new window will open which is populated with the complete detailed information of the records in the ORL you have selected

Records Management - ORL Details

Separate Page
 Main Report ▾ 100% ▾ BusinessObjects

ACOM/ASCC/DRU	HQDA	ORL Name:	RMD ORL 2006
Unit Name - UIC:	USA SERV AND OPS AGCY - W313AA	ORL Year:	2006
Office Symbol:	AAHS-RDR-R	Date Created:	11/30/05
		Created By:	Dorothy Tinker

Record Category: HOUSEKEEPING FILES
Record Title: Office Records List
Category Description: These files relate to the housekeeping operations within any office in the Army. They do not relate to the functions or mission of an office. These files accumulate because of the daily administration of an office and its personnel. Housekeeping files must be maintained separately from files documenting the functions or mission of an office. These files may be kept decentralized in each office, centralized in one office, or a mixture of both depending on what is best for each activity.

Record Description: Approved lists of records numbers for records created by the office.
Disposition: KEN. Event is when superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Event Description: supersession or obsolescence
Prescribing Directives:
Disposition Authority: NN-166-204

Privacy Act Number: NA	Record Classification: K
Record Number: 1a	Duration: 0
Permanent Record: No	Event Driven: Yes
Status: Approved	Year Type: Calendar Year

Record Category: HOUSEKEEPING FILES
Record Title: Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.
Category Description: These files relate to the housekeeping operations within any office in the Army. They do not relate to the functions or mission of an office. These files accumulate because of the daily administration of an office and its personnel. Housekeeping files must be maintained separately from files documenting the functions or mission of an office. These files may be kept decentralized in each office, centralized in one office, or a mixture of both depending on what is best for each activity.

Record Description: Information pertaining to each civilian employee, covering essentially the same actions as those in the Official Personnel Folder maintained in the civilian personnel office. These records are filed by employee name and contain complete employee information such as ongoing personnel actions (included are DD Form 1435 - COMSEC Maintenance Training and Experience Record), when required, notices of persons cleared for access to classified material and other personal security documents, reports, information relating to individual injuries, letters of appreciation and commendation, training records, information showing assigned responsibilities of individuals, positions held, performance appraisals and counseling, as well as other duplicate forms filed in the Official Personnel Folder, DA Form 7222, DA Form 7222-1, DA Form 7223 and DA Form 7223-1 when applicable.
Disposition: Withdraw and place in Separation for Military Service File (1cc1 or 1cc2) for employees separated to enter military service who have restoration rights.
Event Description: employee separates to enter military service
Prescribing Directives:
Disposition Authority: GRS 1, item 18

Privacy Act Number: OPM GOVT-1 OPM GOVT-2	Record Classification: T
Record Number: 1aa1	Duration: 0
Permanent Record: No	Event Driven: Yes
Status: Approved	Year Type: Calendar Year

Figure 46. RM-Assist – Complete Details Displayed

- b. At the very top of the page, in the upper left, there are three icons, a drop down menu for report choices (the default is “Main Report”), a drop down menu for View zoom in percentage (the default is 100%) and a “Separate Page” check box. There is a header box at the top of the detailed report that shows the ACOM/ASCC/DRU, the Unit Name - UIC, and the Office Symbol, as well as the ORL Name, the ORL Year, the Date Created, and the Created By information. The detailed records in this ORL selection that you are working with are each separated by a thin outlined horizontal separator box and are laid out for print. If you compare the detailed layout that you are working with now to the open Summary window below, you will see that the number of detailed records is equal to the number of records in the Summary.

- c. When you are ready to print the ORL Details detailed report, click on the print icon which is available at the upper left side of the page. A new dialogue box appears with Print Options for the ARIMS Application and your particular ORL report. Here you will make any specific selections concerning which pages you wish to print, either “All” or a specific page range.

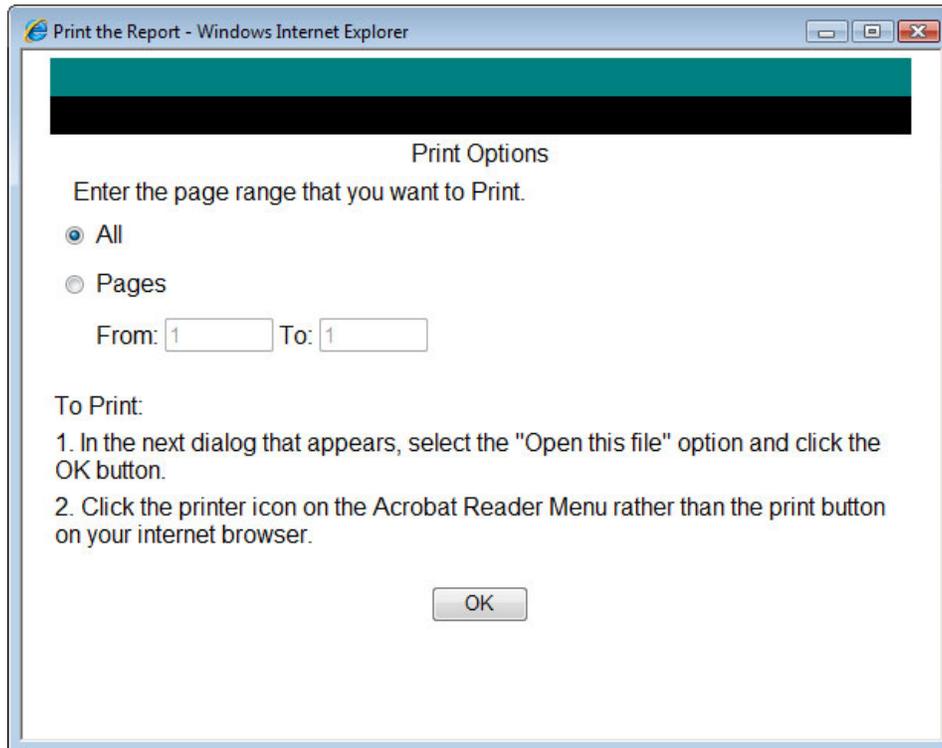


Figure 47. RM-Assist – Print Detailed Report - Page Range Options

- d. Once you have made any specific selections concerning page range or you have selected “All”, you will click **OK**.
- e. The pages you selected to print in the “Print the Report” window open as a PDF document and are available for print now. Click the print icon at the top left corner and your print dialogue box appears. Choose your local printer options and click **OK**

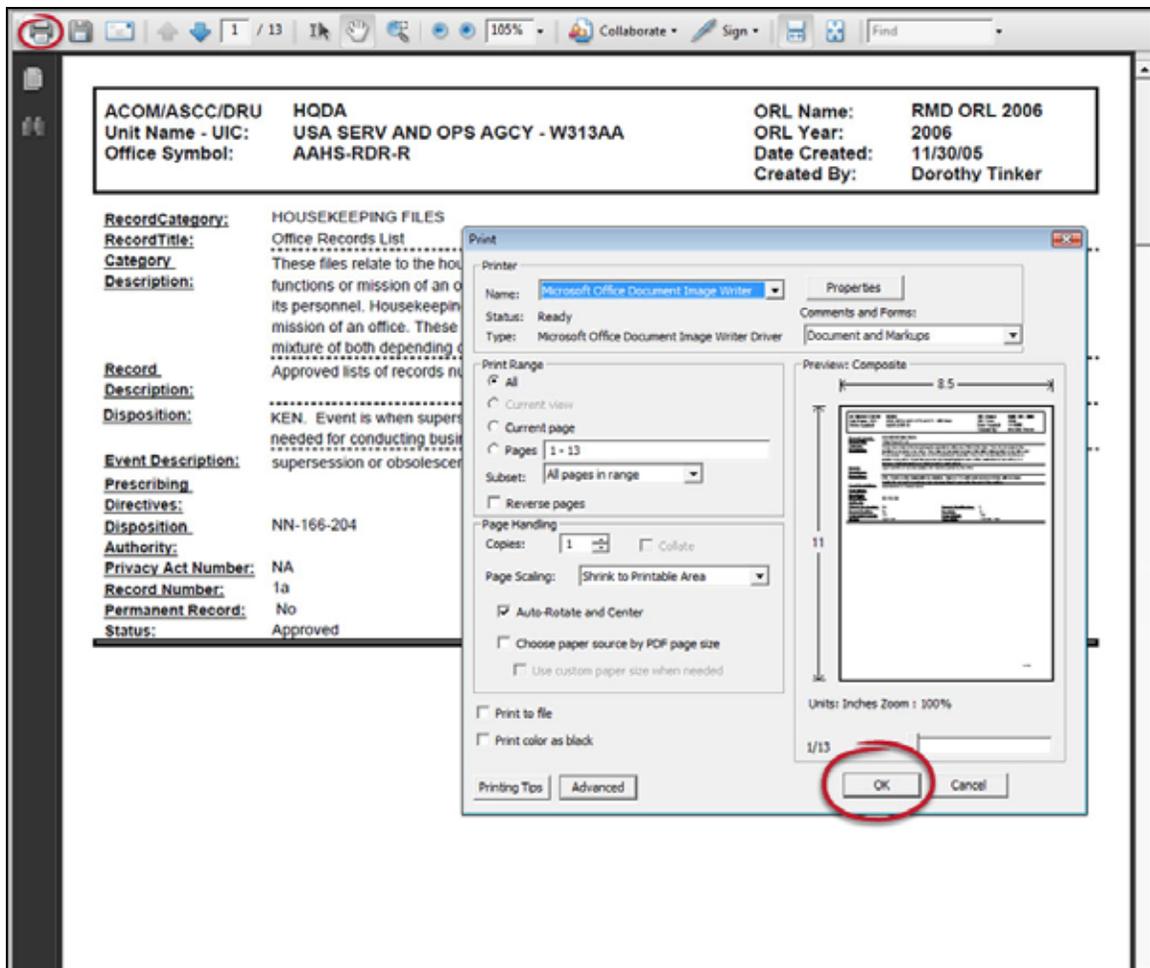


Figure 48. RM-Assist – Print Detailed Report

- f. Your report will print according to the page range and printer specifications you have chosen.

5.1.1.1.7 Deleting ORLs

The Delete ORL functionality in the ARIMS system is a part of the Update feature. Before you can delete an ORL, you must first be able to delete all of the Record Numbers in that particular ORL. If you are not able to delete all of the Record Numbers in the ORL, that ORL cannot be deleted. However, you can always delete any Record Number in an ORL if it is available for selection.

The process begins by viewing an ORL list and selecting the particular ORL you wish to “Update” and attempt to remove. The following steps describe the process:

NOTE: Once you delete all Record Numbers within an ORL, it is then converted to Draft mode. Then at that point, the ORL is available for deletion. Once a Record Number is deleted, it no longer exists in the ORL. A deleted Record Number will need to be re-entered again from scratch to add that Record Number back to the ORL.

1. View the list of ORLs as described at the top of this section here in 5.1.1.1.
2. Select the particular ORL you wish to delete.
3. Click the **Update** button at the bottom of the list of entries.

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: USA SERV AND OPS AGCY - W313AA
 Office Symbol: AAHS-RDR-R

Submit

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
Link	2010	Draft	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
ARB_ORL	2009	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
ARB_ORL	2008	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
RMD_ORL_2006	2006	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
RMD_ORL_2005	2005	Draft	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
RMD_ORL_2004	2004	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
RMD_ORL_2003	2003	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
TEST	2000	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
test1B	1993	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
test	1981	Draft	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
TEST	1980	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R
TestAOT	1938	Approved	HQDA	USA SERV AND OPS AGCY	AAHS-RDR-R

Update Rename ViewPrint Submit as Proposed

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Figure 49. RM Assist – Select Update to Delete

4. After you have clicked the **Update** button, a new window will pop up and show a summary list of record numbers with check boxes beside each of them. Above the summary list are a title and a title bar with columns: Record Category, Record

Title, Record Type, Perm, Event Driven, Privacy Act Number, Record Number, and Status.

- Select the check boxes beside the individual Record Numbers that you wish to delete and click the **Remove** button.

NOTE: It must be considered that check boxes may not be available for selection (i.e. the check boxes are not highlighted but are grayed out) for particular Record Numbers. This is due to the fact that a Document has been archived (uploaded to the AEA) against that particular Record Number within the particular ORL you are working with; and, therefore the ARIMS system is actively using that Record Number (in use) from within that ORL.

Records Management - ORL Details								
USA SERV AND OPS AGCY-W313AA								
Office Symbol: AAHS-RDR-R								
ORL Name: RMD ORL 2006								
<input type="checkbox"/>	Record Category	Record Title	Record Type	Perm	Event Driven	Privacy Act Number	Record Number	Status
<input checked="" type="checkbox"/>	HOUSEKEEPING FILES	Office Records List	K	No	Yes	NA	1a	Approved
<input checked="" type="checkbox"/>	HOUSEKEEPING FILES	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights	T	No	Yes	OPM GOVT-1 OPM GOVT-2	1aa1	Approved
<input checked="" type="checkbox"/>	HOUSEKEEPING FILES	Office supervisory or manager employee records - Current employees	K	No	Yes	OPM/GOVT-1, OPM/GOVT-2	1aa4	Approved
<input checked="" type="checkbox"/>	HOUSEKEEPING FILES	Office job descriptions	K	No	Yes	NA	1bb	Approved
<input checked="" type="checkbox"/>	HOUSEKEEPING FILES	Office organization files	K	No	No	NA	1f	Approved
<input type="checkbox"/>	HOUSEKEEPING FILES	Office temporary duty travel	T	No	No	T733DFAS	1hh	Approved
<input checked="" type="checkbox"/>	HOUSEKEEPING FILES	Reading files	K	No	Yes	NA	1mm	Approved
<input checked="" type="checkbox"/>	HOUSEKEEPING FILES	Access controls - Key and lock control registers	K	No	No	NA	1x2	Approved
<input checked="" type="checkbox"/>	HOUSEKEEPING FILES	Civilian personnel time and attendance files - OPM 71 or equivalent. If timecard has been initiated by employee	K	No	Yes	T733DFAS	1x2	Approved
<input checked="" type="checkbox"/>	HOUSEKEEPING FILES	Civilian personnel time and attendance files - OPM 71 or equivalent. If timecard has not been initiated by employee	K	No	Yes	T733DFAS	1x3	Approved
<input checked="" type="checkbox"/>	INFORMATION MANAGEMENT	General information management correspondence files	K	No	Yes	NA	25	Approved
<input checked="" type="checkbox"/>	INFORMATION MANAGEMENT	Army Information Management Program - other offices	K	No	No		25-1a3	Approved
<input type="checkbox"/>	INFORMATION MANAGEMENT	Records Management Program	K	No	No	NA	25-1r	Approved

Figure 50. RM Assist – Select Records and Click Remove

- When you are only able to select some of the Record Numbers, and not all of the Record Numbers, in an ORL, you will only be able to delete or “Remove” those Record Numbers and not the ORL. Figure 50 shows how some Record Numbers are in use by the ORL and therefore cannot be deleted.

7. When you are able to select all of the Record Numbers in an ORL, you will be able to delete or “Remove” all of the Record Numbers from that ORL. Take note that the Status prior to the deletion and removal of the Record Numbers are all listed as “Approved”.

Records Management - ORL Details

USA SERV AND OPS AGCY-W313AA

Office Symbol: AAHS-RDR-R
ORL Name: ARIMS User's Guide

<input checked="" type="checkbox"/>	Record Category	Record Title	Record Type	Perm	Event Driven	Privacy Act Number	Record Number	Status
<input checked="" type="checkbox"/>	ADMINISTRATION	Legislation files - Offices having staff responsibility for the overall DA legislative program and headquarters of major commands in charge of action on reports and comments on legislation proposed by non-Army agencies. Private claims legislation	T	No	Yes	NA	1-20a1	Approved
<input checked="" type="checkbox"/>	ADMINISTRATION	Legislation files - Offices having staff responsibility for the overall DA legislative program and headquarters of major commands in charge of action on reports and comments on legislation proposed by non-Army agencies. All other legislation	T	Yes	No	NA	1-20a2	Approved
<input checked="" type="checkbox"/>	ADMINISTRATION	Legislation comments - Offices of legislative officers or persons designated to coordinate and control the legislative activities of the Army Staff agency or command	K	No	No	NA	1-20b	Approved
<input checked="" type="checkbox"/>	ADMINISTRATION	Congressional investigations	T	Yes	Yes	NA	1-20c	Approved
<input checked="" type="checkbox"/>	ADMINISTRATION	Congressional visit reports	K	No	No	NA	1-20d	Approved
<input checked="" type="checkbox"/>	ADMINISTRATION	Congressional correspondence	K	No	No	A0001-20SALL	1-20e	Approved
<input checked="" type="checkbox"/>	ADMINISTRATION	Congressional/Army strategy papers	K	No	No	NA	1-20f	Approved
<input checked="" type="checkbox"/>	ADMINISTRATION	Information for Members of Congress (IMC)	K	No	No	NA	1-20i	Approved
<input checked="" type="checkbox"/>	ADMINISTRATION	Congressional elections	K	No	No	NA	1-20k	Approved
<input checked="" type="checkbox"/>	ADMINISTRATION	Special interest groups	K	No	No	NA	1-20l	Approved

Figure 51. RM-Assist – Select All Records and Click Remove

8. After you have removed or deleted all of the Record Numbers from an ORL you will see no more Record Numbers (Record Instructions) under that ORL. When the ORL is viewed in the List of ORLs summary it appears with the status changed to “Draft”.

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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: USA SERV AND OPS AGCY - W313AA
Office Symbol: AAHS-RDR-R

ORI Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
a test for Jan 15 - tr	1983	Draft	HQDA	USA SERV AND OPS AGCY	CONTRACTORS
a test tr-1 - April 8	1982	Approved	HQDA	USA SERV AND OPS AGCY	CONTRACTORS
a test tr-1	1981	Approved	HQDA	USA SERV AND OPS AGCY	CONTRACTORS
a proposed test	1980	Approved	HQDA	USA SERV AND OPS AGCY	CONTRACTORS
AAAA_Test_CopyFolders_ORLCOPY_SIMON	1952	Approved	HQDA	USA SERV AND OPS AGCY	CONTRACTORS
AAAA_Test_CopyFolders_ORLCOPY	1951	Approved	HQDA	USA SERV AND OPS AGCY	CONTRACTORS
ARIMS User's Guide	1946	Draft	HQDA	USA SERV AND OPS AGCY	CONTRACTORS
Kelmogorev_0_1	1935	Approved	HQDA	USA SERV AND OPS AGCY	CONTRACTORS
RobertTest	1923	Approved	HQDA	USA SERV AND OPS AGCY	CONTRACTORS
another copy test	1921	Approved	HQDA	USA SERV AND OPS AGCY	CONTRACTORS
2	1920	Approved	HQDA	USA SERV AND OPS AGCY	CONTRACTORS
ROBERT TEST_2008_BIS	1908	Approved	HQDA	USA SERV AND OPS AGCY	CONTRACTORS
ROBERT TEST_2008	1907	Approved	HQDA	USA SERV AND OPS AGCY	CONTRACTORS
ORL CONTRACTOR	1906	Approved	HQDA	USA SERV AND OPS AGCY	CONTRACTORS
a copy test for Oct 10	1903	Draft	HQDA	USA SERV AND OPS AGCY	CONTRACTORS
a test for tracy 5-3-09	1901	Draft	HQDA	USA SERV AND OPS AGCY	CONTRACTORS
Testing K Records copy test	1900	Approved	HQDA	USA SERV AND OPS AGCY	CONTRACTORS

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Figure 52. RM-Assist – ORL Status Draft and ORL Delete

9. Click the **Delete** button while the ORL is selected, and while the ORL has “Draft” status, and the ORL is deleted and removed permanently.

The ARIMS system will not allow a user to delete a Record Number from an ORL if a folder has been created for that Record Number within the ORL. Therefore, what must take place in order to delete a Record Number that is within a Folder, is first to delete the Folder.

Please see below a description of how to delete Folders in order to delete Record Numbers within a Folder. Please refer to paragraph 5.1.4.7 for expanded details on Delete Folders.

1. Please refer to your RM in order to clarify if you have Folder Deletion privileges.
2. If you have privileges to delete Folders, under the main RM-Assist tab on the upper menu, select **RM-Assist** → **Folders** → **Delete Folders**.
3. Next select the correct ORL which contains the Folder(s) you intend to delete.
4. Then, select the check boxes for the specific Folders you intend to delete.
5. Click the **Delete** button.
6. A dialogue pop-up window appears reminding you that “This action is irreversible. Are you sure you want to delete the selected folder(s)?”
7. Click **OK** and a message alerts you that your deletion of Folders was successful.
8. Now, you will return to the ORL list and select the ORL in which contains the Record Numbers you were attempting to delete. Select ORL and click **Update**.
9. You will now see your list of Record Numbers again and should be able to select all Record Numbers. Select all Record Numbers and click **Remove**.
10. You now see an empty screen reflecting that all of the Record Numbers have been removed and you have an empty ORL. Click the **Close** button.
11. After you have removed or deleted all of the Record Numbers from an ORL you will see no more Record Numbers (Record Instructions) under that ORL. When the ORL is viewed in the List of ORLs summary it appears with the status changed to “Draft”.
12. Click the **Delete** button while the ORL is selected, and while the ORL has “Draft” status, and the ORL is deleted and removed permanently.

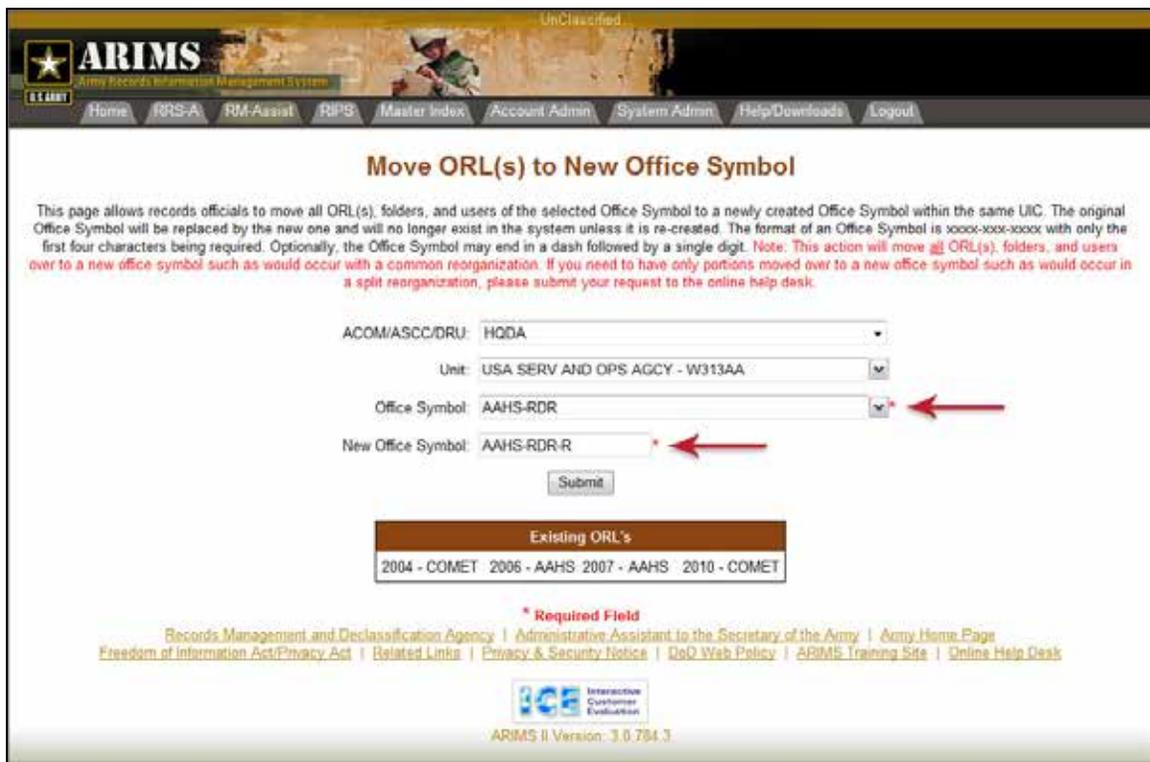
5.1.1.1.8 Reorganizing ORLs for Records Officials

Records Officials have the ability to reorganize ORLs by moving all ORLs from an existing Office Symbol to a New Office Symbol, or to move all ORLs from one existing UIC to another existing UIC.

5.1.1.1.8.1 New Office Symbol

Below are the steps required for moving all ORLs from an existing Office Symbol to a New Office Symbol.

1. Under **RM-Assist**, select the **Office Records List** → **Reorganize** → **Move to New Office Symbol**.
2. Select the Office Symbol which contains the ORLs that you wish to move.



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Move ORL(s) to New Office Symbol

This page allows records officials to move all ORL(s), folders, and users of the selected Office Symbol to a newly created Office Symbol within the same UIC. The original Office Symbol will be replaced by the new one and will no longer exist in the system unless it is re-created. The format of an Office Symbol is xxxxx-xxxx-xxxx with only the first four characters being required. Optionally, the Office Symbol may end in a dash followed by a single digit. *Note: This action will move all ORL(s), folders, and users over to a new office symbol such as would occur with a common reorganization. If you need to have only portions moved over to a new office symbol such as would occur in a split reorganization, please submit your request to the online help desk.*

ACOM/ASCC/DRU: HQDA

Unit: USA SERV AND DPS AGCY - W313AA

Office Symbol: AAHS-RDR

New Office Symbol: AAHS-RDR-R

Submit

Existing ORL's	
2004 - COMET	2006 - AAHS 2007 - AAHS 2010 - COMET

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Figure 53. RM-Assist – Select Office Symbol and Type New Office Symbol

3. Type in the New Office Symbol name.
4. Click **Submit**.
5. A dialogue box will appear to warn you that this is an irreversible action; you click **OK**.
6. A final dialogue box appears to alert you that “ORL(s) were successfully moved.” Click **OK**. You are finished.

5.1.1.1.8.2 Reorganize ORLs for New UIC

Below are the steps required for moving all ORLs from one existing UIC to another existing UIC.

1. Click on the **RM-Assist** tab on the upper menu → select **Office Records List** → **Reorganize** → **Change UIC**. Then, the **Move ORL(s) to New UIC** window opens.
2. From within the **Source UIC** section of the page, you will now use the **Unit Name** and **UIC** drop down menu to select the UIC that contains Office Symbols and ORLs that you wish to move. You are moving the contents of the UIC and not the UIC itself.
3. Now, from within the Destination UIC section of the page, you will in turn select the Unit Name and UIC drop down menu to select the UIC into which you now wish to move the Office Symbols and ORLs.

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Move ORL(s) to New UIC

This page allows records officials to move all ORL(s), folders, and users of the selected UIC to a new UIC. If an Office Symbol already exists in the destination UIC, the source Office Symbol will be renamed by appending a "-2" at the end. *Note: This action will move all ORL(s), folders, and users over to a new Unit/UIC such as would occur with a common reorganization. If you need to have only portions moved over to a new Unit/UIC such as would occur in a split reorganization, please submit your request to the online help desk.*

Source UIC

ACOM/ASCC/DRU: HQDA

Unit Name and UIC: 0650 MI GRP - COUNTER INTEL - WBWMAA

OfficeSymbols:

ACSHM-A ACSHM-RMO aschm-a
ACSHM-D ACSHM-SOM contractors-1
ACSHM-OD ACSHM-V IAMS-PE

Destination UIC

ACOM/ASCC/DRU: HQDA

Unit Name and UIC: 01 PEO AVN - W6DQAA - W6DQAA

OfficeSymbols:

B6T

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Figure 54. RM-Assist – Select UIC Source and Destination

4. Click **Submit**.
5. A dialogue box will appear to warn you that this is an irreversible action; you click **OK**.
6. A final dialogue box appears to alert you that “ORL(s) were successfully moved.” Click **OK**.

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Move ORL(s) to New UIC

This page allows records officials to move all ORL(s), folders, and users of the selected UIC to a new UIC. If an Office Symbol already exists in the destination UIC, the source Office Symbol will be renamed by appending a "-2" at the end. *Note: This action will move all ORL(s), folders, and users over to a new Unit/UIC such as would occur with a common reorganization. If you need to have only portions moved over to a new Unit/UIC such as would occur in a split reorganization, please submit your request to the online help desk.*

Source UIC

ACOM/ASCC/DRU: HQDA

Unit Name and UIC: 0650 MI GRP - COUNTER INTEL - WBWMAA

OfficeSymbols:

There are no Office Symbols for this unit.

Destination UIC

ACOM/ASCC/DRU: HQDA

Unit Name and UIC: 01 PEO AVN - W6DQAA - W6DQAA

OfficeSymbols:

ACSHM-A ACSHM-RMO aschm-a IAMS-PE
 ACSHM-D ACSHM-SGM BBT
 ACSHM-OD ACSHM-V contractor-1

Submit

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Figure 55. RM-Assist – UIC Source and Destination Moved

5.1.1.1.9 Generate ORL Report

The ORL report is a printable list of information about the ORLs that you specify.

