

IT'S THE LAW



All Federal employees and contractors are required by law to make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency. In addition, records must be properly stored and preserved, available for retrieval, and subject to appropriate approved disposition schedules.



Training

Proper training is an essential part of the Army Records Management Program. The Records Management Branch, OAA, conducts formal Army Records Information Management System (ARIMS) training courses twice a month. Contact Mr. Ernis Walker, 703-602-0043, about the classes.

Where can I get more information?

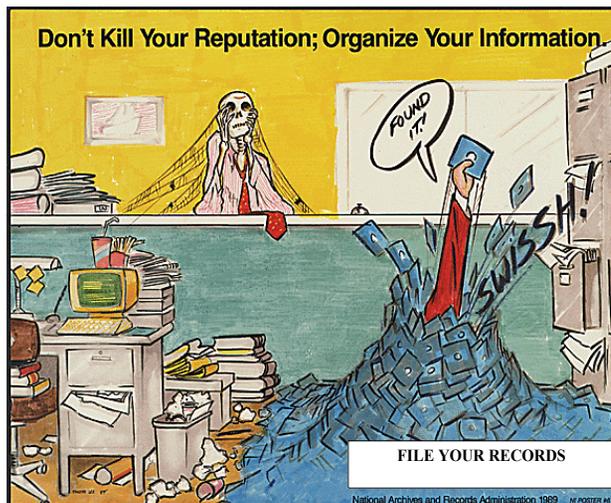
AR 25-1, Army Information Management (Chapter 8), 4 Dec 08, AR 25-400-2, The Army Records information Management System (ARIMS), 2 Oct 07 and DA PAM 25-403, Guide to Recordkeeping in the Army, 11 Aug 08. Consult the ARIMS website for the latest Army record retention schedule (<https://www.arims.army.mil>).



For further assistance, please contact HQ IMCOM, Administrative Services Division, Human Resources Division

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Managing Your Records

The Army Records Information Management System (ARIMS)



Without records, there is no information!

Responsibilities

Information is at the center of everything IMCOM does: strategy management, research and development, compliance. How the command manages that information and its records can directly affect its ability to compete, comply with regulations, recover from disaster—in other words, to operate efficiently.

Managing recorded information is an important responsibility for all of us. As the basic administrative tool by which the Government does its work, records are a basic component of each agency's information resources. Like other resources, they must be managed properly for the command to function effectively and comply with Federal laws and regulations.

AR 25-1, paragraph 8-3 states:

“Maintaining Army information that become records is the responsibility of all military, civilian and contractor personnel, commanders, and leaders”.



What is a federal record?

A Federal Record is

any recorded information (regardless of media) made or received by a Federal agency. When in doubt, ask the following questions:

- Did you receive this document as a result of your job?
- Did you create or use this document to conduct or facilitate IMCOM business?
- Did you distribute this document to others?
- Did you put the document in an IMCOM file?
- If not, did you still need to refer to this document later to conduct IMCOM business?

If any answer is “YES”, the document is a Federal record.

The Army Records Information Management System (ARIMS)

Within the ARIMS system, records are identified and filed under the number of the primary directive that prescribes those records be created, maintained, and used. The key to ARIMS is the record number. It identifies the records for filing and retrieval.

Step 1—Identify the primary directives that govern the mission of your office.

Step 2—Access the electronic version of the latest Army records retention schedule approved by the National Archives and Records Administration (<https://www.arims.army.mil>) to identify appropriate record numbers.

Step 3—Create labels and place records in filing containers.

The purpose of Army recordkeeping is to properly manage official records, from its creation through final disposition, according to Federal laws and Army Recordkeeping requirements. The following information will assist you in maintaining your records IAW ARIMS:

All records, including electronic records, must follow the disposition instructions in the Records Retention Schedule-Army (<https://www.arims.army.mil>).

Records with personally identifiable information (PII) must have the Privacy Act number on the label and stored in filing cabinets to prevent unauthorized access.

All hardcopy documents should be in folders to aid in retrieving and protecting records.

All folders, binders and containers used to store official records are to be labeled with the appropriate records numbers.

Official electronic records must be labeled.

All contractors records must be managed.

Office Records List (ORL) must be prepared.

Official documents should not be mixed with personal files.

Housekeeping and general correspondence records numbers should not be used in lieu of mission records numbers.

Destroy or retire hardcopy records at the appropriate time.