



U.S. AIR FORCE

# DHR - Administrative Services Division

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**A**rm

**R**ecords

**I**nformation

**M**anagement

**S**ystem



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# Record Management Point of Contact

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# ARIMS Lesson Overview

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**WHAT IS ARIMS?**

**WHAT IS A RECORD?**

**WHY DO WE USE ARIMS?**

**HOW TO ACCESS ARIMS?**

**ARIMS TERMONOLOGY**



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# What is ARIMS?



**ARIMS is a web based record management tool that allows users to:**

- Create
- Maintain
- Transfer
- Locate
- Retrieve official Army records



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# What is ARIMS?



**ARIMS pulls data from AKO.**

**In your profile you should see:**

- Your **correct UIC** information. If this is incorrect contact AKO.
- Your **current and approved Office Symbol**. If this is incorrect, contact your RM.

It is **CRITICAL** that you ensure you are enrolled with the most current and approved information and office symbol when using ARIMS for uploading and retrieving purposes.



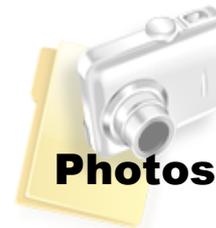
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# What is a record?

## Federal Records:

- Information, **regardless of medium**, detailing business transactions.



- Records are ***made, sent or received*** by an Agency of the United States Government under Federal law or in connection with the transaction of public business.



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# A Record's Lifecycle

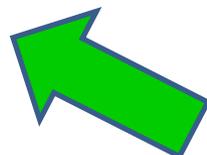
6. Are the records permanent?



5. Do you transfer to a Record Holding Area?



4. Know if you can destroy the record & how to properly destroy the record



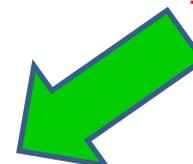
1. Records are created



2. Search for the records disposition by using ARIMS



3. Properly safeguard records



4. Know the year type for the record (CY / FY)



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# Why do we use ARIMS?



To properly **manage information from its creation through final disposition**, according to Federal laws and Army Recordkeeping requirements.

- **Protects** the rights and interests of the Army and its employees
- **Supports** Soldiers with documentation to validate health-related claims (e.g., PTSD)
- **Documents** the Army's history and provides Lessons Learned
- **Responds** to official requests for information from the public, Congress and the media



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# Why do we use ARIMS?



## Maintain Office Files in accordance with:

- AR 25-400-2 (ARIMS )
- AR 25-1 (Army Information Technology)
- DA PAM 25-403 (Guide to Record Keeping in the Army)
- ARIMS **is the *only legal authority* for destroying nonpermanent Army information.**



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# How to access ARIMS?



**ARIMS uses a CAC login to gain access to the website:**

- Soldiers and Army Civilians can use the Common Access Card (CAC).
- Contractors and members of other branches of the Armed Forces **must be sponsored** by entering the **AKO** username from either a Soldier or Army Civilian sponsor (*most cases it is the COR*) that will act as their sponsor for 1 year.
- **Ensure your profile contains the proper UIC and Office Symbol.**



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# Roles & Access levels



**ARIMS is a “role-based” website with different levels of access:**

- An **ACTION OFFICER (AO)** is any individual who creates official records on behalf of the Army. ***Everyone is an Action Officer.***
- A **RECORD COORDINATOR (RC)** is an individuals designated at sub-elements as necessary for program execution. *Must be assigned on a Memorandum of Record.*
- A **RECORD MANAGER (RM)** serves at the subordinate command level and is responsible for managing various aspects of an organization's records. *Must be assigned on a Memorandum of Record.*



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# One ORL = One Office = One Year



ARIMS allows for 1 ORL to be created for 1 office symbol, per year.



- Unit Identification Code (UIC) =
- Office Symbol =
- Office Record List (ORL)

- **UNDERSTAND** that an “office” can consist of different sections doing different jobs. That office would share the same office symbol.