1. To create an ORL report, click the **RM-Assist** button on the menu → and then select **Office Records List** → and **Report** from the drop-down menu. The **ORL Report** screen appears, as shown in Figure 56.

Search by Status:

Search by Year: ACOM/ASCC/DRU:

Sort: Unit:

Click the Submit button to generate the report.

Figure 56. RM-Assist – ORL Report

2. Use the **Search by Status**, **Search by UIC**, or **Search by Year** options to build a list of ORLs for the report. The following example, Figure 57, shows the results of a search for Approved ORLs from 2008 in the USA SERV AND OPS AGCY – W313AA Unit.

Search by Status: ACOM/ASCCIDRU:
 Search by Year: Unit:
 Sort:

Click the Submit button to generate the report.

Main Report 100% BusinessObjects

ORL REPORT

ORL Name	Unit Name	UIC	Office Symbol	ORL Year	Status
AHHD-PAA-PS	USA SERV AND OPS AGCY	W313AA	JDSO-PAT	2008	Approved
Administrative Publications Branch	USA SERV AND OPS AGCY	W313AA	JDSO-PAP-A	2008	Approved
AHSIDA Files	USA SERV AND OPS AGCY	W313AA	SAAA-DA	2008	Approved
ARB ORL	USA SERV AND OPS AGCY	W313AA	AAHS-RDR-R	2008	Approved
Army Dedpass Activity	USA SERV AND OPS AGCY	W313AA	AAHS-RDO	2008	Approved
Army Suggestion Program	USA SERV AND OPS AGCY	W313AA	AAHS-RDR-R	2008	Approved
Business Communications	USA SERV AND OPS AGCY	W313AA	AARC-BC	2008	Approved
Executive Staff	USA SERV AND OPS AGCY	W313AA	JDRP	2008	Approved
F.Workman	USA SERV AND OPS AGCY	W313AA	JDRP-AS-MRD-F	2008	Approved
Files	USA SERV AND OPS AGCY	W313AA	SAAA-ROC	2008	Approved
FDIA	USA SERV AND OPS AGCY	W313AA	JDRP-CA	2008	Approved
FOIA/Privacy	USA SERV AND OPS AGCY	W313AA	AAHS-RDF	2008	Approved
Forms Management Branch	USA SERV AND OPS AGCY	W313AA	JDSO-PAP-F	2008	Approved
JDSO-VI	USA SERV AND OPS AGCY	W313AA	JDSO-VI	2008	Approved
JSRRC	USA SERV AND OPS AGCY	W313AA	AAHS-RDC	2008	Approved
Mail Management	USA SERV AND OPS AGCY	W313AA	JDRP-AS-MRD-E	2008	Approved
nato	USA SERV AND OPS AGCY	W313AA	JDSO-SEC-N	2008	Approved
OAA-DOLW	USA SERV AND OPS AGCY	W313AA	DOL-W	2008	Approved
Operations	USA SERV AND OPS AGCY	W313AA	AAHS-RDO	2008	Approved
Publication Files	USA SERV AND OPS AGCY	W313AA	JDSO-PAP-T	2008	Approved
Records Management & Dedpass Agency	USA SERV AND OPS AGCY	W313AA	AAHS-RD	2008	Approved

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Figure 57. RM-Assist – Completed ORL Report

5.1.2 ORL Libraries (Records Officials only)

ORL libraries contain pre-built ORLs based on the type of unit for which records will be maintained. If you are a records official, you may add ORLs to the ORL library, and approve and disapprove record instructions. You can also add or remove library instructions from an ORL library, and you can delete libraries.

5.1.2.1 Manage ORL Libraries

1. To manage ORL libraries, click the **RM-Assist** button on the menu → select **ORL Library** → and then select **Manage ORL Libraries** from the drop-down menu. The **ORL Library Management** screen appears, as shown in
2. Figure 58.

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Army Records Management System

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ORL Library Management

This is a list of all ORL Libraries. Record instructions can be added and deleted to the Libraries. The Libraries can be used to create new ORL's.

Library Name	Description
Ww41B0	COMSEC
Ww41B1	COMSEC
Unit Records	Unit Records
Unit Ministry	For Chaplains within the Command
Unit Maintenance	Unit Maintenance Files
TEST-How Does Library Work	Not sure yet what the purpose is
Supply-09	Supply Library
Supply 84th FN BN (CB)	Use for all Supply
SUPPLY	FILES FOR SUPPLY DOCUMENTATION
STB S1 PERSONNEL FILES	S1 PERSONNEL FILES
SMDG/ARSTRAT	2009 ORLs
Records Management	Records Management
Quality Control	AASF Required Files
Pubs	Regulations
Property Labels	Labels needed for property accountability
Production Control	Production Control Records
PAQ	For Public Affairs Offices
PA/PI	Privacy Act/Personal Identifiable Information
ORLs	pending
Operational Records	Basic ORL for Operational Records

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Figure 58. RM-Assist – ORL Library Management

3. Click on the name of a library. When it is highlighted, you will be able to Update or Delete entries in the library, as shown in Figure 59.

The screenshot shows the ARIMS (Army Records Management System) interface. At the top, there is a navigation bar with links: Home, RRS-A, RM-Assist, RPS, Master Index, Account Admin, System Admin, Help/Downloads, and Logout. The main heading is "ORL Library Management". Below the heading, a text block states: "This is a list of all ORL Libraries. Record instructions can be added and deleted to the Libraries. The Libraries can be used to create new ORL's." A table lists 20 ORL libraries. The "Production Control" library is highlighted in grey. Below the table are "Update", "Delete", and "View" buttons. At the bottom, there are links for "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", and "Online Help Desk". A logo for "Interactive Customer Evaluation" and the version number "ARIMS II Version: 3.0.784.1" are also present.

Library Name	Description
Ww41B0	COMSEC
Ww41B1	COMSEC
Unit Records	Unit Records
Unit Ministry	For Chaplains within the Command
Unit Maintenance	Unit Maintenance Files
TEST-How Does Library Work	Not sure yet what the purpose is
Supply-09	Supply Library
Supply 84th EN BN (CB)	Use for all Supply
SUPPLY	FILES FOR SUPPLY DOCUMENTATION
STB S1 PERSONNEL FILES	S1 PERSONNEL FILES
SMDC/ARSTRAT	2009 ORL's
Records Management	Records Management
Quality Control	AASF Required Files
Pubs	Regulations
Property Labels	Labels needed for property accountability
Production Control	Production Control Records
PAQ	For Public Affairs Offices
PA/PII	Privacy Act/Personal Identifiable Information
ORLs	pending
Operational Records	Basic ORL for Operational Records

Figure 59. RM-Assist – ORL Library Highlighted

4. Click **Delete** to remove the ORL library, or click **Update** to add or delete record instructions from the ORL, as shown in Figure 60.

Library Details								
Library Name: Production Control								
<input type="checkbox"/>	Record Category	Record Title	Record Type	Perm	Event Driven	Privacy Act Number	Record Number	Status
<input type="checkbox"/>	MAINTENANCE OF SUPPLIES AND EQUIPMENT	Calibration data cards - Master File	T	No	Yes	NA	750-8j1	Proposed
<input type="checkbox"/>	MAINTENANCE OF SUPPLIES AND EQUIPMENT	Equipment inspection and maintenance worksheets	K	No	Yes	NA	750-8e	Proposed
<input type="checkbox"/>	MAINTENANCE OF SUPPLIES AND EQUIPMENT	General maintenance of supplies and equipment correspondence files	K	No	Yes	NA	750	Proposed
<input type="checkbox"/>	MAINTENANCE OF SUPPLIES AND EQUIPMENT	Historical records or logbooks	K	No	Yes	NA	750-8f	Proposed
<input type="checkbox"/>	MAINTENANCE OF SUPPLIES AND EQUIPMENT	Preventive maintenance schedules	K	No	Yes	NA	750-8d	Proposed
<input type="checkbox"/>	MAINTENANCE OF SUPPLIES AND EQUIPMENT	Shop property accounts	T	No	No	NA	750-8g	Proposed
<input type="checkbox"/>	MAINTENANCE OF SUPPLIES AND EQUIPMENT	TMDE Calibration Data	K	No	Yes	NA	750-43a	Proposed

Figure 60. RM-Assist – ORL Library Details

- Use the check boxes to select the Record Number/Instructions to be removed, and then click **Remove**. Or, to add record instructions, click **Add Record Instructions**. This takes you to the **Library Basic Search for Instructions** screen, as seen in Figure 61.

Library Basic Search For Instructions

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

[Return to Update Page](#)

Library Name: Production Control

<p>Search by Keyword</p> <p>Keyword: <input style="width: 80%;" type="text"/></p> <p><input checked="" type="checkbox"/> Search within Record Instruction Category</p> <p style="text-align: center;">OR</p> <p>Search by Regulation Number</p> <p>Regulation Number: <input style="width: 80%;" type="text"/></p> <p style="text-align: center;">OR</p> <p>Browse by Record Category</p> <p>Record Category: <input style="width: 80%;" type="text"/></p> <p>Sort list by:</p> <p><input checked="" type="radio"/> Number <input type="radio"/> Description</p> <p style="text-align: center;">AND</p> <p>Record Type</p> <p><input type="radio"/> Event <input type="radio"/> Calendar <input checked="" type="radio"/> Any</p> <p><input type="radio"/> Permanent <input type="radio"/> Time based <input checked="" type="radio"/> Any</p> <p><input type="radio"/> Transfer <input type="radio"/> Keep <input checked="" type="radio"/> Rescinded <input checked="" type="radio"/> Superseded <input type="radio"/> Unscheduled <input checked="" type="radio"/> Any</p> <p>Explanation of Disposition Codes</p> <p><input type="button" value="Reset Form"/></p>	<p>Hints for searching by Keyword</p> <ul style="list-style-type: none"> • 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 Instruction Category is checked, the category title and category 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.).
--	--

Figure 61. RM-Assist – Library Basic Search for Instructions

6. If you are unfamiliar with the RRS-A Basic Search, see Section 4.3.1 for more information. This search is very similar. When you have searched for and identified appropriate record instructions, select them using the checkboxes next to the titles.
7. When you click **Submit**, the record instructions will be added to the library.

5.1.2.2 Create ORL Library

ORL libraries may be created by records officials for their units.

1. To create an ORL library, select the **RM-Assist** tab on the upper menu → select **ORL Library** → and then **Create ORL Library** from the drop-down menu. The **Create an ORL Library** screen appears, as shown in Figure 62.

Figure 62. RM-Assist – Create an ORL Library

2. Enter a name for the new ORL library, and then enter a description, as shown in Figure 63.

Figure 63. RM-Assist – Create ORL Library Name and Description

3. Then click the **Create Library** button. The library is created, and the List of ORL Libraries is displayed including the newly created one, as shown in Figure 64.

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ORL Library Management

This is a list of all ORL Libraries. Record instructions can be added and deleted to the Libraries. The Libraries can be used to create new ORL's.

Library Name	Description
Wx41B0	COMSEC
Wx41B1	COMSEC
Unit Records	Unit Records
Unit Ministry	For Chaplains within the Command
Unit Maintenance	Unit Maintenance Files
TEST-How Does Library Work	Not sure yet what the purpose is
Supply-09	Supply Library
Supply 84th EN BN (CB)	Use for all Supply
SUPPLY	FILES FOR SUPPLY DOCUMENTATION
STB S1 PERSONNEL FILES	S1 PERSONNEL FILES
SMDC/ARSTRAT	2009 ORL's
Records Management	Records Management
Quality Control	AASF Required Files
Pubs	Regulations
Property Labels	Labels needed for property accountability
Production Control	Production Control Records
PAO	For Public Affairs Offices
PA/PII	Privacy Act/Personal Identifiable Information
ORL's	pending
Operational Records	Basic ORL for Operational Records

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Figure 64. RM-Assist – List of ORL Libraries

5.1.3 Viewing Proposed ORLs

1. To view or approve an ORL, select the **RM-Assist** tab on the upper menu → and then select **View Proposed ORLs** from the drop-down menu. The **View Proposed ORLs** screen appears, as shown in Figure 65.

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Records Management - View Proposed ORLs

Search for proposed ORLs by ACOM, Unit, and Office Symbol. These fields are filter parameters and are not required. After the ORLs are returned, click on the ORL Name of the appropriate ORL to view the record instructions associated with it.

ACOM/ASCC/DRU: HQDA

Unit: USA SERV AND OPS AGCY - W313AA

Office Symbol: AAHS-RDR-R

Submit

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Figure 65. RM-Assist – View Proposed ORLs

2. The ACOM/ASCC/DRU, Unit, and Office Symbol fields are all filled by default. Depending on your ARIMS/ARIMS-C access level, you may be able to make other selections. Click **Submit** to list the Proposed ORLs, as shown in Figure 66.

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Records Management - View Proposed ORLs

Search for proposed ORLs by ACOM, Unit, and Office Symbol. These fields are filter parameters and are not required. After the ORLs are returned, click on the ORL Name of the appropriate ORL to view the record instructions associated with it.

ACOM/ASCC/DRU: HQDA

Unit: USA SERV AND OPS AGCY - W313AA

Office Symbol: AAHS-RDR-R

Submit

ORL Name	ORL Year	ACOM/ASCC/DRU	UIC	Unit Name	Office Symbol	Proposed By
Testing Records	1995	HQDA	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	User Name
Explosives Records	1961	HQDA	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	User Name

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Figure 66. RM-Assist – List of Proposed ORLs

- Click on the ORL Name to view the record instructions included in the ORL, as shown in Figure 67.

Records Management - Approve Record Instructions

According to the users permissions, the user can approve or disapprove instructions by selecting checkboxes.

Please check the appropriate boxes (Approve or Disapprove), and then click Submit.

ORL Name: RDR ORL

<input type="checkbox"/>	Record Category	Record Title	Record Type	Perm	Event Driven	Privacy Act Number	Record Number	Status
<input checked="" type="checkbox"/>	PROCUREMENT	Contract actions - other than environmental contracts; Contracting Officers(Superseded by text)	t	No	No		715k1	Approved
<input checked="" type="checkbox"/>	PROCUREMENT	Debated bidder lists - Office responsible for final determination as to whether or not a bidder is placed on the list	t	No	No	NA	715a1	Approved
<input checked="" type="checkbox"/>	INFORMATION MANAGEMENT	General information management correspondence files	K	No	Yes	NA	25	Approved
<input type="checkbox"/>	TRAINING	Joint Airborne/Air Transportability Training files - Office with Army-wide responsibility. Program evaluations and related information	T	No	No	NA	350-1i1	Proposed
<input type="checkbox"/>	TRAINING	Joint Airborne/Air Transportability Training files - Offices other than office with Army-wide responsibility and records other than program evaluations and related files	K	No	No		350-1i2	Proposed
<input checked="" type="checkbox"/>	HOUSEKEEPING FILES	Office job descriptions	K	No	Yes	NA	1bb	Approved
<input checked="" type="checkbox"/>	HOUSEKEEPING FILES	Office temporary duty travel	T	No	No	T7333DFAS	1hh	Approved
<input checked="" type="checkbox"/>	INFORMATION MANAGEMENT	Records Management Program	K	No	No	NA	25-1i	Approved

Figure 67. RM-Assist – Approve Record Instructions

- If your access level permits, you can use the check boxes to approve or disapprove record instructions. When all instructions in the ORL have been either approved or disapproved (removed), the ORL's status changes from *Proposed* to *Approved*. Click **Close** when you are finished.

5.1.4 Folders

In ARIMS/ARIMS-C, all documents are stored in a folder corresponding to a single Record Instruction type. Thus, there may be multiple documents in a folder. There are three basic types of folders: *Parent Folders*, *Record Folders*, and *Privacy Act Folders*.

- § **Parent Folders** contain only AO (child) folders, but no isolated documents.
- § **Record Folders** contain one or more files documents, but no folders.
- § **Privacy Act Folders** are record folders that are accessible only to the owner of the folder. They may contain other folders as well as individual documents.

Each record or Privacy Act folder has one and only one owner: the person who created the folder. In the case of a record folder, it belongs to one user but may be accessed by anyone in the office symbol to place documents into the folder. In the case of a parent folder, anyone within the office symbol may create another record folder, Privacy Act folder, or sub-parent folder within the parent folder.

However, in the case of a Privacy Act folder, only the owner of the folder may access the folder without specifically asking for permission to access it. Only the owner may place documents into a Privacy Act folder; no permission can be granted to place documents into the folder. In the classified ARIMS/ARIMS-C environment, all folders are treated as if they are Privacy Act folders. There is no concept of ownership of parent folders; they merely define a structure for holding record and Privacy Act folders.

Hardcopy folders are considered *Checked Out* while they are still in the office of record or CFA (Current Files Area). They are *Checked In* once they have been transferred to an RHA/FRC.

Electronic folders are *Open* if documents may be filed or transferred. They are *Closed* when all documents have been filed or transferred and the folder is complete.

5.1.4.1 Creating Folders

You may only create a folder based on an approved record instruction within the ORL of the office symbol for which you are performing record management tasks. All record folders or Privacy Act folders within an immediate parent folder must be based on the same Record Instruction. New sub-parent folders may be created within a parent folder without restriction.

1. To create a folder, select the **RM-Assist** tab on the upper menu → and then select **Folders** → and then **Create Folders** from the drop-down menu. The **Create Folders** page appears, as shown in Figure 72.

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Records Management - Create Folders

This screen allows you to create multiple electronic or hard copy folders at one time. To create folders, enter the folder names, one per line, into the Names field and click the Add Folder button. All folders that are created will be identical except for the name; they will be based on the same record instruction from the same ORL and in the same year. They will all be in the same Special Collection, if applicable.

A folder may be removed from the creation list by clicking Delete before clicking the Submit button. Once all folders have been added, click Submit to create the folders and to print labels for any hardcopy folders that have been created.

If you have multiple hardcopy records that will occupy more than one folder, use the Multi-part checkbox, and enter the total number required in the Count field.

USA SERV AND OPS AGCY - W313AA

Office Symbol:

Office Records List:

Record Instruction:

Names of New Folders:

Hard Copy:

Vital Record:

Multi-part: Count:

Show count in folder name?

Indexing for a Special Collection: Yes No

Special Collection:

You MUST add folders before you submit for creation

* Required Field

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Figure 68. RM-Assist – Create Folders

2. Select the **Office Symbol** and **ORL** in 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, as shown in Figure 69.

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Records Management - Create Folders

This screen allows you to create multiple electronic or hard copy folders at one time. To create folders, enter the folder names, one per line, into the Names field and click the Add Folder button. All folders that are created will be identical except for the name; they will be based on the same record instruction from the same ORL and in the same year. They will all be in the same Special Collection, if applicable.

A folder may be removed from the creation list by clicking Delete before clicking the Submit button. Once all folders have been added, click Submit to create the folders and to print labels for any hardcopy folders that have been created.

If you have multiple hardcopy records that will occupy more than one folder, use the Multi-part checkbox, and enter the total number required in the Count field.

USA SERV AND OPS AGCY - W313AA

Office Symbol:

Office Records List:

Record Instruction:

Names of New Folders:

Hard Copy:

Vital Record:

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

Indexing for a Special Collection: Yes No

Special Collection:

You MUST add folders before you submit for creation

* Required Field

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Figure 69. RM-Assist – Create Multiple Folders

3. The folders may be placed in a parent folder that already matches the Record Instruction type of the new record folders or in a parent folder that does not already contain record folders. In the latter case, that parent folder would now be constrained to hold records of that Record Instruction type.
4. Specify whether the folder is hardcopy, if it belongs to a Special Collection, and/or if it is a Vital Record, as applicable, and then click the **Add Folders** button. The default for creating folders is electronic which can then be used to upload electronic records with the RIPS Document Upload or the Bulk Archive Tool discussed in section 5.2.1.

5. The list of added folders will appear at the bottom of the screen, as shown in Figure 70.

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Army Records Information Management System

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Records Management - Create Folders

This screen allows you to create multiple electronic or hard copy folders at one time. To create folders, enter the folder names, one per line, into the Names field and click the Add Folder button. All folders that are created will be identical except for the name, they will be based on the same record instruction from the same ORL and in the same year. They will all be in the same Special Collection, if applicable.

A folder may be removed from the creation list by clicking Delete before clicking the Submit button. Once all folders have been added, click Submit to create the folders and to print labels for any hardcopy folders that have been created.

If you have multiple hardcopy records that will occupy more than one folder, use the Multi-part checkbox, and enter the total number required in the Count field.

USA SERV AND OPS AGCY - W313AA

Office Symbol: AAHS-RDR-R

Office Records List: 2009 - ARB ORL

Record Instruction: 1th Office temporary duty travel

Names of New Folders:
Travel Vouchers - May
Travel Vouchers - June

Hard Copy:

Vital Record:

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

Indexing for a Special Collection: Yes No

Special Collection:

Add Folders

Title	Record Instruction	Special Collection	Media Type	Vital
Travel Vouchers - May	1th Office temporary duty travel	None	Hardcopy	No
Travel Vouchers - June	1th Office temporary duty travel	None	Hardcopy	No

Submit

* Required Field

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Figure 70. RM-Assist – Create Multiple Folders – Names Added

6. If you wish to create “Multi-part Folders” or folders that all have the same name, you must first have the **Hard Copy** check box selected. Then you will select the **Multi-part** check box, 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 via the **Show count in folder name?** check box.

7. Review the list of folders to be added, delete any that are not correct, and then click **Submit**.
8. If you are creating hard copy folders, the **Print Labels** screen will be displayed, as shown in Figure 71.

Print Labels

This page shows the layout of the labels for your selected folders. The labels are formatted for 1"x4" labels, 20 to a sheet (Avery 5161 or equivalent). Note that the label borders shown on this page will not print, they are just there to aid in visualizing the label layout. When you click the "Create" button, a PDF file will be generated and displayed. From the PDF viewer, select the Printer icon to print your label pages. **Ensure that the Page Scaling option in the print window is set to "None" before clicking OK to print your labels.** Select a starting row greater than one to print on a partially used page of labels. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.

Use the Advanced Options button to indicate whether or not you want to show the RRS-A Instruction Title and/or the User-entered Folder Name for the labels to be printed. Note: Folder titles are limited to the first two lines. Titles exceeding the two line limit will be cutoff and not display on the labels.

Start at Row #:

Show RRS-A Instruction Title?
 Show Folder Title?

T 1hh Travel vouchers - May :Office temporary duty travel (06) PA.77333DFAS Keep in CFA until NLN, TRF RHA.	 001809081301040968
T 1hh Travel vouchers - June :Office temporary duty travel (06) PA.77333DFAS Keep in CFA until NLN, TRF RHA.	 003309081301040968

Sample Sheet

Figure 71. RM-Assist – Create Multiple Folders – Labels

9. See Section 5.1.4.6, Printing Folder Labels, for more information on how to print labels.
10. When you are finished, click **Close**, and you will be returned to the **Create Multiple Folders** screen.
11. Please note that there are certain restrictions in the naming of electronic folders and files within the ARIMS Systems. Any file name in ARIMS can only have a maximum of 248 characters. The entire path, directory and filename of any file in ARIMS, can be only a maximum of 260 characters, and no more. This presents a problematic issue for users to be aware of; consideration must be given to file and folder naming conventions in order to avoid file names and folder names that are excessively long. The combination of file and folder names must not be longer than 260 characters.

5.1.4.2 Listing Folders

- To see the list of current folders, select the **RM-Assist** tab on the upper menu → and then select **Folders** → and then **List Folders** from the drop-down menu. The **List Folders** screen appears, as shown in Figure 72.

Records Management - List Folders

This screen allows you to request access to restricted folders, print barcode labels for hard copy folders, and view folder details. To request access to restricted folders, select the **View All** option, click the check boxes beside the folder title you need access to and click the **Request Records** button. To create and print barcode labels for hard copy folders click the **Hard Copy** option, click the check box beside the folder title and click the **Print Barcode** button.

USA SERV AND OPS AGCY - W313AA

Office Symbol: AAHS-RDR-R

Office Records List: 2009 - ARB ORL

Folder Type: View All Electronic Hard Copy

Folder Title	Record Instruction Number	Special Collection	Media Type	Status
<input type="checkbox"/> Wilson, Erica	1hh	None	Electronic	Opened
<input type="checkbox"/> Watson, Angela	1hh	None	Electronic	Opened
<input type="checkbox"/> Watson, Angela	1aa1	None	Electronic	Closed
<input type="checkbox"/> Washington, Rochaine	1hh	None	Electronic	Opened
VitalRecordsTest-2	25-400-2a	None	Electronic	Opened
VitalRecordsTest-1	25-400-2a	None	Electronic	Opened
VitalRecordsTest-6	25-400-2a	None	Electronic	Opened
VitalRecordsTest-5	25-400-2a	None	Electronic	Opened
VitalRecordsTest-4	25-400-2a	None	Electronic	Opened
VitalRecordsTest-3	25-400-2a	None	Electronic	Opened
<input type="checkbox"/> Travel Vouchers - May	1hh	None	Hardcopy	Checked In
<input type="checkbox"/> Travel Vouchers - June	1hh	None	Hardcopy	Checked Out
TestforVitalRclds-3	25-400-2a	None	Electronic	Opened
TestforVitalRclds-2	25-400-2a	None	Electronic	Opened
TestforVitalRclds-1	25-400-2a	None	Electronic	Opened
TestC	1bb	None	Hardcopy	Checked Out
TestC	1mm	None	Hardcopy	Checked Out
testB	1bb	None	Hardcopy	Checked Out
testB	1mm	None	Hardcopy	Checked Out
testA	1bb	None	Hardcopy	Checked Out

[Request Records](#)

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Figure 72. RM-Assist – List Folders

- Click the title of a folder to view details about the folder, as shown in Figure 73, which shows an electronic folder.

Folder Details

This screen allows you to view folder details, edit folder details, create an AO folder for a hard copy folder, print barcode labels for an AO folder and edit AO folder details.

[Create AO Folder](#) [Close Folder](#) [Close Detailed View](#)

Record Title: Records Management Authority
Record Type: Electronic
Location: NA
RHA: CFA
UIC: W313AA
Unit Name: USA SERV AND OPS AGCY
Office Symbol: NA
Record Number: 25-1
RRS-A Record Title: Records Management Program
Disposition Authority Number: GRS 16, item 7
Prescribing Directive Number: 25-1
Created by: Kathanne Garstka
Create Date: 3/15/2009 10:44:07 AM
Close Date: Not Closed
Privacy Act Number: NA
Special Collection:
Vital Record: No

[Edit Folder Details](#)

Figure 73. RM-Assist – Folder Details (Electronic Folder)

3. The next example, Figure 74, shows a hard copy folder that contains two AO folders. Keywords for the folders are shown in columns next to the AO folder name. Keywords describe the content of the folder, and are used to aid in searches for the documents.

Folder Details

This screen allows you to view folder details, edit folder details, create an AO folder for a hard copy folder, print barcode labels for an AO folder and edit AO folder details.

Record Title: Travel vouchers - May
 Record Type: Hardcopy
 Location: NA
 RHA: CFA
 UIC: W313AA
 Unit Name: USA SERV AND OPS AGCY
 Office Symbol: AAHS-RDR-R
 Record Number: 1hh
 RRS-A Record Title: Office temporary duty travel
 Disposition Authority Number: GRS 6, item 1a
 Prescribing Directive Number: None
 Created by: Patricia Hall
 Create Date: 4/1/2009 1:08:08 PM
 Close Date: Not Closed
 Privacy Act Number: T73330FAS
 Special Collection:
 Vital Record: No

<input type="checkbox"/>	AO Folder Name	Keyword_1	Keyword_2	Keyword_3	Keyword_4	Keyword_5	
<input type="checkbox"/>	Travel Voucher Memos	travel	vouchers				<input type="button" value="Edit AO Folder Details"/>
<input type="checkbox"/>	Travel Voucher Approvals	travel	vouchers	approvals			<input type="button" value="Edit AO Folder Details"/>

Figure 74. RM-Assist – Folder Details (Hard Copy Folder)

- You can edit the folder name or the keywords by clicking the **Edit AO Folder Details** button in the right column, which will open the AO folder for editing, as shown in Figure 75.

Folder Details

This screen allows you to view folder details, edit folder details, create an AO folder for a hard copy folder, print barcode labels for an AO folder and edit AO folder details.

Record Title: Travel vouchers - May
 Record Type: Hardcopy
 Location: NA
 RHA: CFA
 UIC: W313AA
 Unit Name: USA SERV AND OPS AGCY
 Office Symbol: AAHS-RDR-R
 Record Number: 1hh
 RRS-A Record Title: Office temporary duty travel
 Disposition Authority Number: GRS 6, item 1a
 Prescribing Directive Number: None
 Created by: Patricia Hall
 Create Date: 4/1/2009 1:08:08 PM
 Close Date: Not Closed
 Privacy Act Number: T7330FAS
 Special Collection
 Vital Record: No

AO Folder Name	Keyword 1	Keyword 2	Keyword 3	Keyword 4	Keyword 5	
Travel Voucher Memos	travel	vouchers				Update Cancel
<input type="checkbox"/> Travel Voucher Approvals	travel	vouchers	approvals			<input type="button" value="Edit AO Folder Details"/>

Figure 75. RM-Assist – Edit AO Folder Name and Keywords

5.1.4.3 Requesting Folders

1. To request folders, click the **RM-Assist** tab on the upper menu → and then select **Folders** → and then **List Folders** from the drop-down menu. The **List Folders** screen appears, as shown in Figure 76.

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Records Management - List Folders

This screen allows you to request access to restricted folders, print barcode labels for hard copy folders, and view folder details. To request access to restricted folders, select the **View All** option, click the check boxes beside the folder title you need access to and click the **Request Records** button. To create and print barcode labels for hard copy folders click the **Hard Copy** option, click the check box beside the folder title and click the **Print Barcode** button.

USA SERV AND OPS AGCY - W313AA

Office Symbol:

Office Records List:

Folder Type: View All Electronic Hard Copy

Folder Title	Record Instruction Number	Special Collection	Media Type	Status
<input checked="" type="checkbox"/> Wilson, Erica	1hh	None	Electronic	Opened
<input checked="" type="checkbox"/> Watson, Angela	1hh	None	Electronic	Opened
<input checked="" type="checkbox"/> Watson, Angela	1aa1	None	Electronic	Closed
<input checked="" type="checkbox"/> Washington, Rochaine	1hh	None	Electronic	Opened
VitalRecordTest-2	25-400-2a	None	Electronic	Opened
VitalRecordTest-1	25-400-2a	None	Electronic	Opened
VitalRecordsTest-6	25-400-2a	None	Electronic	Opened
VitalRecordsTest-5	25-400-2a	None	Electronic	Opened
VitalRecordsTest-4	25-400-2a	None	Electronic	Opened
VitalRecordsTest-3	25-400-2a	None	Electronic	Opened
<input checked="" type="checkbox"/> Travel Vouchers - May	1hh	None	Hardcopy	Checked In
<input checked="" type="checkbox"/> Travel Vouchers - June	1hh	None	Hardcopy	Checked Out
TestforVitalRclds-3	25-400-2a	None	Electronic	Opened
TestforVitalRclds-2	25-400-2a	None	Electronic	Opened
TestforVitalRclds-1	25-400-2a	None	Electronic	Opened
TestC	1bb	None	Hardcopy	Checked Out
TestC	1mm	None	Hardcopy	Checked Out
testB	1bb	None	Hardcopy	Checked Out
testB	1mm	None	Hardcopy	Checked Out
testA	1bb	None	Hardcopy	Checked Out

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Figure 76. RM-Assist – List Folders

2. Select an Office Symbol and ORL to list the folders in that ORL.
3. Use the check boxes to select the folders you wish to request, and then click **Request Records**, which produces the **Submit Records Request** screen, as shown in Figure 77.

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Submit Records Request

Use this screen to submit a records access request. Select the request type and priority then click **Request Records**. You may also specify a date after which this request would become invalid. If no date is specified, the request will sit in the queue until it is approved or denied.

Request Type:

Request Priority:

Expiration Date:

Description:

You may remove items from the request using the table below. Select the items that you do not want and click **Delete Selected Records from Request**.

<input type="checkbox"/>	Record Subject	Owner	Creation Date	Record Type
<input type="checkbox"/>	Doe, John	John Doe	5/15/2009 3:22:04 PM	Electronic
<input type="checkbox"/>	Username, User	User Username	4/3/2009 2:47:19 PM	Electronic
<input type="checkbox"/>	Doe, Jane	Jane Doe	8/14/2008 7:42:34 AM	Electronic
<input type="checkbox"/>	Username, User	User Username	4/3/2009 2:47:19 PM	Electronic
<input type="checkbox"/>	Doe, John	John Doe	7/24/2009 3:54:43 PM	Hardcopy
<input type="checkbox"/>	Username, User	User Username	7/26/2009 9:28:26 PM	Hardcopy

* Required Field

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Figure 77. RM-Assist – Submit Records Request

4. The **Submit Records Request** screen lets you to specify type and priority, add a description/justification and date required, or make changes to the request.
5. After completing all required fields and any other information you wish, click **Request Records** to send the request to the records manager/records authority for processing. The **My Requested Records** screen is then displayed, showing the status of your requests, as shown in Figure 78.

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My Requested Records

Below are the records to which you have requested access. Once access has been granted, the name will become a clickable link allowing you to see the record details. The **Clean Requests** button will remove all expired and denied requests.

Status	Record Subject	Folder	Owner	Request Date	Record Type
No Action	Travel Vouchers - May		John Doe	7/27/2009 11:19:19 AM	Hardcopy
No Action	Username, User		User Username	7/27/2009 11:21:20 AM	Electronic
No Action	Doe, Jane		Jane Doe	7/27/2009 11:21:20 AM	Electronic
No Action	Username, User		User Username	7/27/2009 11:21:20 AM	Electronic
No Action	Doe, John		John Doe	7/27/2009 11:21:20 AM	Electronic
No Action	Travel Vouchers - May		User Username	7/27/2009 11:21:20 AM	Hardcopy
No Action	Travel Vouchers - June		Jane Doe	7/27/2009 11:21:20 AM	Hardcopy

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Figure 78. RM-Assist – My Requested Records

5.1.4.4 Creating AO Folders

To create an AO folder within a hard copy record folder, click the **RM-Assist** button on the menu → and then select **Folders** → and then **List Folders**. Click the title of a folder to view details about the folder, as shown in Figure 79.

Folder Details

This screen allows you to view folder details, edit folder details, create an AO folder for a hard copy folder, print barcode labels for an AO folder and edit AO folder details.

Record Title: Travel vouchers - May
 Record Type: Hardcopy
 Location: NA
 RHA: CFA
 UIC: W313AA
 Unit Name: USA SERV AND OPS AGCY
 Office Symbol: AAHS-RDR-R
 Record Number: 1hh
 RRS-A Record Title: Office temporary duty travel
 Disposition Authority Number: GRS 6, item 1a
 Prescribing Directive Number: None
 Created by: Patricia Hall
 Create Date: 4/1/2009 1:08:08 PM
 Close Date: Not Closed
 Privacy Act Number: T7333DFAS
 Special Collection:
 Vital Record: No

AO Folder Name	Keyword 1	Keyword 2	Keyword 3	Keyword 4	Keyword 5	Edit AO Folder Details
<input type="checkbox"/> Travel Voucher Memos	travel	vouchers				<input type="button" value="Edit AO Folder Details"/>
<input type="checkbox"/> Travel Voucher Approvals	travel	vouchers	approvals			<input type="button" value="Edit AO Folder Details"/>

Figure 79. RM-Assist – Folder Details – Hard Copy Record

1. On the **Folder Details** screen, click the **Create AO Folder** button at the top of the page to display the **Create AO Folder** screen, as shown in Figure 80.

Records Management - Create AO Folder

This screen allows you to create an AO folder. Enter a folder name, select the media type, and enter keywords to describe the contents of the folder and aid in subsequent searches for the document.

Folder Name:

Keyword 1:

Keyword 2:

Keyword 3:

Keyword 4:

Keyword 5:

Media Type:

* Required Field

Figure 80. RM-Assist – Create AO Folder

2. Enter a folder name, keywords for indexing, and select the media type. Keywords 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**.

5.1.4.5 Updating Folders

1. To update a folder, select the **RM-Assist** tab on the menu → and then select **Folders** → and then **List Folders**. Click the title of a folder to view details about the folder, as shown in paragraph section 5.1.4.2.
2. Click the title of the folder to display the **Folder Details** page, as shown in Figure 81.

Folder Details

This screen allows you to view folder details, edit folder details, create an AO folder for a hard copy folder, print barcode labels for an AO folder and edit AO folder details.

Record Title: Travel vouchers - June
 Record Type: Hardcopy
 Location: NA
 RHA: CFA
 UIC: W313AA
 Unit Name: USA SERV AND OPS AGCY
 Office Symbol: AAHS-RDR-R
 Record Number: 1hh
 RRS-A Record Title: Office temporary duty travel
 Disposition Authority Number: GRS 6, item 1a
 Prescribing Directive Number: None
 Created by: Patricia Hall
 Create Date: 4/1/2009 1:08:08 PM
 Close Date: Not Closed
 Privacy Act Number: T7333DFAS
 Special Collection:
 Vital Record: No

Figure 81. RM-Assist – Folder Details

3. Use the **Edit Folder Details** button to rename the folder, remove it from a special collection, or change the special collection to which it belongs. Only the owner of the folder may rename the folder. The new name of the folder must be unique within a particular Office Symbol only. You cannot change the path of the folder — that is, you cannot modify the parent folder hierarchy. See Figure 82.

Folder Details

This screen allows you to view folder details, edit folder details, create an AO folder for a hard copy folder, print barcode labels for an AO folder and edit AO folder details.

Record Title:

Record Type: Hardcopy

Location: NA

RHA: CFA

UIC: W313AA

Unit Name: USA SERV AND OPS AGCY

Office Symbol: AAHS-RDR-R

Record Number: 1hh

RRS-A Record Title: Office temporary duty travel

Disposition Authority Number: GRS 6, item 1a

Prescribing Directive Number: None

Created by: Patricia Hall

Create Date: 4/1/2009 1:08:08 PM

Close Date: Not Closed

Privacy Act Number: T7333DFAS

Special Collection:

Vital Record: Yes No

Figure 82. RM-Assist – Update Folder Details

4. Edit the name or special collection information, and then click **Close**.

Folder Details

This screen allows you to view folder details, edit folder details, create an AO folder for a hard copy folder, print barcode labels for an AO folder and edit AO folder details.

Record Title: Travel vouchers - June/July

Record Type: Hardcopy

Location: NA

RHA: CFA

UIC: W313AA

Unit Name: USA SERV AND OPS AGCY

Office Symbol: AAHS-RDR-R

Record Number: 1hh

RRS-A Record Title: Office temporary duty travel

Disposition Authority Number: GRS 6, item 1a

Prescribing Directive Number: None

Created by: Patricia Hall

Create Date: 4/1/2009 1:08:08 PM

Close Date: Not Closed

Privacy Act Number: T7333DFAS

Special Collection: OPERATION NOBLE EAGLE

Vital Record: No

Figure 83. RM-Assist – Updated Folder Details

5. Click the **Close Detailed View** button when you are finished, and you will return to the **List Folders** screen.

5.1.4.6 Printing Folder Labels

ARIMS/ARIMS-C uses barcode technology to track and index hard copy office records. The barcode can provide the user's individual and unit profile, and the RRS-A's records retention and disposition instructions based on the organization's ORL. With this information, ARIMS/ARIMS-C can determine where records were created, in what year they were created, what type of record is being submitted, when it was submitted, etc.

Machine-readable (barcode) and human-readable labels (disposition code, record instruction number and title, privacy act number, disposition, and folder title) are generated in a printable document.

Note: The folder labels are formatted for Avery 5161 labels. Make sure you have the correct labels in your printer before you begin printing. Barcode labels will only be generated for folders created from approved T- and U-Code record instructions.

1. To print folder labels, click the **RM-Assist** button on the menu → then select **Folders** → and then **List Folders**.
2. On the **List Folders** screen, select the Office Symbol and ORL, and then click the **Hard Copy** radio button so that only hard copy folders are displayed, as shown in Figure 84.

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Records Management - List Folders

This screen allows you to request access to restricted folders, print barcode labels for hard copy folders, and view folder details. To request access to restricted folders, select the **View All** option, click the check boxes beside the folder title you need access to and click the **Request Records** button. To create and print barcode labels for hard copy folders click the **Hard Copy** option, click the check box beside the folder title and click the **Print Barcode** button.

USA SERV AND OPS AGCY - W313AA

Office Symbol:

Office Records List:

Folder Type: View All Electronic **Hard Copy**

1 2 3	Folder Title	Record Instruction Number	Special Collection	Media Type	Status	1 to 20 of 56
<input type="checkbox"/>	Travel Vouchers - May	1hh	None	Hardcopy	Checked In	
<input type="checkbox"/>	Travel Vouchers - June	1hh	None	Hardcopy	Checked Out	
<input type="checkbox"/>	TestC	1bb	None	Hardcopy	Checked Out	
<input type="checkbox"/>	TestC	1mm	None	Hardcopy	Checked Out	
<input type="checkbox"/>	testB	1bb	None	Hardcopy	Checked Out	
<input type="checkbox"/>	testD	1mm	None	Hardcopy	Checked Out	
<input type="checkbox"/>	testA	1bb	None	Hardcopy	Checked Out	
<input type="checkbox"/>	testA	1mm	None	Hardcopy	Checked Out	
<input type="checkbox"/>	test1	1a	None	Hardcopy	Checked Out	
<input type="checkbox"/>	Test for Labels from 2009 ORL	25-1i	None	Hardcopy	Checked Out	
<input type="checkbox"/>	Test again	25-1i	None	Hardcopy	Checked Out	
<input type="checkbox"/>	Test	25-1i	None	Hardcopy	Checked Out	
<input type="checkbox"/>	test	25-1i	None	Hardcopy	Checked Out	
<input type="checkbox"/>	September (1/1)	1mm	None	Hardcopy	Checked Out	
<input type="checkbox"/>	September (1/1)	1mm	None	Hardcopy	Checked Out	
<input type="checkbox"/>	September	1mm	None	Hardcopy	Checked Out	
<input type="checkbox"/>	Satisfield B	1mm	None	Hardcopy	Checked Out	
<input type="checkbox"/>	October (1/1)	1mm	None	Hardcopy	Checked Out	
<input type="checkbox"/>	October (1/1)	1mm	None	Hardcopy	Checked Out	
<input type="checkbox"/>	October	1mm	None	Hardcopy	Checked Out	

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Figure 84. RM-Assist – Folder Details

3. Click the checkboxes next to folders for which you wish to print labels, and then click the **Print Label** button. The **Print Labels** screen is displayed, as shown in Figure 85.
4. By default, the labels show the **Record Type**, the **Record Instruction Number**, the **Folder Title**, the **Record Instruction Title**, **Privacy Act number**, and

Disposition. You can also choose to show the Record Instruction Title but not the Folder Title (see Figure 86), or the Folder Title but not the Record Number/Instruction Title (see Figure 87) on the printed label. To choose, click the **Advanced Options** button and use the checkboxes.

Print Labels

This page shows the layout of the labels for your selected folders. The labels are formatted for 1"x4" labels, 20 to a sheet (Avery 5161 or equivalent). Note that the label borders shown on this page will not print, they are just there to aid in visualizing the label layout. When you click the "Create" button, a PDF file will be generated and displayed. From the PDF viewer, select the Printer icon to print your label pages. **Ensure that the Page Scaling option in the print window is set to "None" before clicking OK to print your labels.** Select a starting row greater than one to print on a partially used page of labels. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.

Use the Advanced Options button to indicate whether or not you want to show the RRS-A Instruction Title and/or the User-entered Folder Name for the labels to be printed. Note: Folder titles are limited to the first two lines. Titles exceeding the two line limit will be cutoff and not display on the labels.

Start at Row #: 1 ▾

<p>T 1x4 Civilian Time and Attendance : Civilian personnel time and attendance files - Korean National Direct Hire Employees Time (07) PA 77235CFAS Keep in CFA until NLN, TRF FNA.</p>	 <small>00838591427070910</small>
<p>KEN 1q Office Prop Records : Office property records (07) PA NA Keep until NLN after supersession, obsolescence, or when the property is turned in , NTE 6 years, then destroy.</p>	

Figure 85. RM-Assist – Print Labels – Folder and Instruction Titles

Print Labels

This page shows the layout of the labels for your selected folders. The labels are formatted for 1"x4" labels, 20 to a sheet (Avery 5161 or equivalent). Note that the label borders shown on this page will not print, they are just there to aid in visualizing the label layout. When you click the "Create" button, a PDF file will be generated and displayed. From the PDF viewer, select the Printer icon to print your label pages. **Ensure that the Page Scaling option in the print window is set to "None" before clicking OK to print your labels.** Select a starting row greater than one to print on a partially used page of labels. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.

Use the Advanced Options button to indicate whether or not you want to show the RRS-A Instruction Title and/or the User-entered Folder Name for the labels to be printed. Note: Folder titles are limited to the first two lines. Titles exceeding the two line limit will be cutoff and not display on the labels.

Start at Row #: 1

Show RRS-A Instruction Title?
 Show Folder Title?

T 1x4 Civilian personnel time and attendance files - Korean (07) National Direct Hire Employees Time Sheet PA 773350FAS Keep in CFA until NLN, TRF RHA.	 <small>006356591427070910</small>
XEN 1q Office property records (07) PA NA Keep until NLN after supersession, obsolescence, or when the property is turned in, NTE 6 years, then destroy.	

Figure 86. RM-Assist – Print Labels – Instruction Title Only

Print Labels

This page shows the layout of the labels for your selected folders. The labels are formatted for 1"x4" labels, 20 to a sheet (Avery 5161 or equivalent). Note that the label borders shown on this page will not print, they are just there to aid in visualizing the label layout. When you click the "Create" button, a PDF file will be generated and displayed. From the PDF viewer, select the Printer icon to print your label pages. **Ensure that the Page Scaling option in the print window is set to "None" before clicking OK to print your labels.** Select a starting row greater than one to print on a partially used page of labels. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.

Use the Advanced Options button to indicate whether or not you want to show the RRS-A Instruction Title and/or the User-entered Folder Name for the labels to be printed. Note: Folder titles are limited to the first two lines. Titles exceeding the two line limit will be cutoff and not display on the labels.

Start at Row #: 1

Show RRS-A Instruction Title?
 Show Folder Title?

T 1x4 Civilian Time and Attendance (07) PA 773350FAS Keep in CFA until NLN, TRF RHA.	 <small>006356591427070910</small>
XEN 1q Office Prop Records (07) PA NA Keep until NLN after supersession, obsolescence, or when the property is turned in, NTE 6 years, then destroy.	

Figure 87. RM-Assist – Print Labels – Folder Title Only

5. Two types of Labels can be created:
 - a. Text and Barcode Labels. Text and barcode labels are generated for *T-* and *U-Code* Record Number/Instructions. The Barcode is used to track the folder through its life cycle.
 - b. Text-only Labels. Text-only labels are generated for *K-Code* Record Number/Instructions.

Both labels are to be placed on the folder.

Print Labels

This page shows the layout of the labels for your selected folders. The labels are formatted for 1"x4" labels, 20 to a sheet (Avery 5161 or equivalent). Note that the label borders shown on this page will not print, they are just there to aid in visualizing the label layout. When you click the "Create" button, a PDF file will be generated and displayed. From the PDF viewer, select the Printer icon to print your label pages. **Ensure that the Page Scaling option in the print window is set to "None" before clicking OK to print your labels.** Select a starting row greater than one to print on a partially used page of labels. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.

Use the Advanced Options button to indicate whether or not you want to show the RRS-A Instruction Title and/or the User-entered Folder Name for the labels to be printed. Note: Folder titles are limited to the first two lines. Titles exceeding the two line limit will be cutoff and not display on the labels.

Create
Close
Home
Start at Row #: 1
Advanced Options <<

Show RRS-A Instruction Title?

Show Folder Title?



006356981427070810

<p>T 1x4 Civilian Time and Attendance (07)</p> <p>PA 773350FAS</p> <p>Keep in CFA until NLN, TRF RHA.</p>
<p>XEN 1q Office Prep Records (07)</p> <p>PA NA</p> <p>Keep until NLN after supersession, obsolescence, or when the property is turned in, NTE 6 years, then destroy.</p>

Figure 88. RM-Assist – Print Labels – Create

6. When you click the **Create** button, a PDF file will be generated and displayed.
 - a. From the PDF viewer, select the Printer icon to print your label pages. **Ensure that the Page Scaling option in the print window is set to "None" before clicking OK to print your labels.**
 - b. Select a starting row greater than one to print on a partially used page of labels.
 - c. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.

5.1.4.7 Delete Folders

Folders may not be deleted if they have records indexed in the ARIMS AEA or at a RHA against them. The ARIMS will not allow a user to delete a Record Number from an ORL if a folder has been created for that Record Number within the ORL. Therefore, what must take place in order to delete a Record Number that is within a Folder, is first to delete the Folder.

Please see below a description of how to delete Folders in order to delete Record Numbers within a Folder.

1. Please refer to your RM in order to clarify if you have Folder Deletion privileges.
2. If you have privileges to delete Folders, under the main **RM-Assist** tab on the upper menu, select **RM-Assist** → **Folders** → **Delete Folders**.
3. Next select the correct ORL which contains the Folder(s) you intend to delete.
4. Then, select the check boxes for the specific Folders you intend to delete.
5. Click the **Delete** button.
6. A dialogue pop-up window appears reminding you that “This action is irreversible. Are you sure you want to delete the selected folder(s)?”
7. Click **OK** and a message alerts you that your deletion of Folders was successful.
8. Now, you will return to the ORL list and select the ORL in which contains the Record Numbers you were attempting to delete. Select ORL and click **Update**.
9. You will now see your list of Record Numbers again and should be able to select all Record Numbers. Select all Record Numbers and click **Remove**.
10. You now see an empty screen reflecting that all of the Record Numbers have been removed and you have an empty ORL. Click the **Close** button.
11. After you have removed or deleted all of the Record Numbers from an ORL you will see no more Record Numbers (Record Instructions) under that ORL. When the ORL is viewed in the “List of ORLs” summary it appears with the status changed to **Draft**.
12. Click the **Delete** button while the ORL is selected and while the ORL has **Draft** status; and then, finally, ORL is deleted and removed permanently.

There is a brief discussion of Deleting folders in regards to Deleting ORLs that is detailed in Section 5.1.1.1.7.

5.1.4.8 Vital Record Review

Folders may be marked as containing *vital records*. Vital Records are those that have been designated as “vital,” necessary for day-to-day operation of the unit.

Vital records will be displayed on the Vital Record Review screen if they have never been reviewed, have had documents added, or have not been reviewed for six months.

1. To review your vital records, click the **RM-Assist** button on the menu → then select **Folders** → and then **Vital Record Review**.

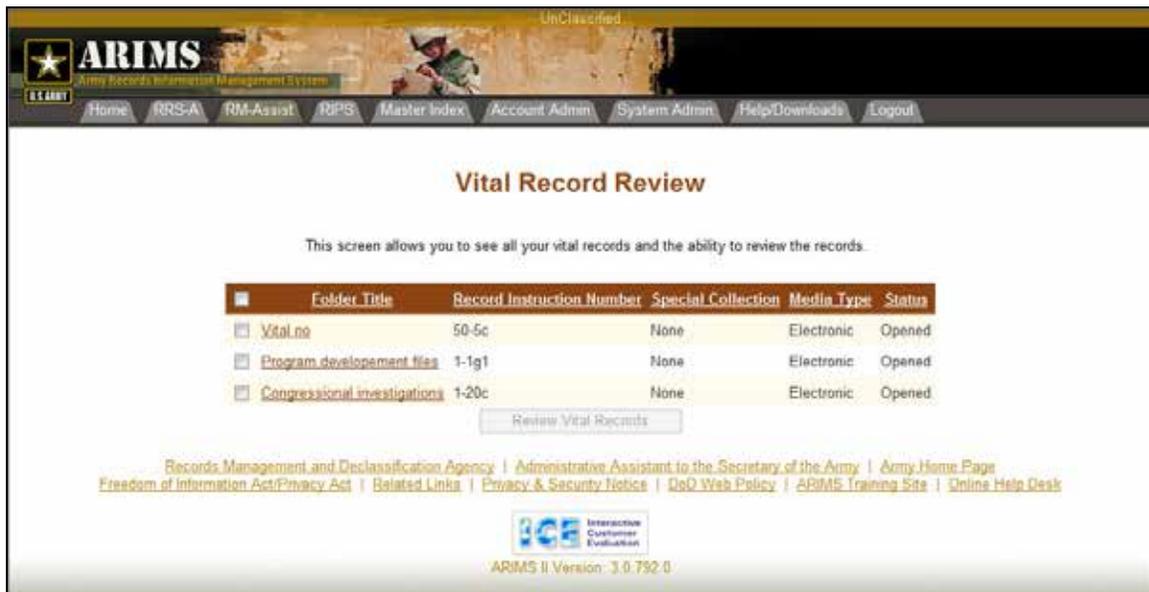


Figure 89. RM-Assist – Vital Record Review

2. ARIMS/ARIMS-C displays all those records that have been designated as vital (see para 8-5j, AR 25-1) in the ORL.
3. To review a record, click the check box next to its title, and then click **Review Vital Records**.



Figure 90. RM-Assist – Vital Record Review - Records Selected

4. A message box noting that the records have been reviewed is displayed on the screen, as shown in Figure 91.

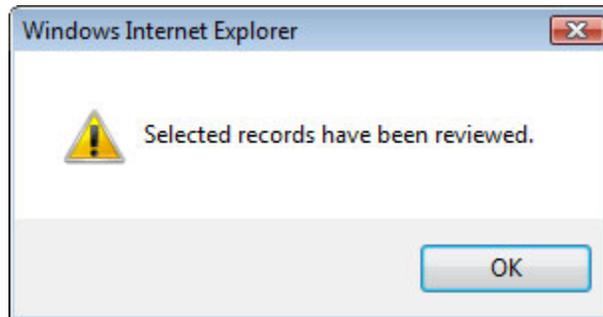


Figure 91. RM-Assist – Vital Records Reviewed

5.2 Records Input Processing Module (RIPS)

The Records Input Processing Subsystem (RIPS) is the main entry point for all hard copy folders and many electronic records. This module supports hard copy and electronic records created since 1900. RIPS is divided into two areas:

- **Electronic Records** – this selection can be used by any registered user of ARIMS/ARIMS-C to upload electronic records.
- **Hard Copy Records** – this selection is used to manage hard copy records in the Records Holding Areas (RHAs). Any registered user of ARIMS/ARIMS-C, including Action Officers, can transfer hard copy records to an RHA. Other hard copy functions are to be used by the RHA Manager (RHAM) and/or System Administrator (SA).

5.2.1 RIPS Electronic Records

Electronic records may be uploaded individually using the **Document Upload** screen, or in bulk using the **Bulk Archive Tool (BAT)**. Electronic records uploaded through ARIMS/ARIMS-C are filed in an existing folder. To create an ORL for document filing, follow the instructions in Section **Error! Reference source not found., Error! Reference source not found.**

Note: The document/file size limit in the RIPS Document Upload is 5 Megabytes. There is no size limit for documents that are uploaded using the BAT.

5.2.1.1 Electronic Record Filing

Some older electronic record folders do not have Record Instructions associated with them. To correct this, you can use the Electronic Record Indexing screen to assign a Record Instruction number to the folder. Note that the Unit Name and UIC are automatically displayed at the top of the Electronic Folder Indexing page.

1. To file a record, click the **RIPS** tab on the upper menu → select **Electronic Records** → then **Record Filing** from the drop-down menu. The **Electronic Record Filing** screen appears, as shown in Figure 92.

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Electronic Record Filing

This screen allows you to file records that do not have an instruction id associated with it. To file a record, click **Select...** in the Record Instruction column. A pop-up window appears where you select an Office Symbol and Instruction id. Click **Set Record**. When you have finished the selections, click **File Records**.

If you wish to change a selection after you have set it, but before filing, use the same procedure to select a different instruction.