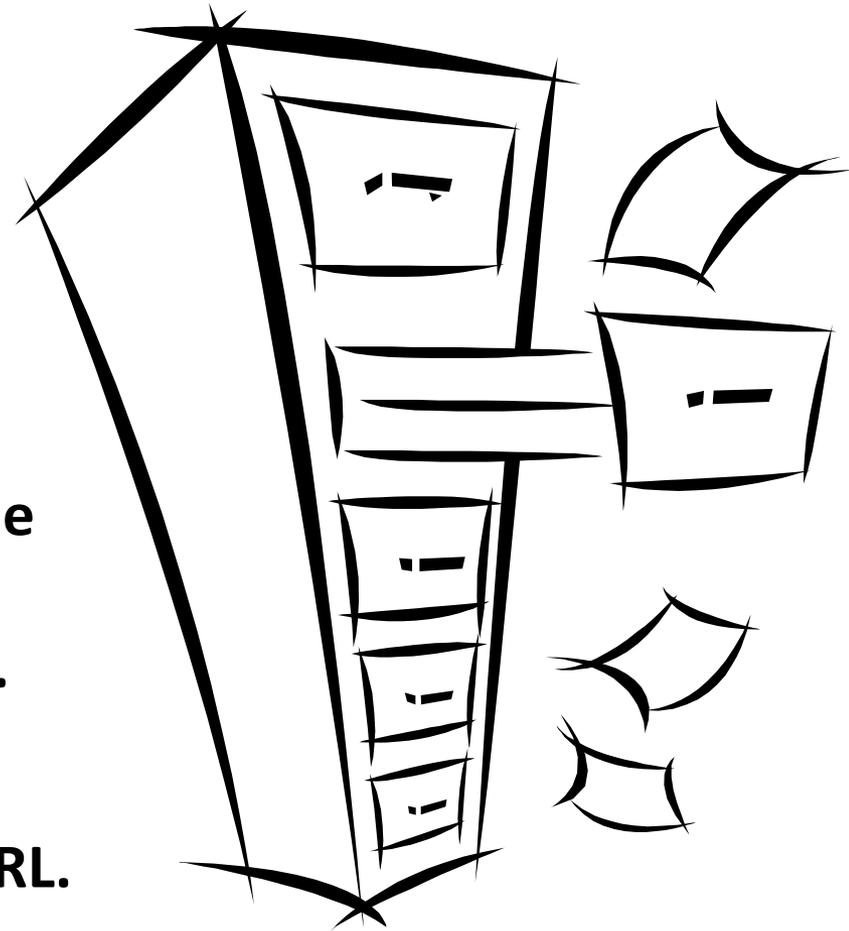
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# ARIMS Terminology



## Office Record List (ORL):

- Contains the list of record instructions for which an office is responsible.
- The **ORL must be approved by the records official for the unit to which the office symbol belongs.**
- Each office must have **one office symbol in which to create one ORL.**



- *Identifying the records you have is the key to managing the records you have.*



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# ARIMS Terminology



## The Army Consolidated Record Schedule (ACRS)

- A **database** that includes all **approved retention periods** for Army records.
- It works as a “Bucket System” containing multiple records that are consolidated by:
  - **Record Series**
  - **Sub-series**
  - **Duration categories**





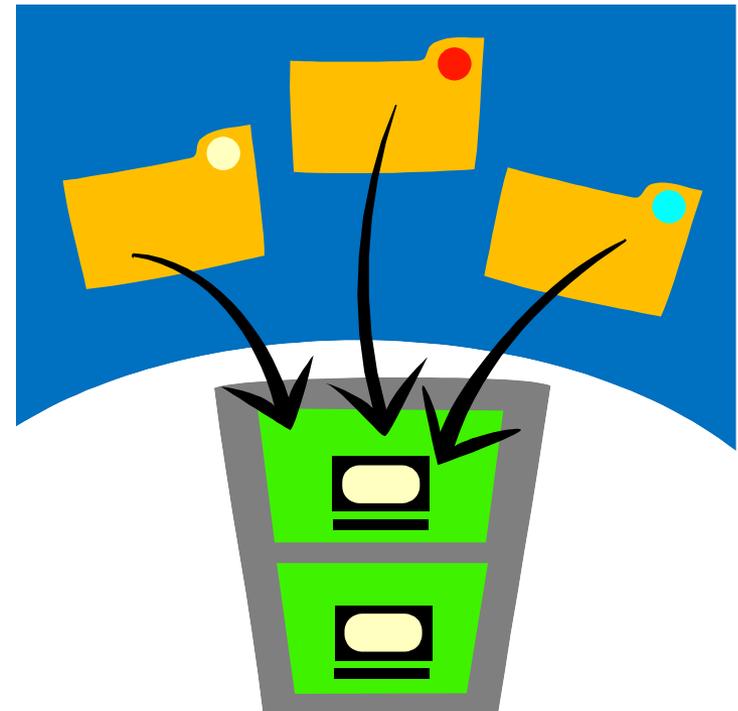
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# ARIMS Terminology



## Record Series:

- 100 - Contingency Operations
- 200 - Installation Management and Field Organizations
- 300 - Security
- 400 - Information Management
- 500 - Medical
- 600 - Personnel
- 700 - Logistics
- 800 - Administration
- 900 - Emergency and Safety
- 1000 - Legal
- 1100 - Finance and Audits
- 1200 - Quality Insurance and Quality Control





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# ARIMS Terminology



**Record Sub Series with categories:**



- A letter assigned to the Record Series category that further refines the Record Series category.