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Record Instruction	Subject	Format	Date Filed	Uploader
Select...	test	Email	3/27/2006 12:56:13 PM	
Select...	Another Test of ECS AGM	Email	4/11/2006 3:37:13 PM	
Select...	January File Name: bdayca05.doc	Email	4/13/2006 5:10:27 PM	
Select...	RF - Alert #1 Need to complete	Email	4/18/2006 6:02:40 PM	
Select...	ECS Test Attachments	Email	4/18/2006 6:04:37 PM	
Select...	test	Email	4/24/2006 5:32:20 PM	
Select...	WKLARIMSSSTATS.xls	Email	7/11/2006 7:38:15 PM	
Select...	U	Email	8/14/2006 12:51:58 PM	
Select...	No Slide Title	Email	9/26/2006 6:06:22 PM	
Select...	FW_RHA POC's.xls	Email	11/21/2006 2:47:54 PM	
Select...	Test	Email	2/12/2007 6:35:32 PM	
Select...	AMC- ARMY MATERIEL COMMAND	Email	2/12/2007 7:34:30 PM	
Select...	FW TEST ECSAGM	Email	2/13/2007 12:54:14 PM	
Select...	Test1 (UNCLASSIFIED)	Email	5/4/2007 3:40:18 PM	
Select...	Testing ECS Archive Function (UNCLASSIFIED)	Email	5/7/2007 12:52:33 PM	
Select...	Testing ARIMS (UNCLASSIFIED)	Email	5/15/2007 5:18:27 PM	
Select...	Testing ARIMS (UNCLASSIFIED)	Email	5/15/2007 5:41:08 PM	
Select...	Test (UNCLASSIFIED)	Email	5/16/2007 1:36:23 PM	
Select...	Testing ARIMS (UNCLASSIFIED)	Email	5/17/2007 3:10:12 PM	
Select...	FW None (UNCLASSIFIED)	Email	5/17/2007 5:21:26 PM	

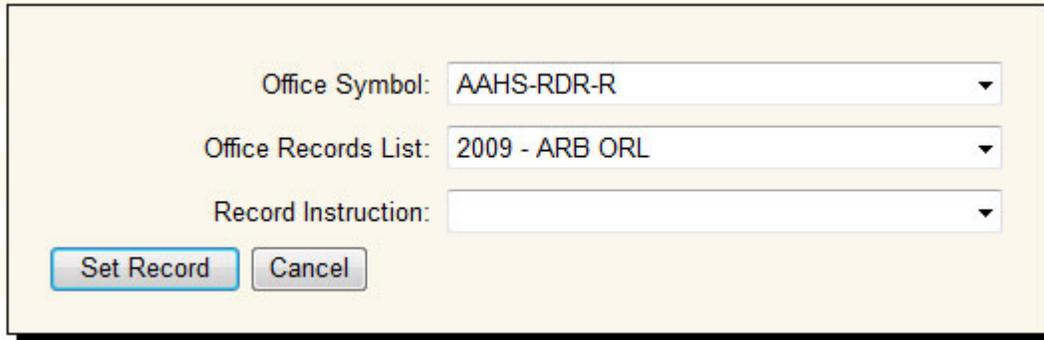
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Figure 92. RIPS – Electronic Record Filing

2. Click on the **Subject** to open and view the record before you assign a Record Instruction to it.
3. Then click on **Select...** next to the record to which you wish to assign a Record Instruction number. A pop-up window appears that allows you to set the record, as shown in Figure 93.



Office Symbol: AAHS-RDR-R

Office Records List: 2009 - ARB ORL

Record Instruction:

Set Record Cancel

Figure 93. RIPS – Electronic Record Filing Pop-up

4. Use the pull-downs to select the appropriate Office Symbol, Office Records List, and Record Instruction. Then click **Set Record**, and the pop-up window closes.
5. The list will reappear, only now the record shows the Record Instruction you assigned, as seen in Figure 94.

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Electronic Record Filing

This screen allows you to file records that do not have an instruction id associated with it. To file a record, click **Select...** in the Record Instruction column. A pop-up window appears where you select an Office Symbol and Instruction id. Click **Set Record**. When you have finished the selections, click **File Records**.

If you wish to change a selection after you have set it, but before filing, use the same procedure to select a different instruction.

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Record Instruction	Subject	Format	Date Filed	Uploader
Select...	test	Email	3/27/2006 12:56:13 PM	
Select...	Another Test of ECS AGM	Email	4/11/2006 3:37:13 PM	
Select...	January File Name: bdaycal05.doc	Email	4/13/2006 5:10:27 PM	
Select...	RF: Alert #1 Need to complete	Email	4/18/2006 6:02:40 PM	
Select...	ECS Test Attachments	Email	4/18/2006 6:04:37 PM	
Select...	test	Email	4/24/2006 5:32:20 PM	
Select...	WQ.YARIMSSSTATS.xls	Email	7/11/2006 7:38:15 PM	
Select...	U	Email	8/14/2006 12:51:58 PM	
Select...	No Slide Title	Email	9/26/2006 6:06:22 PM	
Select...	FW_RHA POCs.xls	Email	11/21/2006 2:47:54 PM	
Select...	Test	Email	2/12/2007 6:35:32 PM	
Select...	AMC- ARMY MATERIEL COMMAND	Email	2/12/2007 7:34:30 PM	
Select...	FW_TESTECSAGM	Email	2/13/2007 12:54:14 PM	
Select...	Test1 (UNCLASSIFIED)	Email	5/4/2007 3:40:18 PM	
Select...	Testing ECS Archive Function (UNCLASSIFIED)	Email	5/7/2007 12:52:33 PM	
Select...	1a Office Records List Testing ARIMS (UNCLASSIFIED)	Email	5/15/2007 5:18:27 PM	
Select...	Testing ARIMS (UNCLASSIFIED)	Email	5/15/2007 5:41:08 PM	
Select...	Test (UNCLASSIFIED)	Email	5/16/2007 1:36:23 PM	
Select...	Testing ARIMS (UNCLASSIFIED)	Email	5/17/2007 3:10:12 PM	
Select...	FW_Nona (UNCLASSIFIED)	Email	5/17/2007 5:21:26 PM	

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Figure 94. RIPS – Electronic Record with Record Instruction

- When you have finished the selecting record instructions for the records listed on the **Electronic Record Filing** screen, click **File Records**. The records will be filed in their new locations, and the screen will refresh, showing only unfiled records.

5.2.1.2 Electronic Document Upload

Note that the Unit Name and UIC are automatically displayed at the top of the Electronic Document Upload page. If you are a multi-hatted user and the Unit Name shown is not correct, return to the Main page and use the **Select Unit** drop-down menu to select a different Unit.

1. To upload an electronic document, click on the **RIPS** tab on the upper menu → select **Electronic Records** → then **Document Upload** from the drop-down menu. The **Document Upload** page appears, as shown in Figure 95.

Figure 95. RIPS – Electronic Document Upload

1. Select the appropriate **Office Symbol**, **Office Records List**, **Record Instruction**, and **Folder Title** for the document to be uploaded.
2. Specify the **Path of File to Upload** for the current location of the file to be uploaded and provide a Subject for the document. Space is provided for an optional abstract describing the document.
3. When completed, click the **Upload Document** button.

- When the document has been successfully uploaded, a message similar to Figure 96 below will be displayed.

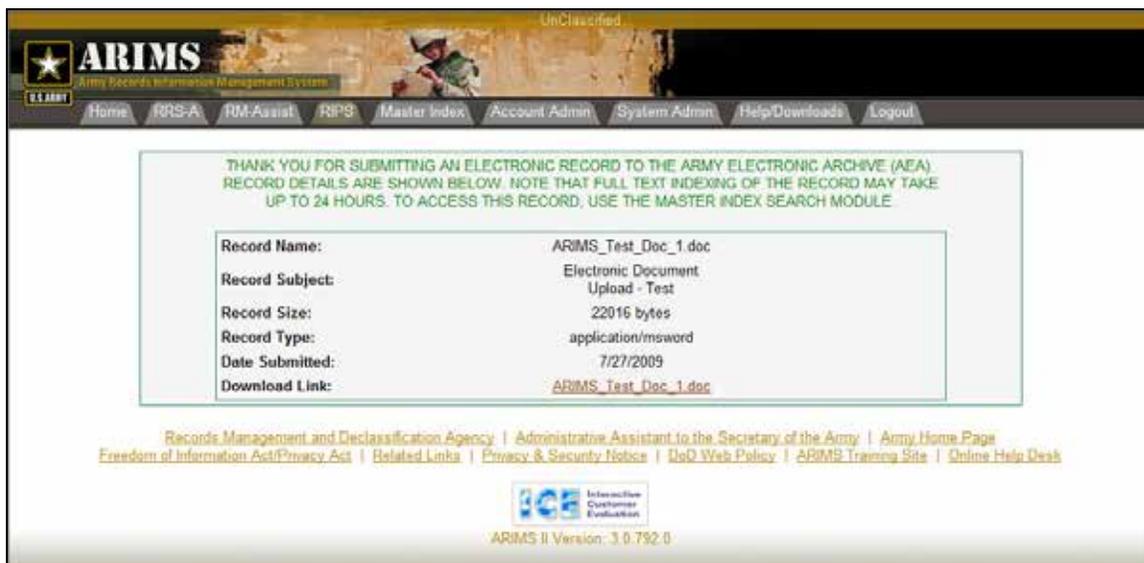


Figure 96. RIPS – Electronic Document Upload Completed

5.2.1.3 Bulk Archive Tool

The Bulk Archive Tool (BAT) can be used to upload multiple documents into the Army Electronic Archive (AEA) and to enter those documents into the ARIMS system. The way that the BAT was designed to operate is to have certain files associated with the BAT application downloaded onto your computer and to then interact with remote files. It is important to note that if you do not have a secure internet connection, you cannot use the BAT. When a user elects to use the BAT application, the necessary BAT files will be automatically installed on the user's computer with user approval if:

- The BAT has never been installed on his/her computer previously, or
- The BAT has been upgraded since you last used it.

Note: If you do not have a secure internet connection, you cannot use the BAT.

For an overview of how to use the BAT, please see the step-by-step instructions for how to use the BAT below:

- To upload multiple documents, click the **RIPS** tab on the upper menu → select **Electronic Records** → then **Bulk Archive Tool** from the drop-down menu. The **Bulk Archive** screen appears, as shown in Figure 97.



Figure 97. RIPS – Bulk Archive Tool Page

2. Click the **Run the Bulk Archive Tool** link. If the BAT has never been installed on your computer, it will automatically install it with user approval. If your current installation is out of date, it will update the installation. If your installation is current, it will open the BAT for you to begin uploading files.
3. The BAT will setup all of the electronic folders that you created (see section 5.1.4.1) on an individual/shared drive that you designate the first time it is run. Subsequent executions of the BAT will upload an exact copy of any document/files that were placed into the electronic folders having *T-Code* record instructions for secure long-term storage in the ARIMS Army Electronic Archive (AEA). The copy remaining on your individual/shared drive becomes a reference copy and should not be kept longer than the record copy in the ARIMS AEA. The BAT will also check the folder setup and add any new ones that were created or remove any folders that were deleted on the designated individual/shared drive. Folders may only be deleted if there are no records stored in them.

See the *BAT User's Guide* in the **Downloads** section of ARIMS/ARIMS-C for more information on the use of the **Bulk Archive Tool**.

5.2.2 RIPS Hard Copy Records

Although some functions of this module can be accessed by any registered user, its purpose is to assist RHAMs in indexing and managing hard copy records. RIPS processing includes transferring records to an RHA, receiving hard copy records, and relocating folders between boxes and boxes between RHAs.

5.2.2.1 Transferring Records to an RHA

To transfer hard copy records to a records holding area, you will first select records from a list of records that are approved and checked in.

1. Mouseover the **RIPS** tab on the upper menu → select **Hardcopy Records** → and then **Transfer to RHA** from the drop-down menu. The **Transfer to RHA** screen appears, as shown in Figure 98.

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Transfer to RHA

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Select the Office Symbol and Office Records List for the folders to be transferred. Click the check box next to items that you wish to transfer. Click the **Submit** button go to the Create Box page.

Office Symbol: AAHS-RDR-R

Office Records List: 2009 - ARB ORL

<input type="checkbox"/>	Folder Name	Record Instruction Number	Special Collection
<input type="checkbox"/>	Travel Vouchers - June 1th		

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Figure 98. RIPS – Transfer to RHA

2. Use the drop-down menus to select the **Office Symbol** and **ORL** with which you wish to work. The list of records available to be transferred will display.
3. Using the check boxes along the left margin, select those records to be transferred, and then click the **Submit** button.

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Transfer to RHA

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Select the Office Symbol and Office Records List for the folders to be transferred. Click the check box next to items that you wish to transfer. Click the Submit button go to the Create Box page.

Office Symbol: AAHS-RDR-R

Office Records List: 2009 - ARB ORL

<input checked="" type="checkbox"/>	Folder Name	Record Instruction Number	Special Collection
<input checked="" type="checkbox"/>	Travel Vouchers - June 1th		

Submit

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Figure 99. RIPS – Transfer to RHA Select Records

This action will bring up the **Create Box Barcode Label** screen, as shown in Figure 100.

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Create Box Barcode Label

Select the Description, Media Type, Restrictions, RHA, Storage Location, Disposition, and Container Type for the transfer. Click the **Print SF-135** button and a pop-up will appear for printing the SF-135 form. When you have confirmed that the information is correct, sign the SF-135 and click the **Close** button. Click the **Print Labels** button and the Print Barcode Labels page appears. Make sure your printed labels are correct. If your labels did not print correctly, you may print them again before leaving the Print Barcode Labels page. If you have left the page you will not be able to reprint.

Description:

Media Type:

Restrictions:

Select RHA:

Storage Location:

Disposition: Accession Container (Folders with like disposition)
 Storage Container (Mixed disposition)

Container Type: A - Standard

Print SF-135 | Print Labels

* Required Field

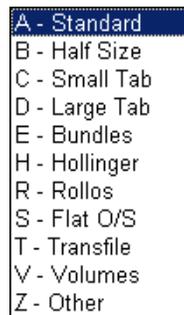
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Figure 100. RIPS – Create Box Barcode Label

4. Enter a description for the box in the first field, select the media type, any restrictions, and the RHA where the box is to be stored.
5. Identify the storage location for the boxes in the records holding facility. These locations are based on your specific RHA.
6. Use the **Disposition** radio buttons to specify whether the storage container will be filled with folders of the same retention, disposition, and creation year, or be filled with folders of mixed dispositions. A *Storage Container* hold records of mixed disposition, and an *Accession Container* holds records of like disposition. Use *Accession Container* for units that generate enough similar records to fill up at least one box. Use *Storage Container* for units that generate smaller numbers of records that rarely fill up an entire container.
7. Use the **Container Type** pull-down list to select the type of container you want. Figure 101 shows the different types of containers that can be used for hard copy storage in a records holding facility. The default selection is *A - Standard*.

**Figure 101. RIPS – Container Types**

8. When the information is complete, click the **Print SF-135** button to generate the SF-135 form needed for the box, as shown in Figure 104.

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Create Box Barcode Label

Select the Description, Media Type, Restrictions, RHA, Storage Location, Disposition, and Container Type for the transfer. Click the **Print SF-135** button and a pop-up will appear for printing the SF-135 form. When you have confirmed that the information is correct, sign the SF-135 and click the **Close** button. Click the **Print Labels** button and the Print Barcode Labels page appears. Make sure your printed labels are correct. If your labels did not print correctly, you may print them again before leaving the Print Barcode Labels page. If you have left the page you will not be able to reprint.

Description: ARIMS User's Guide Example SF-135 *

Media Type: Hardcopy *

Restrictions: Privacy Act *

Select RHA: Fort Belvoir-INSCOM Records Center *

Storage Location: Fort Belvoir-INSCOM Records Ctr *

Disposition: Accession Container (Folders with like disposition)
 Storage Container (Mixed disposition)

Container Type: A - Standard *

* Required Field

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Figure 102. RIPS - Create Box Barcode Label Ready for Print

9. A pop-up dialogue box will appear which says, “After printing the SF 135 you will be returned to this page to continue printing the barcode label.”

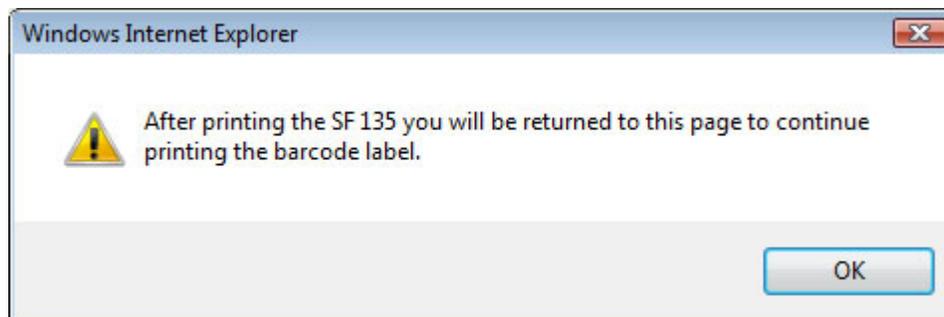


Figure 103. RIPS - SF 135 Printing Message

10. You will now see the printable ARIMS SF-135 “Records Transmittal and Receipt” form ready for you to print. Click the **Print** button.

ARIMS SF 135 Form Use Landscape mode for correct printing. Print Close

RECORDS TRANSMITTAL AND RECEIPT		Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records.				Page	Total Pages					
4. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150.) Fort Belvoir-INSCOM Records Ctr INSCOM Records Ctr, 8825 Beulah Street		5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address) W313AA Daniel Soren 7701 Telegraph Road Alexandria, VA 22315				1	1					
6. AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (Signature and title)	DATE										
7. AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL (name, office and telephone no.) Daniel Soren 703-428-6967											
8. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and title)		DATE									
RECORDS DATA												
ACCESSION NUMBER			VOLUME (ev, fr.) (d)	AGENCY BOX NUMBERS (e)	SERIES DESCRIPTION (With inclusive dates of records) (f)	RESTRICTION (g)	DISPOSAL AUTHORITY (Schedule and item number) (h)	DISPOSAL DATE (i)	COMPLETED BY RECORDS CENTER			
RG (a)	FY (b)	NUMBER (c)							LOCATION (j)	SHELF PLAN (k)	CONTAINER TYPE (l)	AUTOMATIC DISPOSITION (m)
			3.020	1	Folder Title: Travel Vouchers - June File Name: Office Temporary duty travel 7/28/2009 9:28:26 PM - 7/28/2009 10:06:12 AM  092127202120070823		1hh		Fort Belvoir-INSCOM Records Ctr		A	

Figure 104. RIPS – Printable SF-135 Form

11. Once you have printed the **SF-135 Form**, click the **Close** button and you are returned back to the **Create Box Barcode Label** screen.
12. Back at the **Create Box Barcode Label** page, click the **Print Labels** button, which will produce the printable label, as shown in Figure 105. For more information on the options available for printing barcode labels, see Section 5.1.4.6, *Printing Folder Labels*.

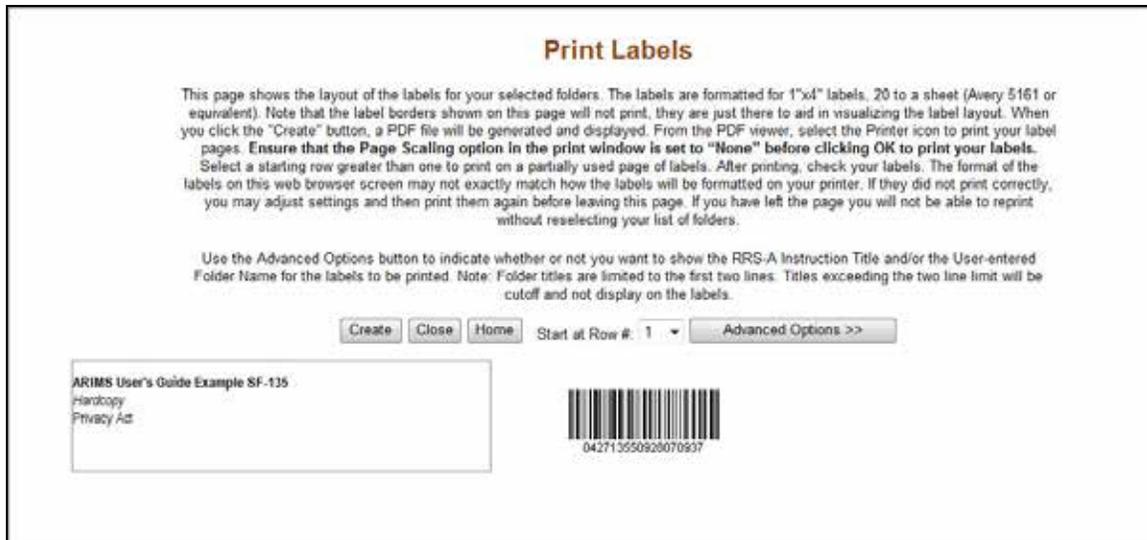


Figure 105. RIPS – Printable Barcode Screen

Note: Barcode labels are formatted for Avery 5161 folder labels. Make sure you have the correct label in your printer before you begin printing!

13. To print the box labels, click the **Print** button. After the label has been printed, click the **Close** button to exit the page.

5.2.2.2 Receiving Hardcopy Records

The Receive Hardcopy Records function gives Records Holding Area Managers the ability to replace folders that were pulled from a box (in response to a records request) that are being returned to the original box. To receive hard copy records:

1. Select the **RIPS** tab from the upper navigation menu → select **Hardcopy Records** → then **Receive** from the drop-down menu. The **Receive Hardcopy Records** page appears, as shown in Figure 106.

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Receive Hardcopy Records

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Scan or key in the box barcode and click Go or enter. After you have confirmed the contents of the box, you can reprint the box barcode label. You can click the hyperlinks for any folders listed in the grid to show record details. To accept receipt of the box, click the Received button, then print out and sign the receipt.

Scan or Enter Box Barcode Number:

Scan or enter a barcode to see the files listed here.

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Figure 106. RIPS – Receive Hardcopy Records

2. Since you are returning the folder to its original box, you only need to scan the folder barcode label ID and then click the **Go** button. (If you do not have a barcode scanner, key in the number.) This causes the Office Symbol and ORL fields to be filled in, and provides spaces for you to enter shelf and row information, as shown in **Error! Reference source not found.**

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Receive Hardcopy Records

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Scan or key in the box barcode and click Go or enter. After you have confirmed the contents of the box, you can reprint the box barcode label. You can click the hyperlinks for any folders listed in the grid to show record details. To accept receipt of the box, click the **Received** button, then print out and sign the receipt.

Scan or Enter Box Barcode Number:

Office Symbol: AAHS-RDR-R
Office Records List: 2009 - ARB ORL

Shelf:
Row:

Description:
Media Type: Hardcopy
Restriction: Privacy Act

Folder Title	Record Instruction Number	Special Collection	Checked In	Folder Barcode
Travel Vouchers - June	1hh		No	092127282126070923

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[Freedom of Information Act/Privacy Act](#) | [Related Links](#) | [Privacy & Security Notice](#) | [DoD Web Policy](#) | [ARIMS Training Site](#) | [Online Help Desk](#)


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Figure 107. RIPS – Receive Hardcopy Records, Continued

- Next, type in a description for the folder, select the media type, and select the restriction if applicable. If you need to reprint a label for the box, click the **Reprint Label** button.
- To see details about the folder, click on the folder title. This will display a screen similar to Figure 108.

Folder Details

Record Title: Joint Planning
Record Type: Hardcopy
Location: NA
RHA: Dugway Pvg Gnd - US Army Dugway Proving Ground
UIC: W2P118
Unit Name: USA HLTH CLN DUGWAY PG
Office Symbol: AAHS-RDR-R
Record Number: 1-1n1
RRS-A Record Title: Joint planning comments - DA offices responsible for establishing the coordinated Army view
Disposition Authority Number: NC1-AU-78-48
Prescribing Directive Number: None
Created by: John Doe
Create Date: 12/10/2001 12:00:00 AM
Close Date: Not Closed
Privacy Act Number: NA
Special Collection: OPERATION DESERT THUNDER

AO Folder Name	Keyword 1	Keyword 2	Keyword 3	Keyword 4	Keyword 5
Joint Planning	USA HLTH	ADMIN			

Figure 108. RIPS – Folder Details

5. When you are finished reviewing the details, click **Close Detailed View** to return to the **Receive Hardcopy Records** page. Click the **Received** button to mark the folder as received into the records holding facility. If the operation is successful, you will see the message pictured in Figure 109.



Figure 109. RIPS – Hardcopy Folder Received Message

6. When you dismiss this message, the **Receive Receipt** screen is displayed, as shown in Figure 110.

Receive Receipt

Click the Print button, then after you have confirmed that it printed properly, sign the receipt. You can then click the Home button to complete the process.

Box Barcode: 081741251020040948

Shelf: Not Assigned
Row: Not Assigned
Description:
Media Type: Hardcopy
Restriction: Agency Imposed

Figure 110. RIPS – Receive Receipt

5.2.2.3 Relocating Folders Between Boxes

Note: Relocating Folders is only available to RHAM users and RHAM-RM users.

Use the **Relocate Folders Between Boxes** function to move folders between boxes within a records holding facility. This may be needed if you are reorganizing a records facility and are consolidating boxes.

1. First, if you have the proper permissions (RHAM or RHAM-RM), select the **RIPS** tab from the upper navigation menu → then choose **Hardcopy Records** → **Relocate** → and finally **Folders Between Boxes**. The page for **Relocate Folders Between Boxes** appears; see Figure 111 for an example.

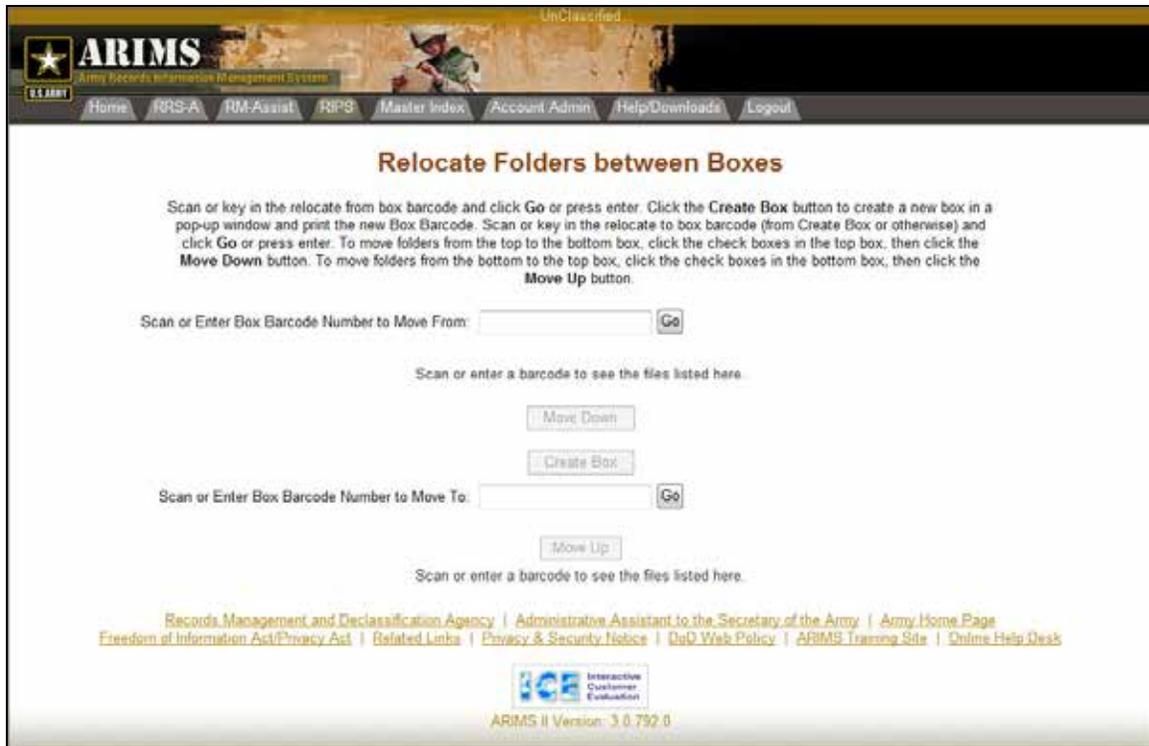


Figure 111. RIPS – Relocate Folders Between Boxes

2. Next, scan or key in the box barcode into the upper “Scan or Enter Box Barcode Number to Move From:” text box and click **Go**, or create a new box by clicking the **Create Box** button, as shown in Figure 111.

Files in the box are then displayed on the screen, as shown in Figure 112.

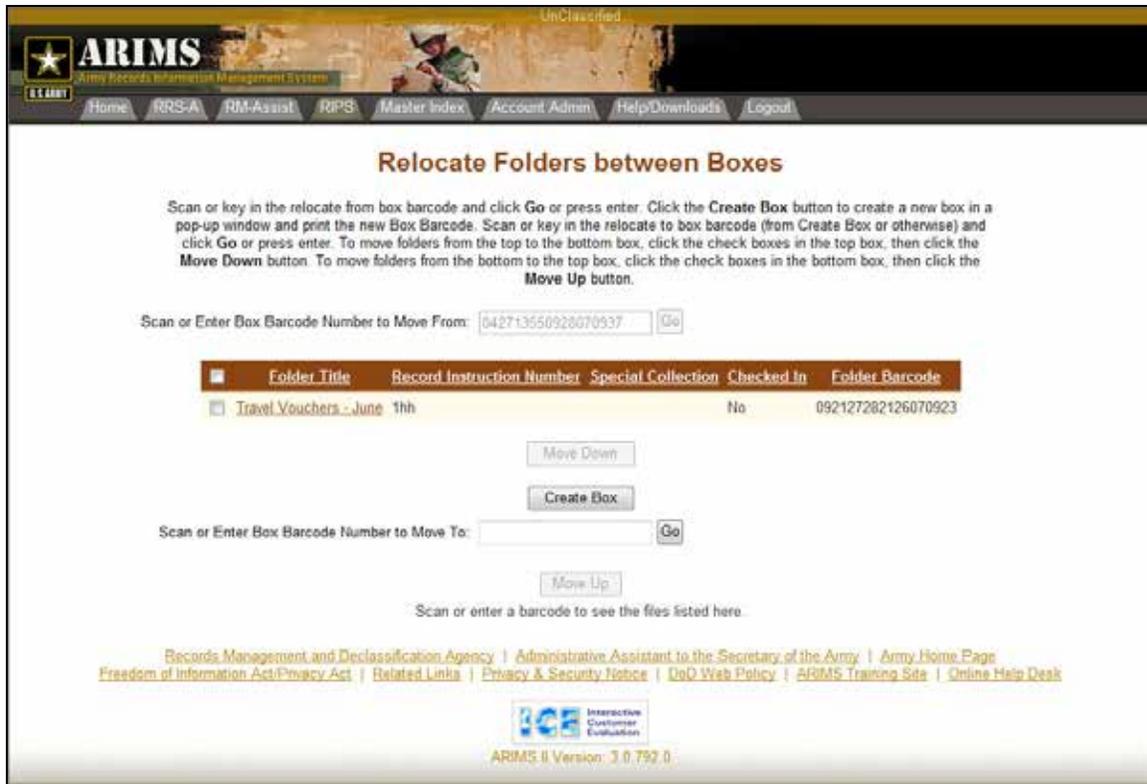


Figure 112. RIPS – Relocate Folders – Box Contents

- Next, scan or key in the box barcode into the upper “Scan or Enter Box Barcode Number to Move From:” text box and click **Go**, or create a new box by clicking the **Create Box** button, as shown in Figure 111.

Files in the box are then displayed on the screen, as shown in Figure 112.

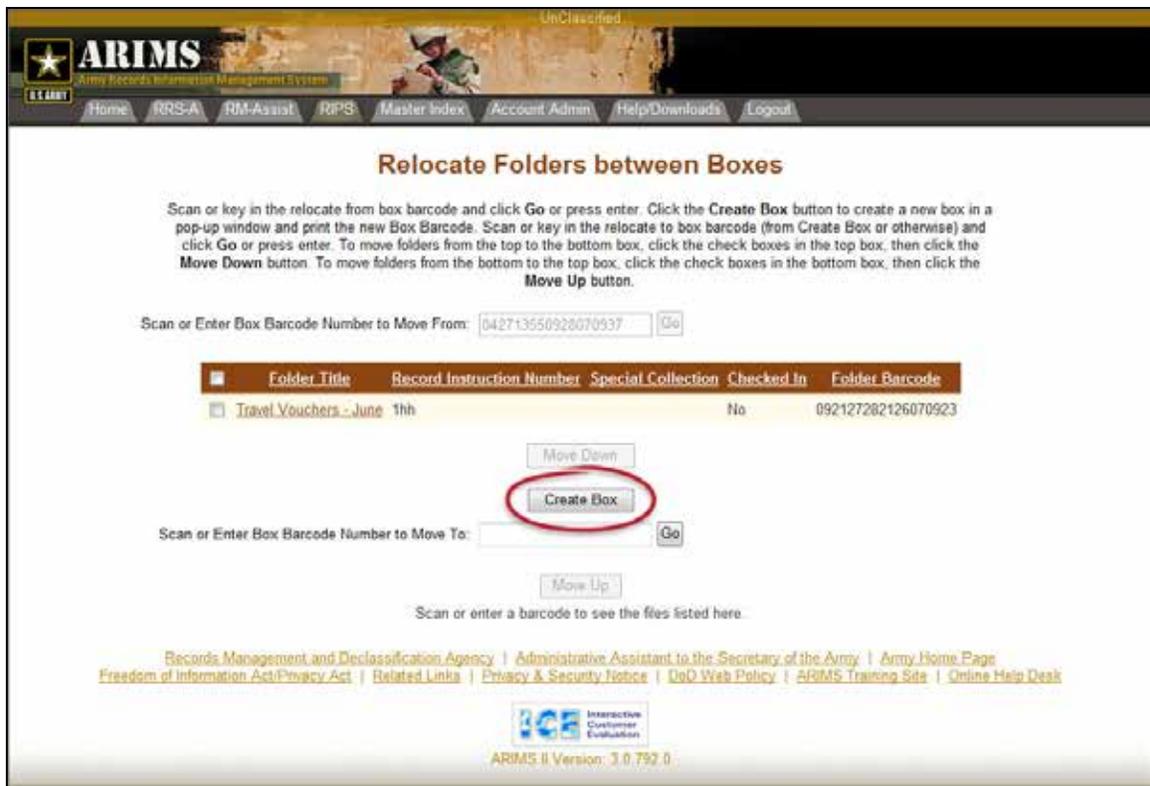


Figure 113. RIPS – Relocate Folders – Create Box

4. If you create a new box, the following informational message appears:

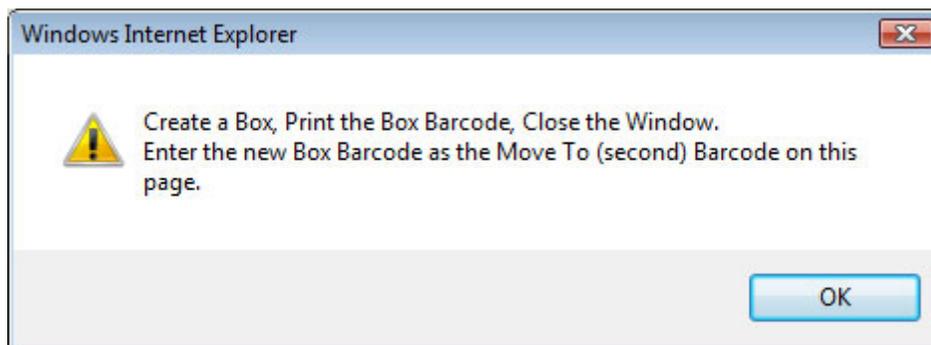


Figure 114. RIPS – Relocate Folders – Create Box Pop-up

5. Click **OK** to go to the **Print Box Barcode** page to print your barcode.
6. When you have printed the barcode, close the window to return to the **Relocate Folders Between Boxes** page.
7. Enter the new barcode in the second "Scan or Enter Box Barcode Number to Move To:" to place folders into the new box.

8. To move folders from the top box to the bottom box, click the check boxes in the top box, and then click the **Move Down** button.

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Home RRS-A RM-Assist RIPS Master Index Account Admin Help/Downloads Logout

Relocate Folders between Boxes

Scan or key in the relocate from box barcode and click **Go** or press enter. Click the **Create Box** button to create a new box in a pop-up window and print the new Box Barcode. Scan or key in the relocate to box barcode (from Create Box or otherwise) and click **Go** or press enter. To move folders from the top to the bottom box, click the check boxes in the top box, then click the **Move Down** button. To move folders from the bottom to the top box, click the check boxes in the bottom box, then click the **Move Up** button.

Scan or Enter Box Barcode Number to Move From:

<input type="checkbox"/>	Folder Title	Record Instruction Number	Special Collection	Checked In	Folder Barcode
<input checked="" type="checkbox"/>	Travel Vouchers - June 1hh			No	092127262126070923

Scan or Enter Box Barcode Number to Move To:

There are no records found for the barcode number entered. Please enter another barcode number.

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Figure 115. RIPS – Relocate Folders – Move Folders Up or Down

9. To move folders from the bottom box to the top box, select any of the the check boxes from below the **Move Up** button. Click the **Move Up** button and the items you had selected have been moved.

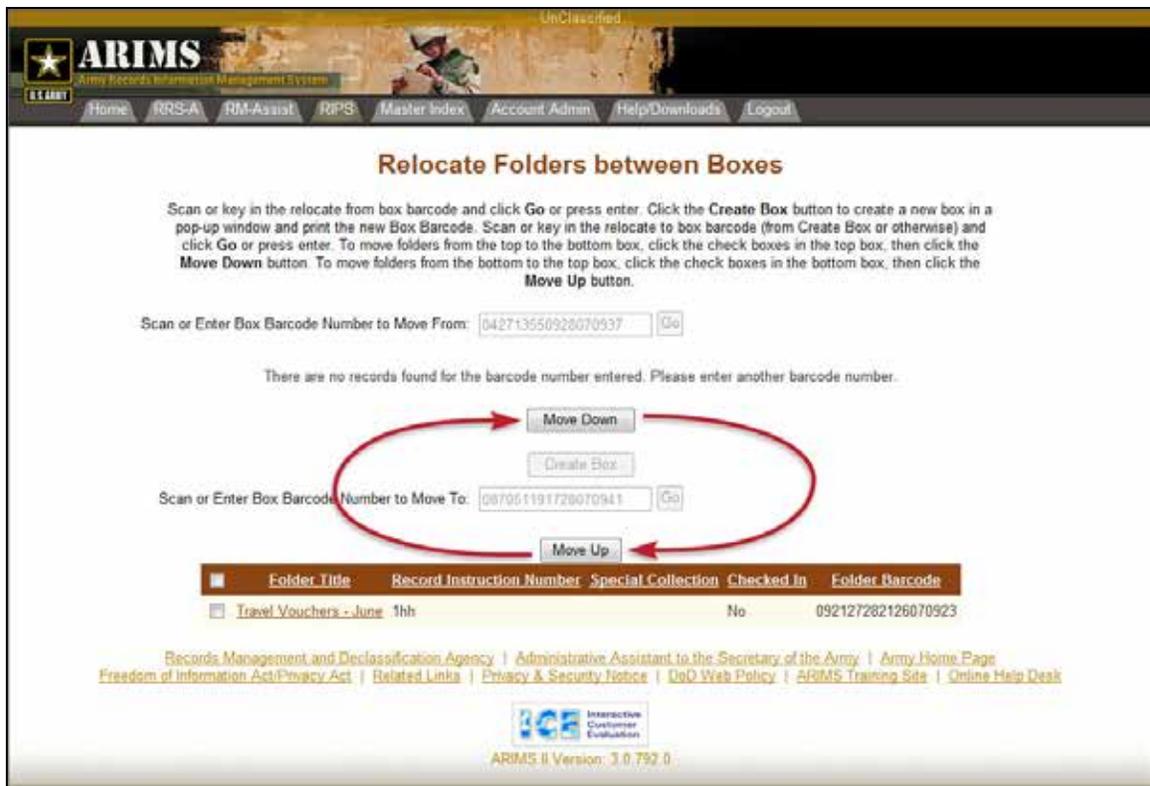


Figure 116. RIPS – Relocate Folders – Folders Moved Example

- When you have finished moving folders into new boxes, you can select the **Home** tab, or any other menu tab from the upper navigation menu, to exit the screen.

5.2.2.4 Relocating Boxes Between RHAs

Boxes may be relocated from one storage facility (RHA) to another.

- Select the **RIPS** tab on the upper navigation menu → select **Hardcopy Records** → then **Relocate** → then **Boxes Between RHAs** from the drop-down menu. The **Relocate Boxes between RHAs** page appears, as shown in Figure 117.

The screenshot shows the ARIMS web application interface. At the top, there is a navigation bar with the ARIMS logo and the text "Army Records Information Management System". Below the navigation bar, the main heading is "Relocate Boxes between RHAs" with the sub-heading "USA SERV AND OPS AGCY - W313AA". The instructions state: "Scan or key in the box barcode and click Go or press enter. Select the new RHA and Storage Location. Click the Print SF-135 button and a pop-up will appear for printing the SF-135 form. When you have confirmed that the information is correct, sign the SF-135 and click the Close button. Click the Print Labels button and the Print Barcode Labels page appears. Make sure your printed labels are correct. If your labels did not print correctly, you may print them again before leaving the Print Barcode Labels page. If you have left the page you will not be able to reprint." The form includes a "Scan or Enter Box Barcode Number" field with a "Go" button, a "Select RHA" dropdown menu, and a "Storage Location" dropdown menu. Below the form, there are "Print SF-135" and "Print Labels" buttons. At the bottom, there is a "Required Field" warning and a footer with various links and the ARIMS II Version: 3.0 792.0.

Figure 117. RIPS – Relocate Boxes Between RHAs

2. Scan the box barcode or enter the box barcode using the keyboard, and then select the new RHA and storage location. Click the **Go** button to save your transfer. When the barcode has been verified by the system, the **Print SF-135** button becomes active.
3. When the information is complete, click the **Print SF-135** button to generate the SF-135 form needed for the box. A message, shown as Figure 118, appears.

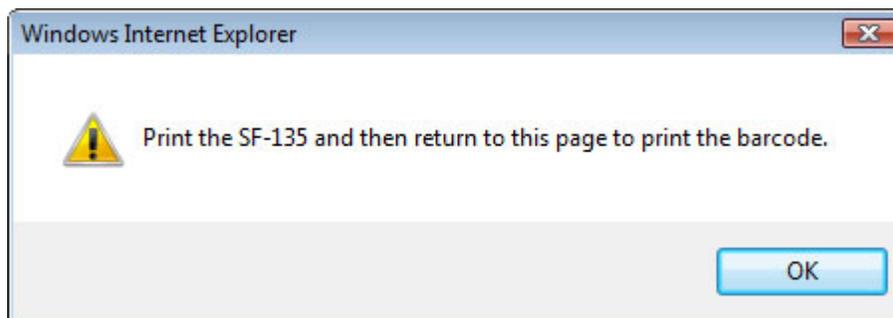


Figure 118. RIPS – Print SF-135 Message

4. Click **OK** to dismiss the message, at which point the SF-135 form is displayed, as shown in Figure 119.

ARIMS SF 135 Form Use Landscape mode for correct printing. Print Close

RECORDS TRANSMITTAL AND RECEIPT		Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records.	Page Total Pages 1 2
2. TO (Complete the address for the records center serving your area as shown in SR CR 1228, 250.) Knox (TRADOC) ATZK-IMO-RH, Building 482 FORT KNOX, KY 40121-5000		5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address) W313AA User Username 7701 Telegraph, Casey Bldg. RM 138 Alexandria, VA 22315	
3. AGENCY TRANSFER AUTHORITY	TRANSFERRING AGENCY OFFICIAL (Signature and title)	DATE	
4. AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL (name, office and telephone no.) User Username 783-555-1212		
5. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and title)	DATE	

RECORDS DATA				COMPLETED BY RECORDS CENTER								
ACCESSION NUMBER			VOLUME (cu. ft.) (a)	AGENCY BOX NUMBER (b)	SERIES DESCRIPTION (with inclusive dates of records) (c)	RESTRICTION (d)	DISPOSAL AUTHORITY (Schedule and item number) (e)	DISPOSAL DATE (f)	COMPLETED BY RECORDS CENTER			
RG (a)	FY (b)	NUMBER (c)							LOCATION (j)	SHELF PLAC (k)	CONTAINER (l)	AUTOS (m)
			3.020	1	Folder Title: Travel Vouchers - June File Name: office temporary duty travel 7/26/2009 9:28:26 PM - 7/28/2009 10:06:12 AM  092127282126070923		1hh		KNOX (TRADOC)		A	

Figure 119. RIPS – Printable SF-135 Form

- When you have printed the SF-135 form, click the **Close** button to return to the **Relocate Boxes between RHAs** page.
- Click the **Print Label** button, which will produce a printable label, as shown in Figure 120.

Print Labels

This page shows the layout of the labels for your selected folders. The labels are formatted for 1"x4" labels, 20 to a sheet (Avery 5161 or equivalent). Note that the label borders shown on this page will not print, they are just there to aid in visualizing the label layout. When you click the "Create" button, a PDF file will be generated and displayed. From the PDF viewer, select the Printer icon to print your label pages. **Ensure that the Page Scaling option in the print window is set to "None" before clicking OK to print your labels.** Select a starting row greater than one to print on a partially used page of labels. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.

Use the Advanced Options button to indicate whether or not you want to show the RRS-A Instruction Title and/or the User-entered Folder Name for the labels to be printed. Note: Folder titles are limited to the first two lines. Titles exceeding the two line limit will be cutoff and not display on the labels.

Create Close Home Start at Row #: Advanced Options >>

Travel Vouchers
Hardcopy
No Restriction


 021820391406040914

Figure 120. RIPS – Printable Barcode Screen

Note: Barcode labels are formatted for Avery 5161 folder labels. Make sure you have the correct label in your printer before you begin printing!

7. To print the box label, click the **Print** button. After the label has been printed, click the **Close** button to exit the page.

5.2.2.5 Relocating Boxes Between Physical Locations in an RHA

RHAMs and RHAM-RMs may move boxes from one physical location to another within an RHA.

1. Select the **RIPS** tab on the upper navigation menu → select **Hardcopy Records** → then **Relocate** → then **Physical Location in RHA** from the drop-down menu. The **Relocate Boxes Between Physical Locations in RHA** page appears, as shown in Figure 121.

The screenshot shows the ARIMS web interface. At the top, there is a navigation menu with the following items: Home, RRS-A, RM-Assist, **RIPS**, Master Index, Account Admin, Help/Downloads, and Logout. The main heading is "Relocate Boxes Between Physical Locations in RHA" with the sub-heading "USA SERV AND OPS AGCY - W313AA". Below this, there is a text block: "Scan or key in the box barcode and click Go or enter. After you have confirmed the contents of the box, you can reprint the box barcode label. You can click the hyperlinks for any folders listed in the grid to show record details. To change the location of the box, enter a different row and or shelf value and then click the Move button, then print out and sign the receipt." This is followed by a form field "Scan or Enter Box Barcode Number:" with a "Go" button. Below that is a "Reprint Label" button. Then another instruction: "Scan or enter a barcode to see the files listed here" with a "Move" button. At the bottom, there are several links: "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", and "Online Help Desk". There is also an "ICE" logo and "ARIMS II Version 3.0.752.0" text.

Figure 121. RIPS – Relocate Boxes Between Physical Locations

2. Scan or enter the box barcode number, and then click **Go**. You will then see information about the box, as shown in Figure 122.

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Home | RRS-A | RM-Assist | RIPS | Master Index | Account Admin | Help/Downloads | Logout

Relocate Boxes Between Physical Locations in RHA

USA SERV AND OPS AGCY - W313AA

Scan or key in the box barcode and click Go or enter. After you have confirmed the contents of the box, you can reprint the box barcode label. You can click the hyperlinks for any folders listed in the grid to show record details. To change the location of the box, enter a different row and/or shelf value and then click the Move button, then print out and sign the receipt.

Scan or Enter Box Barcode Number:

Office Symbol: AAHS-RDR-R
Office Records List: 2009 - ARB ORL

Shelf:
Row:

Description:
Media Type: Hardcopy
Restriction: Public Information

Folder Title	Record Instruction Number	Special Collection	Checked In	Folder Barcode
Travel Vouchers - June	1hh		No	092127282126070923

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Figure 122. RIPS – Relocate Box Information

- This screen allows you to reprint the box label if necessary. Enter the new shelf and row where the box will be placed, and click **Move** when you are ready. When completed, a message box is displayed confirming that the move was successful, as shown in Figure 123.

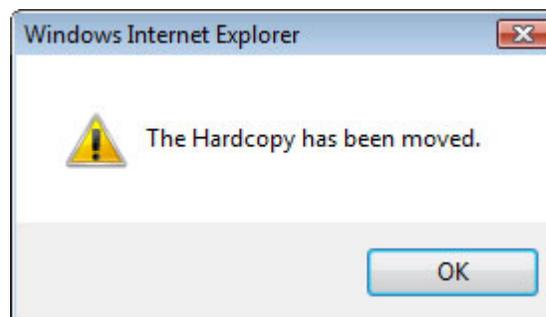


Figure 123. RIPS – Hardcopy Moved Confirmation

- Click **OK** to dismiss the message, at which time the **Receive Receipt** page, as shown in Figure 124, appears.

Receive Receipt

Click the Print button, then after you have confirmed that it printed properly, sign the receipt. You can then click the Home button to complete the process.

Box Barcode: 087051191728070941
Office Symbol: AAHS-RDR-R
Office Records List: 2009 - ARB ORL

Shell: Not Assigned
Row: Not Assigned

Description:
Media Type: Hardcopy
Restriction: Public Information

Folder Title	Record Instruction Number	Special Collection	Checked In	Folder Barcode
Travel Vouchers - June	1hh		Yes	092127282126070923

Figure 124. RIPS – Receive Receipt

5. You can use the **Print** button to print a copy, or click **Home** to return to the ARIMS/ARIMS-C main page.

5.2.2.6 Relocating Boxes to National Archives

Only the Division Chief RMD can approve sending records to the National Archives. When an RHAM or RHAM-RM, with the appropriate records official, determines that a record should be sent to the National Archives, ARIMS/ARIMS-C will generate the information required for the SF-258 form needed to transfer a record to the National Archives.

Once the records are transferred, the location information will be updated to indicate that the record is in the National Archives. Since only permanent records are transferred to the National Archives, the metadata will be left intact and the record will remain searchable.

1. Select the **RIPS** tab on the upper navigation menu → select **Hardcopy Records** → then **Relocate** → then **To National Archives** from the drop-down menu. The **Relocate Boxes to National Archives** screen appears, as shown in Figure 125.

Relocate Boxes to National Archives

<input type="checkbox"/>	Folder Title	Record Instruction Number	Special Collection	Close Date
<input checked="" type="checkbox"/>	Nuclear Surety	50-5c	OPERATION IRAQI FREEDOM	1/1/1975 12:00:00 AM
<input type="checkbox"/>	Historical Folders - B	870-5a		1/1/1977 12:00:00 AM
<input type="checkbox"/>	History Program	870-5f	OPERATION DESERT SHIELD	1/1/1977 12:00:00 AM
<input type="checkbox"/>	Historical Test	870-5f		1/1/1977 12:00:00 AM
<input type="checkbox"/>	Historical Progress	870-5f		1/1/1977 12:00:00 AM
<input type="checkbox"/>	Organizational History Files	870-5a		1/1/1977 12:00:00 AM

Figure 125. RIPS – Relocate Boxes to National Archives

2. Click the check box next to any folder title you wish to relocate to the National Archives, and then click **Prepare SF-258**.

Relocate Boxes to National Archives Details

Folder Title	File Name	Barcode	Volume	Agency Box Numbers	Disposal Authority	Location	Container Type
Nuclear Surety	Nuclear surety files 9/19/2007 2:26:44 PM -	017100231517120750	NA	1	50-5c	NA	NA

Figure 126. RIPS – Relocate Boxes to National Archives Details

3. The **Relocate Boxes to National Archives Details** screen is displayed with information required for a SF-258 form. Click **Close** when you are finished.

5.3 Master Index

The master index contains information on all Army records being maintained at RHAs worldwide and in the AEA.

Registered ARIMS/ARIMS-C users may search for Army records using the Master Index Search. A user may search for official Army records, view listings of search results, view metadata (from the Master Index) for specific records in the search results listings, and view the actual contents of the records (from the AEA), if permissions allow access to the electronic records. If permissions do not allow access, or the record exists only in hard copy form, the record must be requested. See Section 5.3.2.1 for how to request records.

Unless otherwise authorized, no record, record report, or list of records is made available to persons or organizations who are not the creator and or owner of the record, or responsible for its maintenance or disposition.

5.3.1 Master Index Search

The Master Index Search provides drop-down pick lists for ACOM/ASCC/DRU, unit, and office symbol, followed by radio buttons to specify the record media type. Search fields include keyword, privacy act number, disposition authority, record instruction number, prescribing directive, and date submitted range. Drop-down menus are used for selecting special collections and record instruction categories, and check boxes are used to select the record type.

Users may experience temporary delays in finding/accessing records in the AEA. This is caused by two factors: ARIMS/ARIMS-C must process the electronic files to determine owner, unit, and RRS-A instruction for the record, and the full-text indexing engine must scan the electronic files. If a successfully transferred record cannot be located within 24 hours, submit an inquiry using the ARIMS/ARIMS-C Online Help Desk.

1. To begin a search for records, mouse over the **Master Index** tab on the upper navigation menu → and then select **Search**. The Master Index Search form is shown in Figure 127.

Master Index Search

You may search using any combination of the fields below. If no text is entered in the Subject field, the folder and document check boxes are ignored. If text is entered in the Subject field, the folder and document check boxes are Ored together. All other fields are Anded together when text is entered. If Record Type is used and the All check box is not checked, you cannot search on the Event and Calendar, nor 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.

ACOM/ASCC/DRU:	HQDA
Unit:	USA SERV AND OPS AGCY - W313AA
Office Symbol:	AAHS-RDR-R

Record Media Type: [What's this?](#)
 All Records Electronic Records Hardcopy Records

Search In: Folder Document Subject: All of the words entered

Keyword(s): All of the words entered

Special Collection:

Record Instruction Category:

Record Instruction Title: All of the words entered

Privacy Act Number:

Disposition Authority:

Record Type: [What's this?](#) Event Calendar Permanent Time Based All

Record Instruction Number:

Prescribing Directive:

Date Submitted Range: through: (mm/dd/yyyy)

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Figure 127. Master Index – Search

2. You may search using any combination of the fields available by way of the Master Index Search.

If no text is entered in the **Subject** field, the folder and document check boxes are ignored. If text is entered in the **Subject** field, the folder and document check boxes are conditionally connected together via the search functionality of the system.

Two or more conditions form a compound search, and when the compound search condition results in a match (or is true), that is if any condition of the search is true, results will then be retrieved. This kind of search is based on “or” connections of search terms, e.g. a user is looking for any results that happen to match “Washington” or “District of Columbia” or “DC”. However, if none of the conditional search terms can be found, then no results are returned.

All other fields are concatenated (or “added”) together when text is entered, e.g. a user is looking for results for “Soldier’s Name” + “Washington, DC” + “Deployment”.

If **Record Type** is used and the **All** check box 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 drop-down lists to narrow the search.
- § Click the **Electronic Records** or **Hardcopy Records** radio button to search for a particular record media type, or use the default **All Records** to search the whole index.
- § Optional – Use the **Search In** checkboxes to specify whether to search in folders, documents, or both, and provide a subject for the document you are seeking. Use the pull-down to specify whether to search for *any* of the words, *all* of the words, or for the *exact phrase*.
- § Optional – Use the **Keyword** field to enter one or more words to search for in the database (metadata) and in the actual documents in the AEA. Use the pull-down to specify whether to search for *any* of the words, *all* of the words, or for the *exact phrase*.
- § Optional – use the **Special Collection** pull-down to select a Special [Records] Collection.
- § Optional – use the **Record Instruction Category** pull-down to select an RRS-A Category.
- § Optional – use the **Record Instruction Title** field to enter a title. This field is similar to the **Keyword** field, but searches only Record Instruction Titles – not all fields in the database, and not documents in the AEA.
- § Optional – use the **Privacy Act Number** field to select records with a designated Privacy Act number.
- § Optional – use the **Disposition Authority** field to select records with a designated disposition authority.
- § Select a Record Type using the checkboxes for **Event**, **Calendar**, **Permanent**, or **Time based** to search for a particular record media type, or use the default **All** to search all types.
- § Optional – enter an ARIMS/ARIMS-C Record Instruction Number to select records with a designated record number.
- § Optional – enter a Prescribing Directive to select records with a designated Army Regulation, Pamphlet, or other prescribing directive number.
- § Optional – use the **Date Submitted** fields to narrow your search by date.

- When you are finished specifying criteria for your search, click the **Submit** button. Figure 128 shows a sample query for the keyword “finance” in the AAHS-RDR-R Office Symbol.

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

Master Index Search

You may search using any combination of the fields below. If no text is entered in the Subject field, the folder and document check boxes are ignored. If text is entered in the Subject field, the folder and document check boxes are Anded together. All other fields are Anded together when text is entered. If Record Type is used and the All check box is not checked, you cannot search on the Event and Calendar, nor 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.

ACOM/ASCC/DRU:	HQDA
Unit:	USA SERV AND OPS AGCY - W313AA
Office Symbol:	AAHS-RDR-R

Record Media Type: [What's this?](#)

All Records Electronic Records Hardcopy Records

Search In: Folder Document Subject: Records Management All of the words entered

Keyword(s): All of the words entered

Special Collection:

Record Instruction Category:

Record Instruction Title: All of the words entered

Privacy Act Number:

Disposition Authority:

Record Type: [What's this?](#) Event Calendar Permanent Time Based All

Record Instruction Number:

Prescribing Directive:

Date Submitted Range: through: (mm/dd/yyyy)

Submit Search

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Freedom of Information Act/Privacy Act | Related Links | Privacy & Security Notice | DoD Web Policy | ARIMS Training Site | Online Help Desk

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Figure 128. Master Index – Search Example

- When ARIMS/ARIMS-C completes processing the query, results are returned as shown in Figure 129. If you have access permission to view an electronic record within the result set, the folder subject will be an active link and no checkbox will be present.