**Duration periods:**

- ACRS uses 3 retention periods to **determine how long records must be kept:**
  - ✓ 0-6 years
  - ✓ 6+ years
  - ✓ Permanently



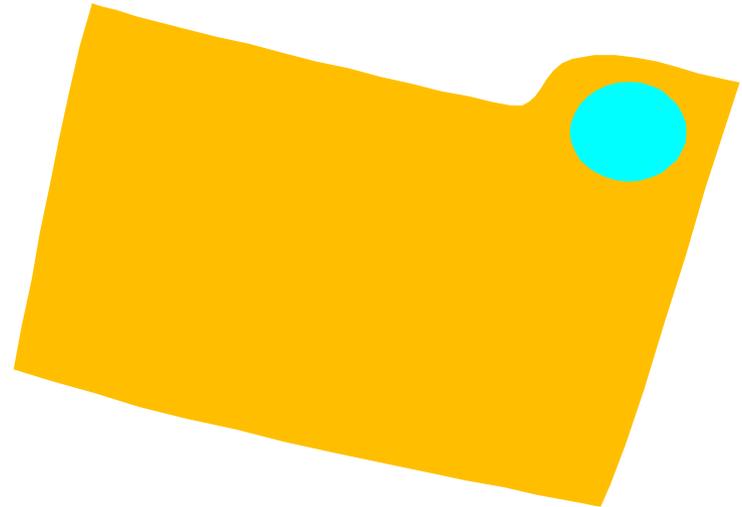
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# ARIMS Terminology



## Record Instructions contain:

- A records number
- The title
- Authority number
- Privacy Act number (if applicable)
- The description of what the record is
- The disposition of the record



Each **record instruction** in the **ORL must be approved** by the records official for the unit to which the office symbols belong.

- **ARIMS allows you create folders in which to “separate” the records by individual retention dispositions. Just as records are separated in “folders” in your filing cabinet.**

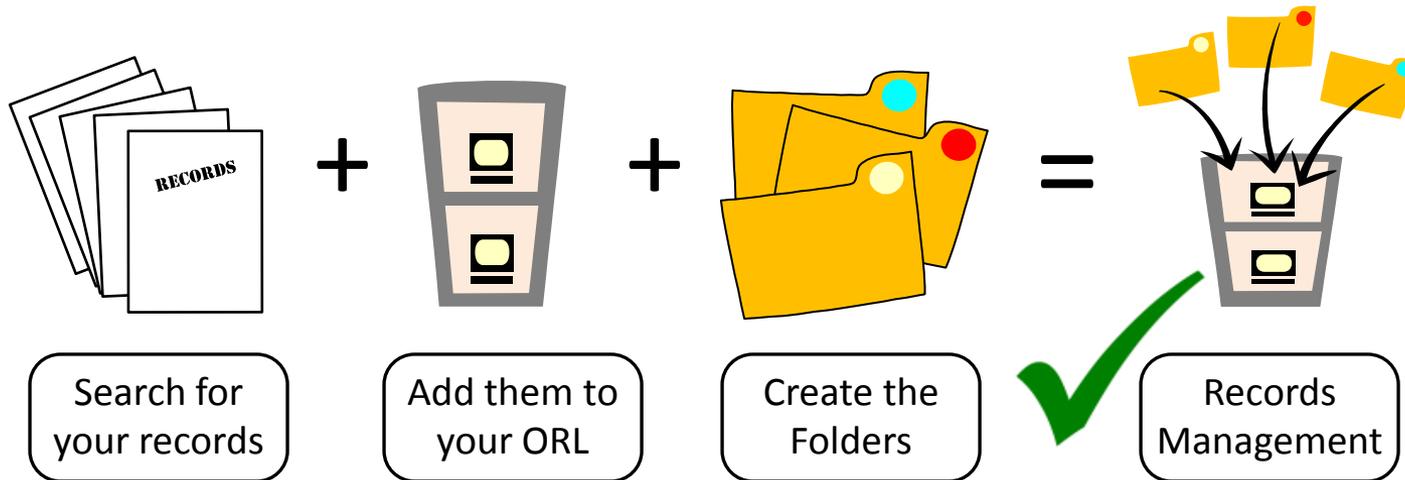


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# Conclusion

- Do you know long to keep them your records for?
- Do you know how to safeguard your records according to the Privacy Act.
- Do you know why you might keep a temporary record?
- Can you ever throw away a transferrable or permanent record?



<https://www.arims.army.mil>