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ARIMS
Army Records Information Management System

Home RRS-A RM-Assist RPS Master Index Account Admin System Admin Help/Downloads Logout

Master Index Search Results

[Return to Search Criteria](#)

Folder Title	Created By	Created Date	Record Type	Status
25-11 Records Management Program	user.username	4/29/2008 9:44:49 AM	Hardcopy	Active
Records Management Program	user.username	5/7/2008 2:08:40 PM	Hardcopy	Active
Records Management Program	user.username	5/7/2008 2:08:53 PM	Hardcopy	Active
Records Management Program	user.username	5/7/2008 2:28:02 PM	Hardcopy	Active
Records Management Program	user.username	5/7/2008 2:28:17 PM	Electronic	Active

[Request Records](#)

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Figure 129. Master Index – Search Results

5. If a record listed in the **View Search Results** screen is a hard copy record, or if you have permission to view an electronic record listed in the screen, click on the **Title** link to see the record details. A hard copy folder detailed view is shown in Figure 130. An electronic folder detailed view is shown in Figure 131.

Folder Details

This screen allows you to view folder details, edit folder details, create an AO folder for a hard copy folder, print barcode labels for an AO folder and edit AO folder details.

Record Title: Records Management Program
Record Type: Hardcopy
Location: NA
RHA: CFA
UIC: W313AA
Unit Name: USA SERV AND OPS AGCY
Office Symbol: AAHS-RDR-R
Record Number: 25-1
RRS-A Record Title: Records Management Program
Disposition Authority Number: GRS 16, item 7
Prescribing Directive Number: 25-1
Created by: User Username
Create Date: 5/7/2008 2:08:40 PM
Close Date: Not Closed
Privacy Act Number: NA
Special Collection:
Vital Record: No

AO Folder Name Keyword_1 Keyword_2 Keyword_3 Keyword_4 Keyword_5

office tdy

Figure 130. Master Index – Search – Hardcopy Record Details

Folder Details

This screen allows you to view folder details, edit folder details, create an AO folder for a hard copy folder, print barcode labels for an AO folder and edit AO folder details.

Record Title: Records Management Program
 Record Type: Electronic
 Location: NA
 RHA: CFA
 UIC: W313AA
 Unit Name: USA SERV AND OPS AGCY
 Office Symbol: AAHS-RDR-R
 Record Number: 25-1
 RRS-A Record Title: Records Management Program
 Disposition Authority Number: GRS 16, item 7
 Prescribing Directive Number: 25-1
 Created by: User Username
 Create Date: 5/7/2008 2:28:17 PM
 Close Date: Not Closed
 Privacy Act Number: NA
 Special Collection:
 Vital Record: No

Subject	Format	Date Filed or Email Sent	Author	Email Recipient	Electronic Signature	Encrypted
AWL Brief	PDF	5/29/2008 12:17:54 PM	User Username	N/A	N/A	N/A

Figure 131. Master Index – Search – Electronic Record Details

6. If you do not have permission to view an electronic record stored in the AEA, or your results include hard copy records, a check box will be displayed. Use the check box to request access to the electronic record from the originating organization, or to retrieve the hard copy record from an RHA.

5.3.2 Record Requests

5.3.2.1 Requesting Records

You can request access to records, either hardcopy or electronic, using the Master Index Search. See Section 5.3.1. Use the Master Index Search Results, as shown in Figure 132, to find the records you wish to see.

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Master Index Search Results

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<input type="checkbox"/>	Folder Title	Created By	Created Date	Record Type	Status
<input type="checkbox"/>	25-ii Records Management Program	user.username	4/29/2008 9:44:49 AM	Hardcopy	Active
<input type="checkbox"/>	Username, User	user.username	1/12/2009 3:13:47 AM	Electronic	Active
<input type="checkbox"/>	Chemical & Biological Warfare (CBW)	user.username	1/7/2009 3:20:03 AM	Electronic	Active
<input type="checkbox"/>	Records Management Program	user.username	5/7/2008 2:08:40 PM	Hardcopy	Active
<input type="checkbox"/>	Records Management Program	user.username	5/7/2008 2:08:53 PM	Hardcopy	Active
<input type="checkbox"/>	Records Management Program	user.username	5/7/2008 2:28:02 PM	Hardcopy	Active
<input type="checkbox"/>	Records Management Program	user.username	5/7/2008 2:28:17 PM	Electronic	Active

[Request Records](#)

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Figure 132. Master Index – Search Results

1. Select the items you wish to access and click **Request Records**. The **Submit Records Request** page then appears, allowing you to specify type and priority, add a justification and date required, or make changes to the request, as shown in Figure 133.

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Submit Records Request

Use this screen to submit a records access request. Select the request type and priority then click **Request Records**. You may also specify a date after which this request would become invalid. If no date is specified, the request will sit in the queue until it is approved or denied.

Request Type:

Request Priority:

Expiration Date:

Description:

You may remove items from the request using the table below. Select the items that you do not want and click **Delete Selected Records from Request**.

<input type="checkbox"/>	Record Subject	Owner	Creation Date	Record Type
<input type="checkbox"/>	25-1i Records Management Program	user.username	4/29/2008 9:44:49 AM	Hardcopy
<input type="checkbox"/>	Username, User	user.username	1/12/2009 3:13:47 AM	Electronic
<input type="checkbox"/>	Records Management Program	user.username	5/7/2008 2:08:40 PM	Hardcopy
<input type="checkbox"/>	Records Management Program	user.username	5/7/2008 2:08:53 PM	Hardcopy
<input type="checkbox"/>	Records Management Program	user.username	5/7/2008 2:28:02 PM	Hardcopy
<input type="checkbox"/>	Chemical & Biological Warfare (CBW)	user.username	1/7/2009 3:20:03 AM	Electronic
<input type="checkbox"/>	Records Management Program	user.username	5/7/2008 2:28:17 PM	Electronic

* Required Field

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Figure 133. Master Index – Submit Records Request

2. After completing all required fields and any other information you wish, click **Request Records** to send the request to the records manager/records authority for processing. The **My Requested Records** page is then displayed, showing the status of your requests. See Figure 134.

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My Requested Records

Below are the records to which you have requested access. Once access has been granted, the name will become a clickable link allowing you to see the record details. The **Clean Requests** button will remove all expired and denied requests.

Status	Record Subject	Folder Owner	Request Date	Record Type
Approved	25-11 Records Management Program	User Username	7/30/2009 9:17:11 AM	Hardcopy
Approved	Username, User	User Username	7/30/2009 9:17:11 AM	Electronic
Approved	Records Management Program	User Username	7/30/2009 9:17:11 AM	Hardcopy
Approved	Records Management Program	User Username	7/30/2009 9:17:11 AM	Hardcopy
No Action	Records Management Program	User Username	7/30/2009 9:17:11 AM	Hardcopy
Approved	Chemical & Biological Warfare (CBW)	User Username	7/30/2009 9:17:11 AM	Electronic
Approved	Records Management Program	User Username	7/30/2009 9:17:11 AM	Electronic

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Figure 134. Master Index – My Requested Records

5.3.2.2 My Requested Records

You can use the menu at any time to see the items that you have requested.

1. Click the **Master Index** button on the menu → and then select **Requests** → and then **My Requests**. The **My Requested Records** screen is displayed, as shown in Figure 135.

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My Requested Records

Below are the records to which you have requested access. Once access has been granted, the name will become a clickable link allowing you to see the record details. The **Clean Requests** button will remove all expired and denied requests.

Status	Record Subject	Folder Owner	Request Date	Record Type
Approved	25-31 Records Management Program	User Username	7/30/2009 9:17:11 AM	Hardcopy
Approved	Username, User	User Username	7/30/2009 9:17:11 AM	Electronic
Approved	Records Management Program	User Username	7/30/2009 9:17:11 AM	Hardcopy
Approved	Records Management Program	User Username	7/30/2009 9:17:11 AM	Hardcopy
No Action	Records Management Program	User Username	7/30/2009 9:17:11 AM	Hardcopy
Approved	Chemical & Biological Warfare (CBW)	User Username	7/30/2009 9:17:11 AM	Electronic
Approved	Records Management Program	User Username	7/30/2009 9:17:11 AM	Electronic

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Figure 135. Master Index – My Requested Records

2. When access has been granted, the Record Subject will become a clickable link allowing you to see the record details.
3. Use the **Clean Requests** button to remove all expired and denied requests.

5.3.2.3 Requested Records

The Requested Records module allows servicing records officers/officials to view requests for both hard copy records in an RHA and electronic records in the AEA.

1. To see the items that other users have requested you to authorize, mouseover the **Master Index** tab on the upper navigation menu → then select **Requests** → and then **Requested Records**. The **Records Requested of Me** page is displayed, as shown in Figure 136.



Figure 136. Master Index – Records Requested of Me (Individual)

2. The screen opens with the requests made directly to you. Use the **View all for My Unit** link to see all the requested records for the Unit, as shown in Figure 137. To return to your own records, click the **Return to my view** link.

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Records Requested of Me
USA SERV AND OPS AGCY - W313AA

[Return to my view](#)

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Approve	Deny	Record Subject	Requested By	Request Date	Record Type	Request Expires	
<input type="checkbox"/>	<input type="checkbox"/>	THIS IS A TEST ; File Name: P.P. TEST2.ppt	User Username	11/28/2007 3:10:08 PM	Email	11/28/2007 12:00:00 AM	
<input type="checkbox"/>	<input type="checkbox"/>	Book1.xls	User Username	11/28/2007 3:10:08 PM	Email	11/28/2007 12:00:00 AM	
<input type="checkbox"/>	<input type="checkbox"/>	Approving Record Instructions for ORL	User Username	11/29/2007 2:43:18 PM	Email		
<input type="checkbox"/>	<input type="checkbox"/>	ARIMS TEST	User Username	11/29/2007 2:43:18 PM	Email		
<input type="checkbox"/>	<input type="checkbox"/>	Operating Budget	User Username	11/30/2007 3:45:10 PM	Hardcopy		
<input type="checkbox"/>	<input type="checkbox"/>	Planning Files	User Username	11/30/2007 3:45:10 PM	Hardcopy		
<input type="checkbox"/>	<input type="checkbox"/>	Operating Budget	User Username	1/9/2008 12:42:31 PM	Hardcopy	1/10/2008 12:00:00 AM	
<input type="checkbox"/>	<input type="checkbox"/>	Planning Files	User Username	1/9/2008 12:42:31 PM	Hardcopy	1/10/2008 12:00:00 AM	
<input type="checkbox"/>	<input type="checkbox"/>	TEST	User Username	1/9/2008 12:42:31 PM	Hardcopy	1/10/2008 12:00:00 AM	
<input type="checkbox"/>	<input type="checkbox"/>	ECSAGM Archive Submission Message v.3	User Username	3/14/2008 1:44:44 PM	Email	3/31/2008 12:00:00 AM	
<input type="checkbox"/>	<input type="checkbox"/>	a test for PA	User Username	2/10/2009 2:24:07 PM	Electronic	2/14/2009 12:00:00 AM	
<input type="checkbox"/>	<input type="checkbox"/>	Chemical & Biological Warfare (CBW)	User Username	7/30/2009 9:17:11 AM	Electronic		
<input type="checkbox"/>	<input type="checkbox"/>	Username, User	User Username	7/30/2009 9:17:11 AM	Electronic		
<input type="checkbox"/>	<input type="checkbox"/>	25-Ti Records Management Program	User Username	7/30/2009 9:17:11 AM	Hardcopy		
<input type="checkbox"/>	<input type="checkbox"/>	Records Management Program	User Username	7/30/2009 9:17:11 AM	Hardcopy		
<input type="checkbox"/>	<input type="checkbox"/>	Records Management Program	User Username	7/30/2009 9:17:11 AM	Hardcopy		
<input type="checkbox"/>	<input type="checkbox"/>	Records Management Program	User Username	7/30/2009 9:17:11 AM	Hardcopy		
<input type="checkbox"/>	<input type="checkbox"/>	Records Management Program	User Username	7/30/2009 9:17:11 AM	Electronic		
<input type="checkbox"/>	<input type="checkbox"/>	DP-91/59	User Username	7/30/2009 9:44:21 AM	Electronic		
<input type="checkbox"/>	<input type="checkbox"/>	Username, User	User Username	7/30/2009 9:44:21 AM	Electronic		

1 2 1 to 20 of 23

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Figure 137. Master Index – Records Requested of Me (Unit)

- To approve or deny a request, use the check boxes to the left of the items. You can sort the items by clicking on the column titles.

5.3.3 Disposition

Disposition, or the final destruction of hardcopy records, is handled by RHAMs. The RHAM first requests destruction, and then certifies that it has been done. Other users may generate a Disposition Report that shows the number of days remaining until the disposition date of records.

Records officials are expected to check the Disposition Report once or twice a year. It is during those Disposition Report checks when records officials will then approve or apply a freeze code for the deletion of e-records in the ARIMS AEA . This process is performed via the **Master Index** → **Disposition** → **Request Destruction** functionality which is described below.

5.3.3.1 Request Destruction

RHAMs can review a list of records located within his/her RHA that are ready for destruction. From this list, the RHAM selects the records to be destroyed.

1. To request destruction of records, select the **Master Index** tab on the upper navigation menu → then select **Disposition** → and then **Request Destruction**. The **Request Destruction** page is displayed, as shown in Figure 138.

Subject	Description	Instruction Description	Location Notes	Location	Owner
<input checked="" type="checkbox"/>	March meetings	Information relating to preparing and submitting budget estimates and Command Operating Budgets (COBs). Lower order estimates and COBs are progressively incorporated into higher order estimates and COBs. The final incorporations (accomplished by general and special operating agencies receiving program and budget guidance directly from DA) are forwarded to DA for staff use in preparing and defending the Army budget, the President's budget, and apportionment requests. Included are Command Budget Estimates (formerly Commander's Statement and Budget Summary), draft and final COBs (formerly Operating Budget and Summary), Military Assistance Program operating budgets, comparable budgets and budget estimates, minutes of program budget advisory committees, and related information.			Katharine Garstka Set Freeze Code
<input type="checkbox"/>	Financial management	Information relating to program folders composed of Military Interdepartmental Purchase Requests, Procurement Work Directives, Installation Program Directives, Production Status Reports, Production Acceptance Reports, price estimating data, budget documents, price and availability data, contract data, price and review data, miscellaneous correspondence, and any similar or related data.			Katharine Garstka Set Freeze Code

Figure 138. Master Index – Request Destruction

2. Use the check boxes to select records for destruction, and then click **Submit**. A message similar to Figure 139 is displayed.



Figure 139. Master Index – Records Added to Destruction List

The records are then removed from the Request Destruction list and will appear on the Certify Destruction of Records screen.

5.3.3.2 Certify Destruction of Records

An RHAM must indicate that the records have been completely destroyed in an appropriate manner for the type of material upon which the data resides. Once the RHAM has indicated that the records have been destroyed beyond recoverability, the metadata will be removed from the ARIMS/ARIMS-C system.

1. To certify destruction of records, click the **Master Index** button on the menu → then select **Disposition** → and then **Certify Destruction**. The **Certify Destruction of Records** page is displayed, as shown in Figure 140.

Certify Destruction of Records

Select records that were approved for destruction to permanently remove them, the metadata, and index information from the system.

CAUTION: This action is irreversible!

<input type="checkbox"/>	Folder Title	ORL Year	Record Number	Instruction Title	Location Notes	Originator/Sender
<input type="checkbox"/>	Electronic Folder Survey	1988	1t1	Office classified document receipts - General	AEA	User Username
<input type="checkbox"/>	Essay Elec Folder	1988	1x4	Civilian personnel time and attendance files - Korean National Direct Hire Employees Time Sheet	AEA	User Username
<input type="checkbox"/>	Folder_Travel_1t1	1988	1t1	Office classified document receipts - General	AEA	User Username
<input type="checkbox"/>	Hard Copy Test 2	1988	1t1	Office classified document receipts - General	Europa (USAREUR)	User Username
<input type="checkbox"/>	John Smith	1988	1hh	Office temporary duty travel	AEA	User Username

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Figure 140. Master Index – Certify Destruction

2. When the records have been completely destroyed, click the check boxes to select records to certify, and then click **Submit**. The records are then removed from the ARIMS/ARIMS-C system.

5.3.3.3 Disposition Report

Users can generate a Disposition Report based on the ACOM/ASCC/DRU, Unit, and Year. The Date Eligible to Destroy/Delete is shown at the far right of each record.

1. To create a Disposition Report, select the **Master Index** tab on the upper navigation menu → then select **Disposition** → and then **Disposition Report**. The **Disposition Report** page is displayed, as shown in Figure 141.



The screenshot shows the 'Disposition Report' page with the following search filters:

- Sort: UNIT Ascending Order
- Search by Year: ALL
- ACOM/ASCC/DRU: HQDA
- Unit: USA SERV AND OPS AGCY - W313AA

A 'Submit' button is located below the filters.

Figure 141. Master Index – Disposition Report

2. Select any combination of **Year**, **ACOM/ASCC/DRU**, or **Unit** from the drop-down lists. The values in these lists are based on your role and the organizations you support. Also select a **Sort** order.

3. Click the **Submit** button. The report will display the **Unit, UIC, Office Symbol, Record Number, Title, Year, and Date Eligible to Destroy/Delete**, as seen in Figure 142.

Disposition Report

Sort: ACOM/ASCC/DRU:
 Search by Year: Unit:

1 / 28 Main Report 100% BusinessObjects

UNIT	UIC	Office Symbol	Record #	Title	Year	Date Eligible to Destroy/Delete
0000 AG BND US MILITARY ACD	WCTRAA	MARC	600-8-19a	Promotion Eligibility (Internal)	2008	12/31/2010
0000 AR BN HQ SP TRPS BN 2	WX49T0	29TH ID COMMAND	1hh	Request for Orders (RFO)	2008	09/30/2014
0000 AR BN HQ SP TRPS BN 2	WX49T0	29TH ID COMMAND	1hh	T:112. Training and Advisory Squadron/4. Training Troop/TTC/TTC#6/Tr ave/RFO TTC 6 Marksmanship training 2nd week (Aug 07).xls	2008	09/30/2014

Figure 142. Master Index – Disposition Report Results

5.4 Account Administration

5.4.1 User Profile

The User Profile form, as seen in Figure 143, allows you to update your profile information: address, email, phone, DSN, etc. and provides contact information on your organization's records officials. When contacting your records officer, start at the Records Manager level and then go to the Records Administrator level as necessary.

*Note: It is important to keep your e-mail address current in ARIMS/ARIMS-C. Your e-mail address is used for a variety of activities including record transfer/destruction notifications, dispositional changes to your records, profile changes, and ARIMS/ARIMS-C enhancements. **IF YOUR ORGANIZATIONAL E-MAIL ADDRESS CHANGES, CHANGE YOUR E-MAIL ADDRESS FOR YOUR USER ACCOUNT ASAP.** This will ensure that your records are being serviced properly and accurately.*

To view your User Profile:

1. Select **Account Admin** from the upper navigation menu → **Profile**.

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User Profile

Username: user.username
 Army Account Type: CO
 User Class: AO
 UIC: W313AA
 Unit Name: USA SERV AND OPS AGCY
 Office Symbol: AAHS-RDR-R
 Grade: CTR
 First Name: User
 Middle Name:
 Last Name: Username
 Address: 1234 Anyplace Road, Alexandria, VA 22315
 AKO Email Address: username@us.army.mil
 Telephone: 202-555-1212
 DSN Telephone:
 Fax:
 Approval Date: 7/14/2009 3:02:42 PM
 Sponsor Username: sponsor.name

* Required Field

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Figure 143. Account Administration – User Profile

5.4.2 Users Requesting Sponsorship

If a user has requested sponsorship of an account from you, this selection will allow you to see a list of persons requesting your sponsorship to access ARIMS/ARIMS-C. You can approve or deny sponsorship by clicking either the **Approve** or **Deny** check box, and then clicking **Submit**.

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Users Requesting Sponsorship

Users will be sponsored using the Default Unit of W313AA.
Please check the appropriate box (Approve or Deny), and then click Submit.

Approve	Deny	Name	Email Address	Phone	Date Expires
<input checked="" type="checkbox"/>	<input type="checkbox"/>	User Username	user.username@us.army.mil	202-555-1212	9/11/2009 8:31:25 AM

Submit

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Figure 144. Users Requesting Sponsorship

5.4.3 Users Currently Sponsored

If you are sponsoring user accounts, this selection will display a list of users you are currently sponsoring.

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Users Currently Sponsored

Users will be sponsored using the Default Unit of W313AA
Please check the appropriate box (renew or withdraw) then click submit

Renew	Withdraw	Name	Email Address	Phone	Date Expires
<input type="checkbox"/>	<input type="checkbox"/>	User Username	user.username@us.army.mil	202-555-1212	5/19/2009 11:24:44 AM
<input type="checkbox"/>	<input type="checkbox"/>	User Username	user.username@us.army.mil	202-555-1212	5/5/2010 12:03:55 PM
<input type="checkbox"/>	<input type="checkbox"/>	User Username	user.username@us.army.mil	202-555-1212	6/18/2009 12:36:00 PM
<input type="checkbox"/>	<input type="checkbox"/>	User Username	user.username@us.army.mil	202-555-1212	11/10/2009 3:27:12 PM
<input type="checkbox"/>	<input type="checkbox"/>	User Username	user.username@us.army.mil	202-555-1212	4/28/2010 1:26:18 PM
<input type="checkbox"/>	<input type="checkbox"/>	User Username	user.username@us.army.mil	202-555-1212	11/24/2009 10:28:58 AM
<input type="checkbox"/>	<input type="checkbox"/>	User Username	user.username@us.army.mil	202-555-1212	12/30/2009 9:18:55 AM
<input type="checkbox"/>	<input type="checkbox"/>	User Username	user.username@us.army.mil	202-555-1212	5/8/2010 10:40:23 AM
<input type="checkbox"/>	<input type="checkbox"/>	User Username	user.username@us.army.mil	202-555-1212	7/17/2010 10:09:11 AM

Submit

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Figure 145. Users Currently Sponsored

5.4.4 Instructions for Requesting a New Sponsor

If you would like to request a New Sponsor before your current sponsorship expires, follow these steps:

1. Select **Account Admin** from the upper navigation menu → **Profile**.

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User Profile

Username: user.username
 Army Account Type: CO
 User Class: AO
 UIC: W313AA
 Unit Name: USA SERV AND OPS AGCY
 Office Symbol: AAHS-RDR-R
 Grade: CTR
 First Name: User
 Middle Name:
 Last Name: Username
 Address: 1234 Anyplace Road, Alexandria, VA 22315
 AKO Email Address: username@us.army.mil
 Telephone: 202-555-1212
 DSN Telephone:
 Fax:
 Approval Date: 7/14/2009 3:02:42 PM
 Sponsor Username: sponsor.name

Records Administrators		
Name	E-Mail	Phone
Username , User	username@us.army.mil	202-555-1212
Username , User	username@us.army.mil	202-555-1212

Records Managers		
Name	E-Mail	Phone
Username , User	username@us.army.mil	202-555-1212
Username , User	username@us.army.mil	202-555-1212
Username , User	username@us.army.mil	202-555-1212
Username , User	username@us.army.mil	202-555-1212

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Figure 146. Account Administration – User Profile for New Sponsor Request

2. Click on the **Request New Sponsor** button. You are then taken to the **ARIMS Sponsorship** page.

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ARIMS Sponsorship

You do not qualify for immediate access to the ARIMS system. You either need sponsorship to use the ARIMS system or your sponsorship has expired. To gain access you must provide the name of a user who can sponsor you to use the ARIMS system. Please enter the username (just the first name last name without the @us.army.mil) of your proposed sponsor below.

Sponsor's AKO username:

The person you have selected to sponsor you will have a period of time to accept you as a user. You will receive an email when they accept or an email notifying you that they took no action during this time.

*** Required Field**

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Figure 147. Account Administration – ARIMS Sponsorship – New Sponsor Request

3. Enter the Sponsor's AKO username and click the **Submit** button
4. You are done. At this point, you will need to wait for the new ARIMS Sponsorship to be approved for your account.

5.4.5 Unit Users

Records Managers can deactivate or close user accounts within their own Units.

1. To deactivate a user within your unit, select **Account Admin** on the menu → then **Unit Users** . ARIMS/ARIMS-C displays the **Unit Users** page, as shown in Figure 148.
2. You may choose between the two radio buttons at the top of the page, **Default Units** and **All Units**.
 - a. **Default Units:** A Default Unit is the Unit with which a User is officially registered. Therefore, when a User selects Default Units on the Unit Users page, the User will see one Unit and one Office Symbol listed per user. This will be the official UIC and Office Symbol that any particular user is registered under.
 - b. **All Units:** The All Units selection will display multiple entries for the same user because the All Units selection is displaying all Office Symbols within the Unit that the User has access to.
3. Use the checkboxes to select users to be deactivated, and then click **Submit**. The user(s) are then removed from the Unit Users list.

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Unit Users

This page can be used by Records Managers to deactivate users for access to a specific Unit. The Unit User List displays all active users within your unit.

ACOM/ASCC/DRU: HQDA Unit: USA SERV AND OPS AGCY - W313AA

Default Units
 All Units

Deactivate	Name	Username	Phone	Role	UIC	Unit Name	Office Symbol	Created	Last Login
<input type="checkbox"/>	Username, User	Username	202-555-1212	RM	W313AA	USA SERV AND OPS AGCY	AAHS-RDR	1/13/2005	7/17/2009
<input type="checkbox"/>	Username, User	Username	202-555-1212	RC	W313AA	USA SERV AND OPS AGCY	AAHS-RDC	2/5/2008	3/3/2009
<input type="checkbox"/>	Username, User	Username	202-555-1212	RRSASA	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	1/13/2005	7/30/2009
<input type="checkbox"/>	Username, User	Username	202-555-1212	AO	W313AA	USA SERV AND OPS AGCY	JDRP-HRM-MPSC	1/13/2005	
<input type="checkbox"/>	Username, User	Username	202-555-1212	AO	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	10/15/2008	3/6/2009
<input type="checkbox"/>	Username, User	Username	202-555-1212	AO	W313AA	USA SERV AND OPS AGCY	JDSO-PAP-ABC	1/13/2005	2/19/2008
<input type="checkbox"/>	Username, User	Username	202-555-1212	AO	W313AA	USA SERV AND OPS AGCY	JDSO-PAT	1/13/2005	
<input type="checkbox"/>	Username, User	Username	202-555-1212	RC	W313AA	USA SERV AND OPS AGCY	AAHS-Z	1/13/2005	

* Required Field

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Figure 148. Account Administration – Unit Users

Note: When an account is deactivated, it is also reset to AO level. Full AKO/AKO-S users are able to restore access simply by logging in again, but will not have an elevated role or access to multiple Units.

5.4.6 Access Requests

5.4.6.1 Unit Access Request

Some users have records management 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 records management duties. You must already be a registered in ARIMS/ARIMS-C to be able to support multiple organizations.

1. To submit a request for access to another organization, select **Account Admin** from the upper navigation menu → select **Access Request** → and then **Unit Access Request**.
2. Use the **Unit Access Request** page, as shown in Figure 149, to select the ACOM/ASCC/DRU, Unit, Office Symbol, and User Role, you need for the access. Enter a reason for the request in the text box, and then click **Submit**.

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ARIMS
Army Records Management System

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

Unit Access Request

This page allows users to request access to additional office symbols or other units. Requestors will be notified of access approval or denial via email. Note: A request will be automatically denied after 30 days if no one has approved it. Users needing access to more than 10 office symbols and/or units combined may submit their request via an online help desk ticket.

ACOM/ASCC/DRU: HQDA

Unit: USA SERV AND OPS AGCY - W313AA

Office Symbol: AAHS-RDR-R

Request Role:

Reason for Request:

Submit

* Required Field

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Figure 149. Account Administration – Unit Access Request

You will not be able to access records in the new Unit until your access request has been granted. After that, whenever you log in, you will see a screen similar to Figure 150, which shows the default Unit for the session.

You can use the **Select Unit** pull-down menu to choose the unit for which you need to perform records management duties. All actions taken in ARIMS/ARIMS-C will be associated with that unit until you either change the unit or log out of the system.

There is a 30-day expiration for Unit Access Requests. You will need to submit another request if no action is taken within the 30-day timeframe.

The Select Unit feature is available for RHAM-RM/RM/RA Users when they have access to more than 20 units. There is a **Unit Filter** option available on the Homepage for these Users which allows them to utilize the filter feature to narrow down the list of available Units that he/she may be attempting to access. You must be logged in as a RHAM-RM/RM/RA User to see the functionality.

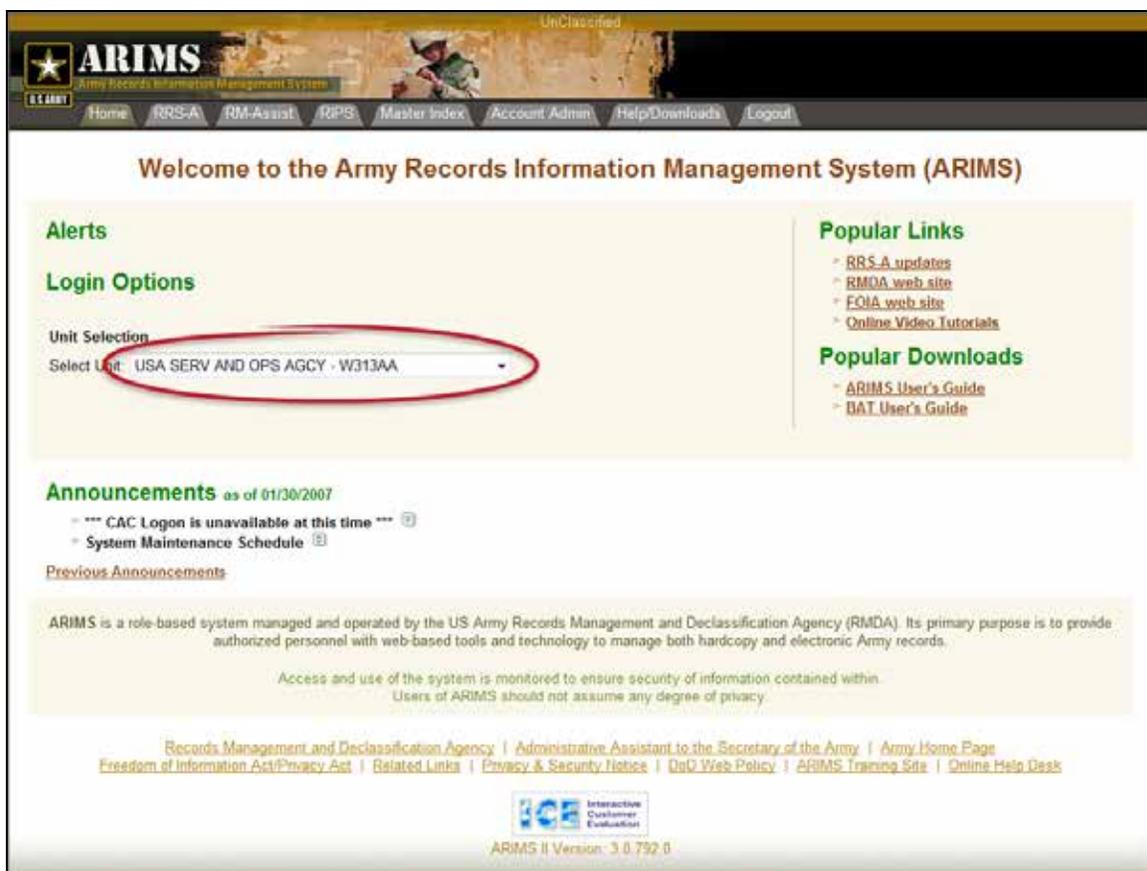


Figure 150. Account Administration – Select Unit for ARIMS/ARIMS-C Session

5.4.6.2 User Role Change

Users are initially granted the access role of an AO for the unit to which they are assigned. Users may request a higher level of access whenever their duties require such access. When a privilege change has been requested, it is submitted to a records official who is one level higher than the level being requested.

1. To submit a request for a higher level of access than you currently possess, select **Account Admin** from the upper navigation menu → then select **Access Request** → and then **User Role Change Request**. The **User Role Change** page is displayed, as shown in Figure 151.

The screenshot shows the ARIMS web interface for a 'User Role Change' request. At the top, there is a navigation bar with the ARIMS logo and menu items: Home, RRS-A, RM-Assist, RIPS, Master Index, Account Admin, Help/Downloads, and Logout. The main heading is 'User Role Change'. Below the heading, a message states: 'This screen allows the user to request a different role within a unit. The requestor will be notified of role approval or denial via email. Note: Requests will be automatically denied after 30 days if no one has approved the request.' The form contains the following fields: 'Units' (dropdown menu showing 'USA SERV AND OPS AGCY - W313AA'), 'Current Role' (text field showing 'Records Holding Area Manager (RHAM)'), 'Request Role' (dropdown menu), and 'Reason for Request' (text area). A 'Submit' button is located below the text area. At the bottom, there is a '* Required Field' indicator and a footer with various links and the text 'ARIMS II Version: 3.0.792.0'.

Figure 151. Account Administration – User Role Change Request

2. Select the **Unit** and specify the **Role** you need, and explain why you need this change. Then click **Submit**.
3. The request was submitted, as noted in the confirmation message shown in Figure 152. Click **OK** to dismiss the message and return to the request form. The request is then sent to the appropriate level administrator.

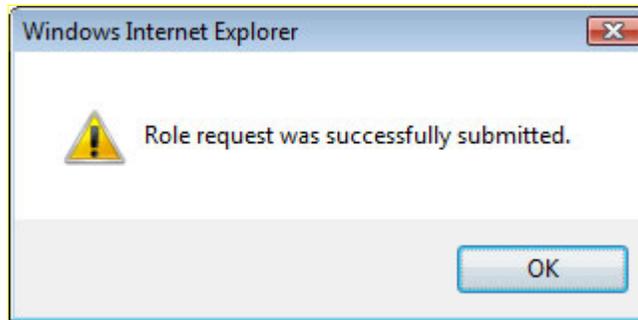


Figure 152. Account Administration – Role Request Confirmation

There is a 30-day expiration for User Role Change requests. You will need to submit a new request if no action is taken within the 30-day timeframe.

5.4.7 Access Approvals (RHAM/RM, RM, RA, SA only)

5.4.7.1 Role Escalation Request Approval

1. To approve users to access other units, select **Account Admin** on the upper navigation menu → then **Access Approval** → and then **User Role Change Request Approval**. ARIMS/ARIMS-C then displays the **Users Requesting Role Changes** page, which lists the users who have pending requests in your area, as shown in Figure 153.



Figure 153. Account Administration – User Requesting Role Change

2. Click the check box to **Approve** or **Deny** each request, and then click **Submit**. The requestor will then be notified of the results.

5.4.7.2 Unit Access Request Approval (RHAM/RM, RM, RA, SA only)

1. To approve users to access other units, select **Account Admin** on the upper navigation menu → then **Access Approval** → and then **Unit Access Request Approval**. ARIMS/ARIMS-C then displays the **Users Requesting Multi-hatted User Access** page, shown in Figure 154.

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Users Requesting Unit Access

These users have requested multi-hatted access to the units indicated below. To see the reason for the request move your mouse over the question marks (?) in the "Reason" column.

Please check the appropriate box (Approve or Deny), and then click Submit.

Note: If you deny a request for access, your email address will be provided in the notification to the requester

Approve	Deny	Reason	Name	Email Address	Phone	ACOM/ASCC/DRU	UIC	Office Symbol	Role
<input type="checkbox"/>	<input type="checkbox"/>	?	Jane Doe User	user.username@us.army.mil	202-555-1212	TRADOC	W1EBAA	ATZS-TPP-G	Action Officer (AO)
<input type="checkbox"/>	<input type="checkbox"/>	?	John Doe User	user.username@us.army.mil	202-555-1212	TRADOC	WCSPAA	ATZC-GC-AB	Action Officer (AO)
<input type="checkbox"/>	<input type="checkbox"/>	?	Jane Doe User	user.username@us.army.mil	202-555-1212	NETCOM	WHSTTB	NETC-SKK-HHC	Action Officer (AO)
<input type="checkbox"/>	<input type="checkbox"/>	?	John Doe User	user.username@us.army.mil	202-555-1212	USAREUR	WC7CAA	ATZC-GC-AB	Action Officer (AO)
<input type="checkbox"/>	<input type="checkbox"/>	?	Jane Doe User	user.username@us.army.mil	202-555-1212	TRADOC	W1EAZB	ATSK-S4	Action Officer (AO)
<input type="checkbox"/>	<input type="checkbox"/>	?	John Doe User	user.username@us.army.mil	202-555-1212	TRADOC	W1ECAA	ATFL-UAB	Action Officer (AO)
<input type="checkbox"/>	<input type="checkbox"/>	?	Jane Doe User	user.username@us.army.mil	202-555-1212	HQDA	WBWM9L	ACSH-M-A	Records Coordinator (RC)

Submit

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Figure 154. Account Administration – Users Requesting Unit Access

2. Click the **Approve** or **Deny** check box → and then click **Submit**.

5.5 System Administration (SA Only)

5.5.1 Records

5.5.1.1 Special Collections

Special Collections are groups of records that have historical significance to the Army. A Special Collection can consist of both "T" (long term and permanent) and "K" (short term) records; a single retention is assigned to the entire collection that overrides the retention of any of the records within it. Examples of Special Collections are operational records: Operation Desert Storm, Operation Enduring Freedom.

Only SAs have the authority to add to or modify the Special Collection list. If you are indexing records for a Special Collection that does not appear on the list, contact the ARIMS/ARIMS-C Online Help Desk to begin the process to have it added.

5.5.1.1.1 Create Special Collection

1. To create a Special Collection, select **System Admin** from the upper navigation menu → then select **Records** → then **Special Collections** → and then **Create Collection**. ARIMS/ARIMS-C displays the **Create Special Collection** page, as shown in Figure 155.



The screenshot shows the ARIMS web interface for creating a special collection. The page title is "Create Special Collection". Below the title, there is a instruction: "To create a special collection, enter in a unique special collection name and a description. Select/change a value for status." The form contains the following fields and controls:

- Special Collection Name:** A text input field with a red asterisk indicating it is a required field.
- Special Collection Description:** A text input field.
- Active:** A label with two radio buttons: "Yes" (selected) and "No".
- Submit** and **Cancel** buttons.

At the bottom of the form, there is a red asterisk and the text "* Required Field". Below the form, there is a footer with several links: "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", and "Online Help Desk". There is also a logo for "Interactive Customer Evaluation" and the text "ARIMS II Version: 3.0.792.0".

Figure 155. System Administration – Create Special Collection

2. Enter a name for the Special Collection. You may also enter a description, though it is not required. Select the state (active or not), and then click **Submit**. The following message shown below in Figure 156 is displayed.

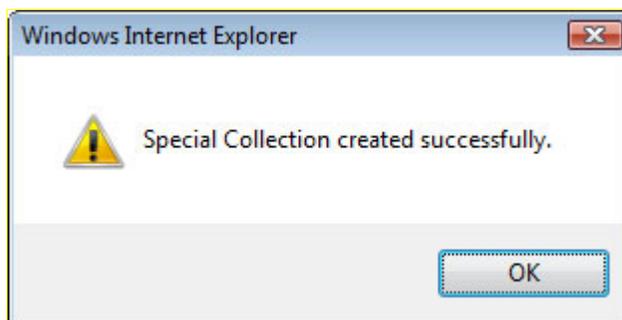


Figure 156. System Administration – Special Collection Created Successfully

5.5.1.1.2 List and Edit Special Collections

1. To list or edit a Special Collection, select **System Admin** from the upper navigation menu → then select **Records** → then **Special Collections** → and then **List Collections**. ARIMS/ARIMS-C then displays the **List Special Collection** page, as shown in Figure 157.

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Home | RRS-A | RM-Asst | RIPS | Master Index | Account Admin | System Admin | Help/Downloads | Logout

List Special Collections

Special Collection Name	Special Collection Description	Permanent	Allow K Records	Active
JTF 160 (JTF-GTMO)	JTF 160 (JTF-GTMO)	Yes	Yes	Yes
JTF PROVIDE REFUGE	JTF PROVIDE REFUGE	Yes	Yes	Yes
OPERATION ALLIED FORCE	OPERATION ALLIED FORCE	Yes	Yes	No
OPERATION CONTINUE HOPE	OPERATION CONTINUE HOPE	Yes	Yes	Yes
OPERATION DESERT FOX	OPERATION DESERT FOX	Yes	Yes	Yes
OPERATION DESERT SHIELD	OPERATION DESERT SHIELD	Yes	Yes	Yes
OPERATION DESERT STORM	OPERATION DESERT STORM	Yes	Yes	Yes
OPERATION DESERT THUNDER	OPERATION DESERT THUNDER	Yes	Yes	Yes
OPERATION DETERMINED EFFORT	OPERATION DETERMINED EFFORT	Yes	Yes	Yes
OPERATION ENDURING FREEDOM	OPERATION ENDURING FREEDOM	Yes	Yes	Yes
OPERATION INTRINSIC ACTION	OPERATION INTRINSIC ACTION	Yes	Yes	Yes
OPERATION IRAQI FREEDOM	OPERATION IRAQI FREEDOM	Yes	Yes	Yes
OPERATION JOINT ENDEAVOR	OPERATION JOINT ENDEAVOR	Yes	Yes	Yes
OPERATION JOINT GUARD	OPERATION JOINT GUARD	Yes	Yes	Yes
OPERATION NOBLE EAGLE	OPERATION NOBLE EAGLE	Yes	Yes	Yes
OPERATION PROVIDE COMFORT	OPERATION PROVIDE COMFORT	Yes	Yes	Yes
OPERATION RESTORE DEMOCRACY	OPERATION RESTORE DEMOCRACY	Yes	Yes	Yes
OPERATION RESTORE HOPE	OPERATION RESTORE HOPE	Yes	Yes	Yes
OPERATION SOUTHERN WATCH	OPERATION SOUTHERN WATCH	Yes	Yes	Yes
OPERATION SUPPORT HOPE	OPERATION SUPPORT HOPE	Yes	Yes	Yes
OPERATION UPHOLD DEMOCRACY	OPERATION UPHOLD DEMOCRACY	Yes	Yes	Yes

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Figure 157. System Administration – List Special Collections

- Click on the title of a Special Collection that you would like to view or edit. The **View Special Collection** page then appears, as shown in Figure 158.

View Special Collection

To print Special Collection Details, change your print preferences to print by Landscape.

Special Collection Name	OPERATION DESERT STORM
Special Collection Description	OPERATION DESERT STORM
Permanent Special Collection?	Yes
Allow K Records?	Yes
Active	Yes

Figure 158. System Administration – View Special Collection

- Click **Edit** to change any of the information shown: name, description, or active state, as shown in Figure 159. Then click **Submit**.

Edit Special Collection

To edit a special collection, change the description for the special collection. Change the value for status.

Special Collection Name: OPERATION DESERT STORM *
Special Collection Description: OPERATION DESERT STORM
Active: <input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

* Required Field

Figure 159. System Administration – Edit Special Collection

- The changes are accepted, and the following message shown below in Figure 160 is displayed.

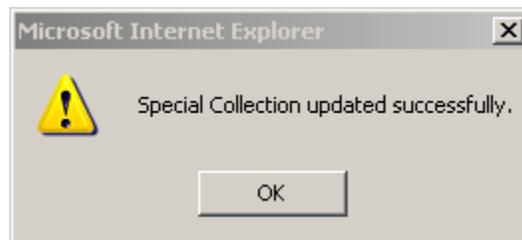


Figure 160. System Administration – Special Collection Updated Successfully

5.5.1.2 Freeze Codes

Freezing is the suspension or extension of the disposition of temporary records that cannot be destroyed on schedule because of special circumstances, such as a court order or an investigation. Records that have been frozen will not appear on the Pending Destruction List. When all freezes on a record have been lifted, the record will be eligible for destruction. Records officials are reminded (via an alert box) to periodically review all frozen records to allow the timely release for destruction of unneeded records.

5.5.1.2.1 Create Freeze Code

System Administrators and Database Administrators can create freeze codes by specifying a code name and description. These codes will be available for records officials to use when viewing the pending destruction list.

1. To create a Freeze Code, select **System Admin** from the upper navigation menu → then select **Records** → then **Freeze Codes** → and then **Create Freeze Code**. ARIMS/ARIMS-C then displays the **Create Freeze Code** page, as shown in Figure 161.

Figure 161. System Administration – Create Freeze Code

2. Enter a new freeze code and a description; there can be no special characters used in the code and description, only numbers and letters. Then click **Create Freeze Code**. ARIMS/ARIMS-C then displays a confirmation message, as shown in Figure 162.



Figure 162. System Administration – Create Freeze Code Confirmation

5.5.1.2.2 Lift Freeze Code

When a freeze is lifted, the SA should release the appropriate freeze codes from ARIMS/ARIMS-C. This release will allow all frozen records to be added to the pending destruction list, if no other freeze codes that have been applied to the record.

- To lift a Freeze Code, select **System Admin** from the upper navigation menu → then select **Records** → then **Freeze Codes** → and then **Lift Freeze**. ARIMS/ARIMS-C displays the **Lift Freeze Code** page, as shown in Figure 163.

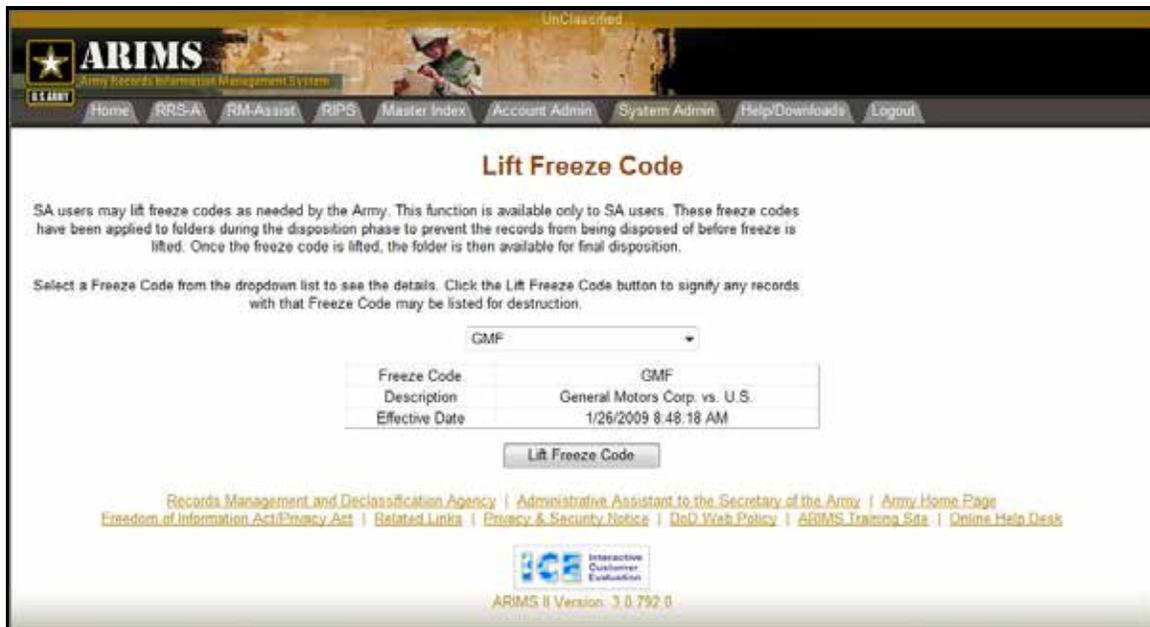


Figure 163. System Administration – Lift Freeze Code

- Use the pull-down to select the freeze code to be terminated. Then click **Lift Freeze Code**. ARIMS/ARIMS-C then displays a confirmation message that the code was lifted, as shown in Figure 164.

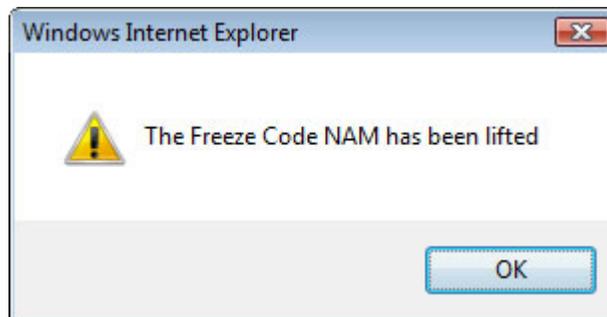


Figure 164. System Administration – Lift Freeze Code Confirmation

5.5.2 Reports (RM, RA, SA Only)

5.5.2.1 User List Report

1. To create a User List Report, select **System Admin** from the upper navigation menu → then select **Reports** → and then **User List** to display the screen shown in Figure 165. You can search for specific people by using the **Search By** field – options are *First*, *Middle*, *Last*, or *Any* name. You can also specify whether the list is to include *All* users, or only those whose status is *Active*, *Deactivated*, *Expired*, or *Pending Approval*. You can also specify the roles of the users to be included on the list.

The screenshot shows the ARIMS System Administration - User List interface. At the top, there is a navigation bar with the following links: Home, RRS-A, RM-Assist, RIPS, Master Index, Account Admin, System Admin, Help/Downloads, and Logout. The main heading is "System Administration - User List". Below the heading, there is a descriptive paragraph: "This page can be used to search for users by their ACOM/ASCC/DRU, Unit, Office Symbol, name or part of the name, role or account status. The User List displays all registered users at their default Office Symbol of an UIC within your chain of command. This list is helpful in finding users within an organization and viewing/editing information about a particular user." The search form includes the following fields: ACOM/ASCC/DRU (HQDA), Unit (USA SERV AND OPS AGCY - W313AA), Office Symbol (AAHS-RDR-R), Search By (First Name), Account Status (All), and Role (All). A Submit button is located below the form. The footer contains the following text: "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". There is also a logo for "Interactive Customer Evaluation" and the text "ARIMS II Version: 3.0.792.0".

Figure 165. System Administration – User List

2. Search for users by specifying an ACOM, Unit, Office Symbol, name or partial name, role, or account status. The **ACOM**, **Unit**, and **Office Symbol** fields are required. Figure 166 shows a search for all *active* users in an Office Symbol.
3. Click **Submit** and the requested list is displayed.

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

System Administration - User List

This page can be used to search for users by their ACOM/ASCC/DRU, Unit, Office Symbol, name or part of the name, role or account status. The User List displays all registered users at their default Office Symbol of an UIC within your chain of command. This list is helpful in finding users within an organization and viewing/editing information about a particular user.

[Return to Search Criteria](#)

Name	Username	Role	UIC	Unit Name	Office Symbol	Status	Created	Last Login
Username, User	user.username	AO	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Inactive	1/13/2005	7/17/2009
Doe, Jonathan	jonathan.doe	AO	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Active	10/15/2008	3/5/2009
Somebody, Anna	anna.somebody	RRSASA	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Active	4/29/2008	2/9/2009
Username, User	user.username	AO	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Inactive	1/13/2005	7/30/2009
Doe, Jonathan	jonathan.doe	RRSASA	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Active	1/13/2005	7/30/2009
Somebody, Anna	anna.somebody	AO	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Sponsorship Withdrawn	1/13/2005	10/4/2006
Username, User	user.username	AO	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Sponsorship Withdrawn	1/13/2005	10/4/2006
Doe, Jonathan	jonathan.doe	AO	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Inactive	1/13/2005	9/16/2008
Somebody, Anna	anna.somebody	AO	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Inactive	1/13/2005	11/13/2008
Username, User	user.username	SA	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Active	1/13/2005	11/13/2008
Doe, Jonathan	jonathan.doe	HD	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Active	9/19/2008	7/29/2009
Somebody, Anna	anna.somebody	AO	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Sponsorship Withdrawn	4/4/2008	5/23/2008
Username, User	user.username	AO	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Active	1/23/2006	7/17/2009
Doe, Jonathan	jonathan.doe	AO	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Pending Registration	6/16/2005	6/21/2006
Somebody, Anna	anna.somebody	AO	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Inactive	1/13/2005	8/11/2008
Username, User	user.username	AO	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Inactive	1/13/2005	3/24/2009
Doe, Jonathan	jonathan.doe	RRSASA	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Active	1/13/2005	3/24/2009
Somebody, Anna	anna.somebody	SA	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Inactive	1/13/2005	7/14/2009
Username, User	user.username	RHAM	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Active	1/23/2006	7/30/2009
Doe, Jonathan	jonathan.doe	RRSASA	W313AA	USA SERV AND OPS AGCY	AAHS-RDR-R	Active	1/13/2005	7/17/2009

* Required Field

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Figure 166. System Administration – User List Results

5.5.2.2 Unit List Report

- To create a Unit List Report, select **System Admin** from the upper navigation menu → then select **Reports** → and then **Unit List** to display the screen shown in Figure 167.

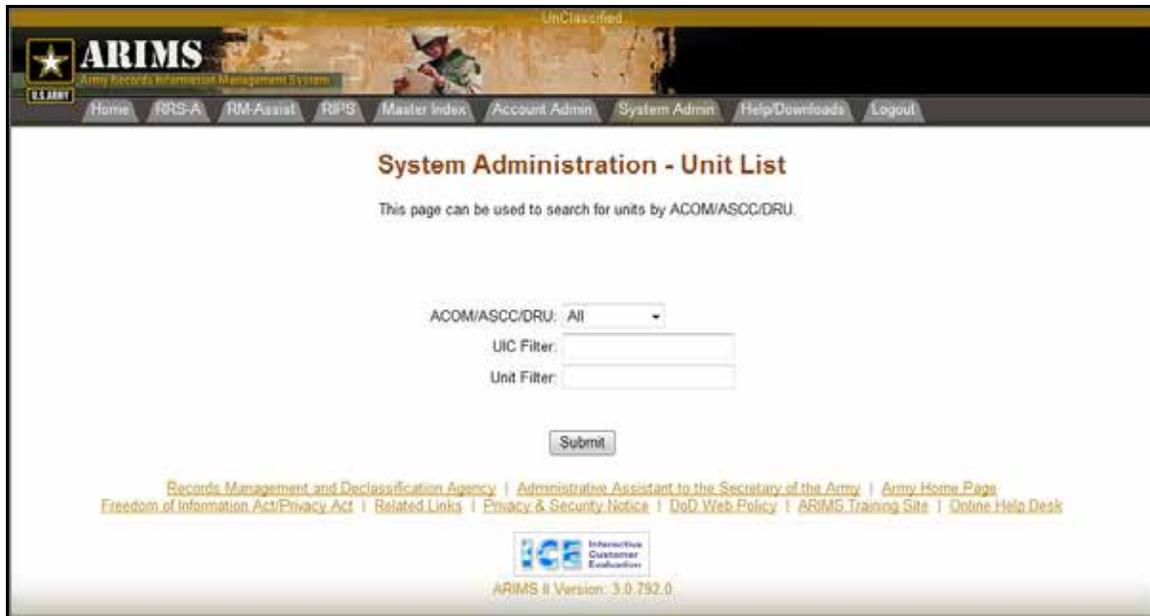


Figure 167. System Administration – Unit List

2. Select an ACOM from the drop-down list to show all the units in that ACOM. Figure 168 shows all units in the HQDA ACOM.
3. Please review below for instruction on using the UIC Filter and Unit Filter in the Unit List Report”
 - a. **UIC Filter:** The UIC Filter allows a User to narrow a Unit List search by inputting combinations of letters and numbers that are associated with actual UIC codes. This allows the search results to be narrowed down to a more specific set of results.
 - b. **Unit Filter:** The Unit Filter allows a User to narrow down the search results for a Unit List search by inputting a Unit Name, keywords, or any combination of letters, in order to narrow the results of a particular Unit List search.

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System Administration - Unit List

This page can be used to search for units by ACOM/ASCC/DRU.

Unit Name	UIC	ACOM/ASCC/DRU
HHC BRUNSSUM	W1NB21	HQDA
01 PEO AVN - W6DQAA	W6DQAA	HQDA
0650 MI GRP THE HAGUE FO	WBWM9L	HQDA
0650 MI GRP AUG	WBWM99	HQDA
0650 MI GRP BYDGOSZCZ DET	WBWM9M	HQDA
0650 MI GRP COUNTER INTEL	WBWMAA	HQDA
0650 MI GRP GEILNKCHN DET	WBWM41	HQDA
0650 MI GRP GEILNKCHF DET	WBWM9F	HQDA
0650 MI GRP HEIDELBERG DET	WBWM9H	HQDA
0650 MI GRP HEIDELBERG DET	WBWM44	HQDA
0650 MI GRP IZMR DET	WBWM12	HQDA
0650 MI GRP IZMR DET	WBWM9C	HQDA
0650 MI GRP JATTA DET	WBWM9G	HQDA
0650 MI GRP JATTA DET	WBWM42	HQDA
0650 MI GRP LARISSA DET	WBWM9D	HQDA
0650 MI GRP MADRID DET	WBWM51	HQDA
0650 MI GRP MADRID DET	WBWM9K	HQDA
0650 MI GRP OBERAMMERGALL FO	WBWM9N	HQDA
0650 MI GRP RAMSTEIN FO	WBWM43	HQDA
0650 MI GRP RGN I NAPLES	WBWM9A	HQDA

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Figure 168. System Administration – Unit List Results

5.5.3 Office Symbols (RM, RA, SA Only)

Office symbols may be created in two different ways. Users with access to the System Administration functions may use the **Create Office Symbol** page and to create a new office symbol.

Users new to the unit may create an unverified office symbol when they first log into ARIMS/ARIMS-C. At first log-in, users are shown the Profile screen, where they can select an existing office symbol, or can enter a new office symbol. The new office symbol must be validated (approved) by a Records Manager before work can be started.

5.5.3.1 Create Office Symbol

1. To create an Office Symbol, select **System Admin** from the menu → then select **Office Symbol** → and then **Create Office Symbol**, as shown in Figure 169. Select the ACOM/ASCC/DRU and Unit. The existing office symbols for the Unit are then displayed so you do not attempt to create a new symbol with the same name.

Create Office Symbol

This page allows records officials to create new office symbols for the ACOM/ASCC/DRU and unit selected. The format of an Office Symbol is xxxxx-xxx-xxxx with only the first four characters being required. Optionally, the Office Symbol may end in a dash followed by a single digit.

ACOM/ASCC/DRU: HQDA
 Unit: USA SERV AND OPS AGCY - W313AA
 Office Symbol: SFMR-RDX-B

Current List of Office Symbols for USA SERV AND OPS AGCY - W313AA:

JDSO-PAP-T	AAHS-RDO-IM	AARO-EF	JDRP-CC	JDSO-DLP	JDSO-PAT-D-E
AAHS	AAHS-RDR	AARO-FS	JDRP-CC-O-P	JDSO-DLS	JDSO-PAT-D-EF
AAHS-E	AAHS-RDR-C	EANC	JDRP-CH	JDSO-DLS-P	OAA-ROC-B
AAHS-EF	AAHS-RDR-CP	ESOM	JDRP-EE	JDSO-DLS-S	OAA-ROC-BT
AAHS-FS	AAHS-RDR-R	HQDA-S	JDRP-HRE	JDSO-PAP	OAA-ROC-BTO
AAHS-LG	AAHS-RDR-T	HQDA-XXX-PAS	JDRP-HRM-MPSC	JDSO-PAP-A	RMDA
AAHS-LGO	AAHS-RDR-T	HQDA-YYY-XXX	JDRP-HRMD	JDSO-PAP-F	SAAA-D
AAHS-LGS	AAHS-RDR-T	IMHR-A	JDRP-IH	JDSO-PAP-T	SAAA-DA
AAHS-LGT	AAHS-XO	JDHS-PA-EB	JDRP-IR	JDSO-PAR-G	SAAA-JDRP-IR
AAHS-P	AARO	JDRP	JDRP-PS	JDSO-PAT	SAAA-ROC
AAHS-PAA-EB	AARO-E	JDRP-AS	JDRP-RMD	JDSO-PAT-D	SAAA-SPO

* Required Field

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Figure 169. System Administration – Create Office Symbol

2. Enter a name for the new Office Symbol and then click the **Submit** button. ARIMS then displays a confirmation message that the office symbol was created, as shown in Figure 170.

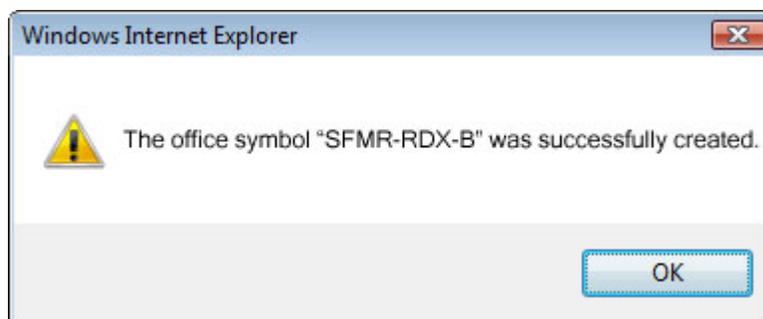


Figure 170. System Administration – Create Office Symbol Confirmation

5.5.3.2 Office Symbol Validation

When a user new to the unit logs into ARIMS/ARIMS-C for the first time and is shown the Profile screen, he/she can select an existing office symbol, or can enter a new office symbol. If the user keys in the name of a new office symbol, that office symbol must be validated (approved) before work can be started.

Records Managers can validate, remove, or modify/rename these non-validated office symbols. They first view a list of requested office symbols. This list includes the office symbol, user's name, email address, phone number, and checkboxes used to validate or reject the office symbol. Once validated, this office symbol will be set as the default for the user, who will now be able to log into the system.

The Records Manager can also modify the office symbol by changing its description. Modification of the office symbol implies that the Records Manager wants to validate the office symbol (after modification).

1. To validate an Office Symbol, select **System Admin** from the upper navigation menu → then select **Office Symbol** → and then **Office Symbol Validation** → as shown in Figure 171.

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Office Symbol Validation

Allows records officials to validate, remove or modify new office symbols requested by users.

Validate	Remove		Office Symbol	Name	Username	UIC	Unit Name	Request Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit Office Symbol"/>	IMSE-RED-ESA	Username, User	username	WS50A3	0008 EN CO DET 2	12/18/2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit Office Symbol"/>	IMSE-RED-ESC	Username, User	username	W0WFAA	US ARMY GARRISON REDSTONE	10/23/2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit Office Symbol"/>	DSTB	Username, User	username	WX4DT0	0000 AR BN HHC STB	10/21/2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit Office Symbol"/>	IMWE-CST-PW	Username, User	username	W6GSA	W6GS GAS US ARMY COMBAT	7/29/2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit Office Symbol"/>	IMSE-CAM-PWB	Username, User	username	W4CMAA	DA CIV TNG ED DEV STU DET	9/25/2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit Office Symbol"/>	AFVG-PBO	Username, User	username	WFJ1AA	0013 LG HHC CORPS SPT COMD - WFJ1AA	10/21/2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit Office Symbol"/>	IMPC-TS-HR-OM	Username, User	username	W6CYAA	US ARMY GARRISON JAPAN	7/17/2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit Office Symbol"/>	IMEU-STU-IG	Username, User	username	W6E1AA	USAG STUTTGART	9/3/2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit Office Symbol"/>	CEIT-IPS-F	Username, User	username	W6KDAA	W6KD USACE EIT SVCS	7/23/2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit Office Symbol"/>	ARRC-CPC-CBHC	Username, User	username	W38ZAA	USA CA AND PSYOP CMD FTM	1/21/2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit Office Symbol"/>	NETC-SED	Username, User	username	WCE299	0005 SC CO THOSC - EUROPE	9/12/2008
<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit Office Symbol"/>	ATZQ-ATB-O	Username, User	username	W6GRAA	W6GR US ARMY PRE ACCESSIONS GR	10/14/2008

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Figure 171. System Administration – Office Symbol Validation

- To edit the name of the office symbol, click the **Edit Office Symbol** button next to it name, and ARIMS/ARIMS-C will display a screen as shown in Figure 172.

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Office Symbol Validation

Allows records officials to validate, remove or modify new office symbols requested by users.

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Validate	Remove		Office Symbol	Name	Username	UIC	Unit Name	Request Date
<input type="checkbox"/>	<input type="checkbox"/>	Update Cancel	IMSE-RED-ESA	Abrams, James Wilbert	username	W55GA3	0000 EN CO DET 2	12/18/2008
<input type="checkbox"/>	<input type="checkbox"/>	Edit Office Symbol	IMSE-RED-ESC	Username, User	username	W0WFAA	US ARMY GARRISON REDSTONE	10/23/2008
<input type="checkbox"/>	<input type="checkbox"/>	Edit Office Symbol	DSTB	Username, User	username	WX4DT0	0000 AR BN HHC STB	10/21/2008
<input type="checkbox"/>	<input type="checkbox"/>	Edit Office Symbol	IMWE-CST-PW	Username, User	username	W6GSAA	W6GS GAS US ARMY COMBAT	7/29/2008
<input type="checkbox"/>	<input type="checkbox"/>	Edit Office Symbol	IMSE-CAM-PWB	Username, User	username	W4CMAA	DA CIV TNG ED DEV STU DET	9/25/2008
<input type="checkbox"/>	<input type="checkbox"/>	Edit Office Symbol	AFVG-PBO	Username, User	username	WFJ1AA	0013 LG HHC CORPS SPT COMD - WFJ1AA	10/21/2008
<input type="checkbox"/>	<input type="checkbox"/>	Edit Office Symbol	IMPC-TS-HR-OM	Username, User	username	W6CYAA	US ARMY GARRISON JAPAN	7/17/2008
<input type="checkbox"/>	<input type="checkbox"/>	Edit Office Symbol	IMEU-STUNG	Username, User	username	W6E1AA	USAG STUTTGART	9/3/2008
<input type="checkbox"/>	<input type="checkbox"/>	Edit Office Symbol	CEIT-IPS-F	Username, User	username	W6KDAA	W6KD USACE EIT SVCS	7/23/2008
<input type="checkbox"/>	<input type="checkbox"/>	Edit Office Symbol	ARRC-CPC-CBHC	Username, User	username	W38ZAA	USA CA AND PSYOP CMD FTM	1/21/2009
<input type="checkbox"/>	<input type="checkbox"/>	Edit Office Symbol	NETC-SED	Username, User	username	WCE299	0005 SC CO TNOSC - EUROPE	9/12/2008
<input type="checkbox"/>	<input type="checkbox"/>	Edit Office Symbol	ATZQ-ATB-O	Username, User	username	W6GRAA	W6GR US ARMY PRE ACCESSIONS GR	10/14/2008

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Figure 172. System Administration – Edit Office Symbol

3. If you wish to change the name, key it in and then click **Update**.
4. You may remove the office symbol, or validate it by clicking the appropriate check box, and then clicking **Submit**. If the change was successful, the following message box is displayed.

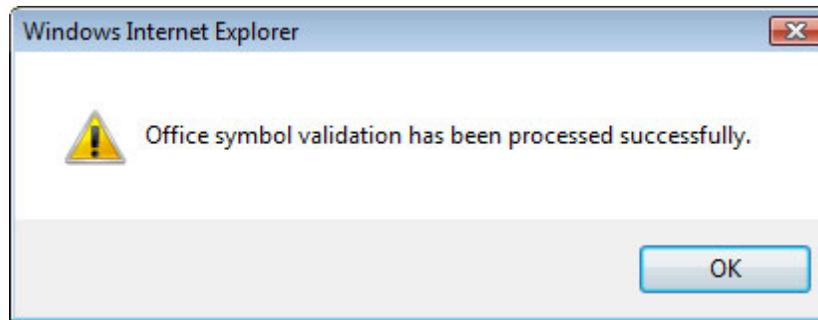


Figure 173. System Administration – Office Symbol Validation Successful

5.5.4 Retrieve AKO/AKO-S Schema (SA Only)

Systems Administrators may retrieve the AKO/AKO-S Schema (or Profile) of users.

1. To retrieve the AKO/AKO-S Schema for a particular user, select **System Admin** from the upper navigation menu → then select **Retrieve AKO/AKO-S Schema**, as shown in Figure 174.

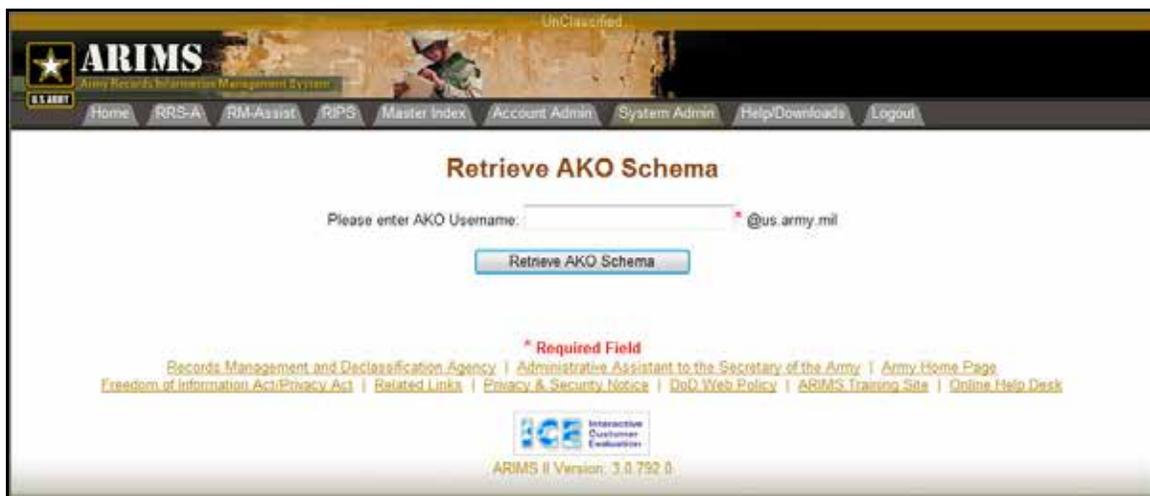


Figure 174. System Administration – Retrieve AKO/AKO-S Schema

2. Key in the AKO/AKO-S username for the person whose AKO/AKO-S Schema you wish to retrieve. The profile information for that user is then displayed, as shown in Figure 175.

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Retrieve AKO Schema

Please enter AKO Username: john.smith * @us.army.mil

Retrieve AKO Schema

Name	Value
Username	john.smith
Army Account Type	DX
UIC	
Sponsor	
Last Name	Smith
Middle Name	
First Name	John
AKO Email	john.smith@us.army.mil
Postal	
Email	smith@huachuca-emh1.army.mil
Army External Mail	smith@huachuca-emh1.army.mil
Army Phone No.	
Army State	
Army Organizational Unit	
Fax	

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Figure 175. System Administration – AKO/AKO-S Schema Displayed

5.6 RRS-A System Administration (RRS-A Admins only)

The System Administration area allows RRS-A Systems Administrators to create and change record instructions and record instruction categories.

5.6.1 Creating Record Instructions

1. To create a Record Instruction, select **System Admin** from the upper navigation menu → then select **RRS-A** → and then **Create Record Instruction**, as shown in Figure 176.

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Create New Record Instruction

Record Category:

Record Title:

Record Instruction Number:

Disposition Status:

Description:

Disposition:

Disposition Authority:

Disposition Authority 2:

Disposition Authority 3:

Privacy Act Number:

Duration:

Prescribing Directive 1:

Prescribing Directive 2:

Prescribing Directive 3:

Prescribing Directive 4:

Prescribing Directive 5:

Record Type: Transfer Keep Superseded Rescinded

Permanent Record: Yes No

Year: Calendar Fiscal

Event Driven: Yes No

Event Description:

Sort list by:

Number Description

* Required Field

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Figure 176. RRS-A Administrators – Create Record Instruction

2. When you have filled out all the fields needed, click **Submit** to create the record. If the record is created successfully, you will see the message shown in Figure 177.

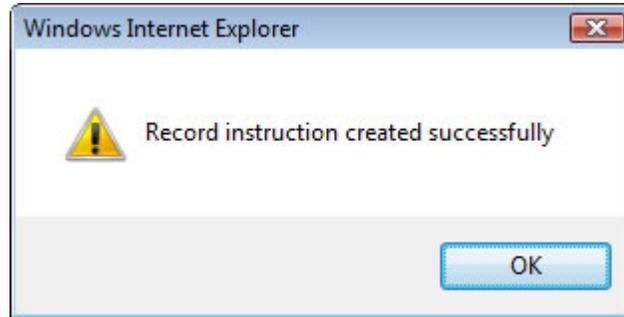


Figure 177. RRS-A Administrators – Record Instruction Created

5.6.2 Viewing and Accepting Updated Record Instructions

1. To view updated Record Instructions, select **System Admin** from the upper navigation menu → and then select **RRS-A** → then **Record Instruction Changes** → and then **Instruction Change Details**. See Figure 178 below.



Figure 178. RRS-A Administrators – Updated Record Instructions

2. Click on the Record Title to display record details, as shown in Figure 179.

Change Detail	
Record Category	HOUSEKEEPING FILES
Category Description	These files relate to the housekeeping operations within any office in the Army. They do not relate to the functions or mission of an office. These files accumulate because of the daily administration of an office and its personnel. Housekeeping files must be maintained separately from files documenting the functions or mission of an office. These files may be kept decentralized in each office, centralized in one office, or a mixture of both depending on what is best for each activity.
Record Number	57-32
Record Title	Review of maintenance files
Record Description	
Record Type	Keep
Disposition	
Disposition Status	Active
Disposition Authority	
Additional Disposition Authority	None
Prescribing Directives	None
Privacy Act Number	
Permanent Record	No
Event Driven	No
Event Description	
Year Type	Calendar
Duration	38

Figure 179. RRS-A Administrators – Change Detail

3. Click **Close** when you are finished viewing the changes, and you will be returned to the **Updated Record Instructions** page.
4. To update Record Instructions, select **System Admin** from the upper navigation menu → and then select **RRS-A** → then **Record Instruction Changes** → and then **Accept/Apply Updates**. See Figure 180 below.



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Accept/Apply Updates

Record Number	Record Title	Date Updated
1234	Example	7/31/2009 12:07:52 AM

Are you sure that you wish to Accept and Apply all updates to the RRS-A? This action is irreversible.

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Figure 180. RRS-A Administrators – Accept/Apply Updates

5. Click **Accept/Apply Updates** to accept the Record Instruction updates. When completed, a message similar to Figure 181 is displayed.

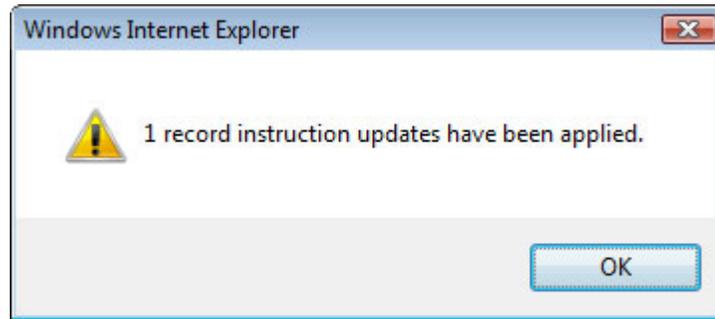


Figure 181. RRS-A Administrators – Record Instruction Updates Applied

6. Click **OK** to dismiss the message, and you will be returned to the **Accept/Apply Updates** screen.

5.6.3 Creating Record Instruction Categories

RSS-A Systems Administrators can create new Record Instruction Categories simply by filling in a unique prefix and name for the new category. A description of the new category is optional. A list of existing prefixes/names can be viewed prior to creating a new category, but ARIMS/ARIMS-C will not allow duplicates to be entered.

1. To create a new Record Instruction category, select **System Admin** from the upper navigation menu → and then select **RRS-A** → and then **Create Record Instruction Category**. See Figure 182 below.

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Create Record Instruction Category

Create a Record Instruction Category by entering a unique record instruction category prefix and name, and a record instruction category description.

Record Instruction Category Prefix: *

Record Instruction Category Name:

Rec Instruct Category Prefix - Name:

Record Instruction Category Descr.:

Submit Cancel

* Required Field

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Figure 182. RRS-A Administrators – Create Record Instruction Category

2. Enter a unique prefix and name for the new record instruction category. You may also enter a description. Click **Submit**. When completed, a message similar to Figure 183 is displayed.

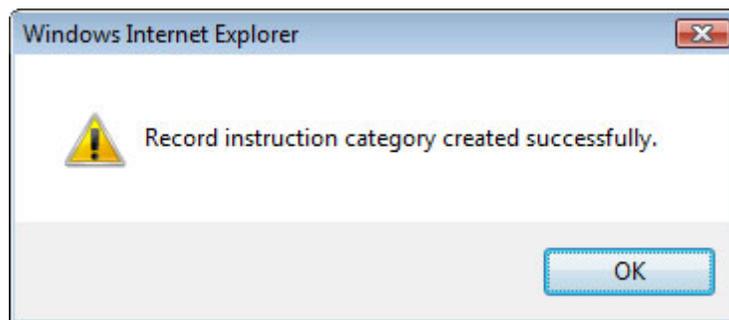


Figure 183. RRS-A Administrators – Record Instruction Category Created

5.6.4 Listing and Updating Record Instruction Categories

The list of Record Instruction Categories includes the category prefix, title, and description. The list may be sorted by any of these column headings. Clicking the title will display detailed information about the selected Record Instruction Category.

- To view a list of Record Instruction Categories, select **System Admin** from the upper navigation menu → and then select **RRS-A** → then **List Record Instruction Categories**. See Figure 184 below.

Record Instruction Category Prefix	Record Instruction Category Title	Record Instruction Category Description
123	EXAMPLE	EXAMPLE
1H	HOUSEKEEPING FILES	These files relate to the housekeeping operations within any office in the Army. They do not relate to the functions or mission of an office. These files accumulate because of the daily administration of an office and its personnel. Housekeeping files must be maintained separately from files documenting the functions or mission of an office. These files may be kept decentralized in each office, centralized in one office, or a mixture of both depending on what is best for each activity.
1	ADMINISTRATION	These records concern administrative functions, such as control of office space, visits, attendance at meetings and conferences, gifts and donations, memorialization proceedings, and other support functions not specifically provided for in other series.
5	MANAGEMENT	These records concern policies and principles of Army management doctrine, development and application of work measurements, techniques of work simplification, management review, and controlling the use of resources not specifically provided for in other series.
10	ORGANIZATION AND FUNCTIONS	These records concern organization, mission, responsibilities, duties, and functions of DOD, HQDA, DA agencies, major commands, and other commands, units, and organizations.
11	ARMY PROGRAMS	These records concern policies, procedures, and scope of major programs related to the Army mission. Records concerning programs in specific subject areas are placed in the appropriate subject series.
12	SECURITY ASSISTANCE	These records concern responsibilities, policies, functions, and procedures pertaining to security assistance.
15	BOARDS, COMMISSIONS, AND COMMITTEES	These records concern establishment, mission, membership, and functions of boards, commissions, and committees, both internal and external to the Department of the Army, on which the Army provides representation.
18	ARMY AUTOMATION	These records concern automatic data processing equipment operations.
20	ASSISTANCE, INSPECTIONS, INVESTIGATIONS, AND FOLLOWUP	These records concern inquiries, investigations, and inspections into activities and matters pertaining to the performance of mission and the state of discipline, efficiency, and economy of the DA by The Inspector General and other inspectors general. Excludes security and criminal investigations and materiel inspections which are placed in other appropriate subject series.

Figure 184. RRS-A Administrators – List Record Instruction Categories

- You may sort the list by any of the column headings: Prefix, Title, or Description. To view the details about a specific title, click the title. The resulting screen is similar to Figure 185.

Record Instruction Category Details	
To print Record Instruction Category Details, change your print preferences to print by Landscape.	
Record Instruction Category Prefix - Name	11 - ARMY PROGRAMS
Record Instruction Category Description	These records concern policies, procedures, and scope of major programs related to the Army mission. Records concerning programs in specific subject areas are placed in the appropriate subject series.
<input type="button" value="Edit"/> <input type="button" value="Close"/>	

Figure 185. RRS-A Administrators – Record Instruction Category Details

3. Click the **Edit** to make changes in the currently displayed Record Instruction Category, as shown in Figure 186.

Update Record Instruction Category

Update a Record Instruction Category by changing the record instruction category name, and adding or changing the record instruction category description

Record Instruction Category Prefix:	11 *
Record Instruction Category Name:	ARMY PROGRAMS *
Rec Instruct Category Prefix - Name:	11 - ARMY PROGRAMS
Record Instruction Category Descr:	These records concern policies, procedures, and scope of major programs related to the Army

Submit Cancel

* Required Field

Figure 186. RRS-A Administrators – Update Record Instruction Category

4. Use this screen to make changes to the prefix, name, or description, but remember that the prefix and name must be unique in ARIMS/ARIMS-C. When completed, a message similar to Figure 187 is displayed.



Figure 187. RRS-A Administrators – Record Instruction Category Updated

6 Glossary

ACOM	Army Command (formerly MACOM - Major Army Command)
Action Officer	An AO creates and maintains official records on behalf of the Army at the Unit/Office level of business operations. See Section 3 of this document for more information on roles and responsibilities.
AEA	Army Electronic Archive
AIS	Automated Information System
AKO	Army Knowledge Online
AKO-S	see Army Knowledge Online-SIPRNET
AO	see Action Officer
ARIMS	Army Records Information Management System
ARIMS-C	Army Records Information Management System-Classified
Army Knowledge Online	Portal to online information for soldiers and Army employees (DA civilians). AKO-S is AKO on the SIPRNET.
ASCC	Army Service Component Command
Authorized Individual	A Records Manager or other person specifically designated by the Records Manager as responsible for managing various aspects of an organization's records.
BAT	see Bulk Archive Tool
Bulk Archive Tool	ARIMS/ARIMS-C module for bulk loading, or automatically importing, data.
CFA	Current Files Area
Document Management Application	A system used for managing documents that allows users to store, retrieve, and share them with security and version control. A DMA may also be called an Electronic Document Management System (EDMS).
DoD	Department of Defense
DRU	Direct Reporting Unit
Electronic Record	Information recorded in a form that requires a computer or other machine to process it.
Extensible Markup Language	Simplified subset of Standard Generalized Markup Language (SGML), whose primary purpose is to facilitate the sharing of data across different information systems, particularly systems connected via the Internet.
FOIA	Freedom of Information Act
FOIA Officer	An FOIA Officer functions as an AO in almost all aspects. See Section 3 of this document for more information on roles and

	responsibilities.
FRC	Federal Records Center
Freeze	The suspension or extension of the disposition of temporary records that cannot be destroyed on schedule because of special circumstances, such as a court order or an investigation. A freeze requires a temporary extension of the approved retention period.
Guest	Any unregistered user who has limited access to ARIMS/ARIMS-C.
HTTPS	see Hyper Text Transport Protocol - Secure
Hyper Text Transport Protocol - Secure	Standard internet protocol used to serve web pages and secured by SSL.
Indexer	An indexer functions as an AO in almost all aspects. See Section 3 of this document for more information on roles and responsibilities.
Internet Protocol	Standard network protocol serving as the basis for all communications over the Internet
IP	see Internet Protocol
Life Cycle	The life span of a record from its creation or receipt to its final disposition. It is usually described in three stages: creation, maintenance and use, and final disposition.
Master Index	The master index contains information on all Army records being maintained at RHAs worldwide and in the AEA.
Metadata	Data describing the structure, data elements, interrelationships, and other characteristics of electronic records.
MOA	Memorandum of Agreement
NARA	National Archives and Records Administration
.NET	Microsoft Developer technologies utilizing the Common Language Runtime
NIPRNET	Unclassified but Sensitive Internet Protocol Router Network
OCR	see Optical Character Recognition
Optical Character Recognition	The recognition of printed or written text character by a computer.
ORL	Office Records List
PA	Privacy Act
PKI	Public Key Infrastructure
RA	see Records Administrator
RC	see Records Coordinator

Record	Information, regardless of medium, detailing business transactions. Records include all books, papers, maps, photographs, machine-readable materials, and other documentary materials, regardless of physical form or characteristics. Records are made or received by an Agency of the United States Government under Federal law or in connection with the transaction of public business.
Record Folder	A record folder is an extension to the file plan either as a static structure or an aggregate gathering of records. It is used to manage case records and to break other records into periods supporting retention and disposition.
Record Instruction	The record number, title, authority number, Privacy Act number (if applicable), description, and disposition make up the complete record instruction.
Records Administrator	An RA serves on the ACOM/ASCC/DRU staff or ARSTAF and has command-wide records management program responsibilities. See Section 3 of this document for more information on roles and responsibilities.
Records Coordinator	An RC provides Records Management services to one or more unit(s)/office symbol(s) and acts as liaison between the unit(s)/office symbol(s) and the servicing RM and RHAM. See Section 3 of this document for more information on roles and responsibilities.
Records Holding Area Manager.	An RHAM manages and directs the operations of a records holding area facility. See Section 3 of this document for more information on roles and responsibilities.
Records Input Processing Subsystem	Main entry point for indexing hard copy folders, uploading electronic records in ARIMS/ARIMS-C.
Records Management Application	Software used by an organization to manage its records. An RMA's primary management functions are categorizing and locating records, and identifying records that are due for disposition. RMA software also stores, retrieves, and disposes of the electronic records that are stored in its repository.
Records Manager	An RM manages records on behalf of the unit. See Section 3 of this document for more information on roles and responsibilities.
Records Retention Schedule – Army	Component of ARIMS/ARIMS-C that allows users to search the Army Records Retention Schedules, which include all National Archives and Records Administration approved retention and disposition information for Army records.
RHA	see Records Holding Area
RHAM	see Records Holding Area Manager
RIPS	see Records Input Processing Subsystem
RM	see Records Manager
RMA	see Records Management Application

RMD	see Records Management Division
RMDA	U.S. Army Records Management and Declassification Agency
RRS-A	see Records Retention Schedule – Army
RRS-A System Administrator	A user with System Administration privileges within the RRS-A portion of ARIMS/ARIMS-C. See Section 3 of this document for more information on roles and responsibilities.
SA	see System Administrator
Secure Socket Layer	A system for encrypting data traveling over the internet
SF	Standard Form (Army)
Simple Mail Transport Protocol	Standard internet protocol for sending email
SIPRNET	Secret (formerly Secure) Internet Protocol Router Network
SMTP	see Simple Mail Transport Protocol
SOAP	Simple Object Access Protocol
System Administrator	An SA provides user account support, reference data support, and other miscellaneous support activities to maintain the system. See Section 3 of this document for more information on roles and responsibilities.
UIC	Unit Identification Code. A six-character, alphanumeric code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces.
Vital Records	Essential Agency records needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records) or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).
XML	see Extensible Markup Language