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DHR - Administrative Services Division



ARIMS

Army Records Information Management System

ARIMS is a web-based toolset that ensures Army records are kept in compliance with Federal law for temporary, long term and permanent records.

**Hands on training given weekly for 1-12 people
DHR- ASD- Record Holding Area BLDG 9665
For more information contact
Randie Kilpack at 253-967-9833**



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ARIMS Lesson Overview



WHAT IS A RECORD?

Record Management & Record Lifecycle

WHAT IS ARIMS?

Army Regulations & Website Access

UNDERSTANDING RECORD MANAGEMENT

Why we use ARIMS?

ARIMS is easy to use

ARIMS ROLES & ACCESS LEVELS

Action Officers, Record Coordinators & Record Managers



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What is a Record?

Federal Records are:

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



- Records are anything ***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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Record Management



Do you practice good Army Recordkeeping?

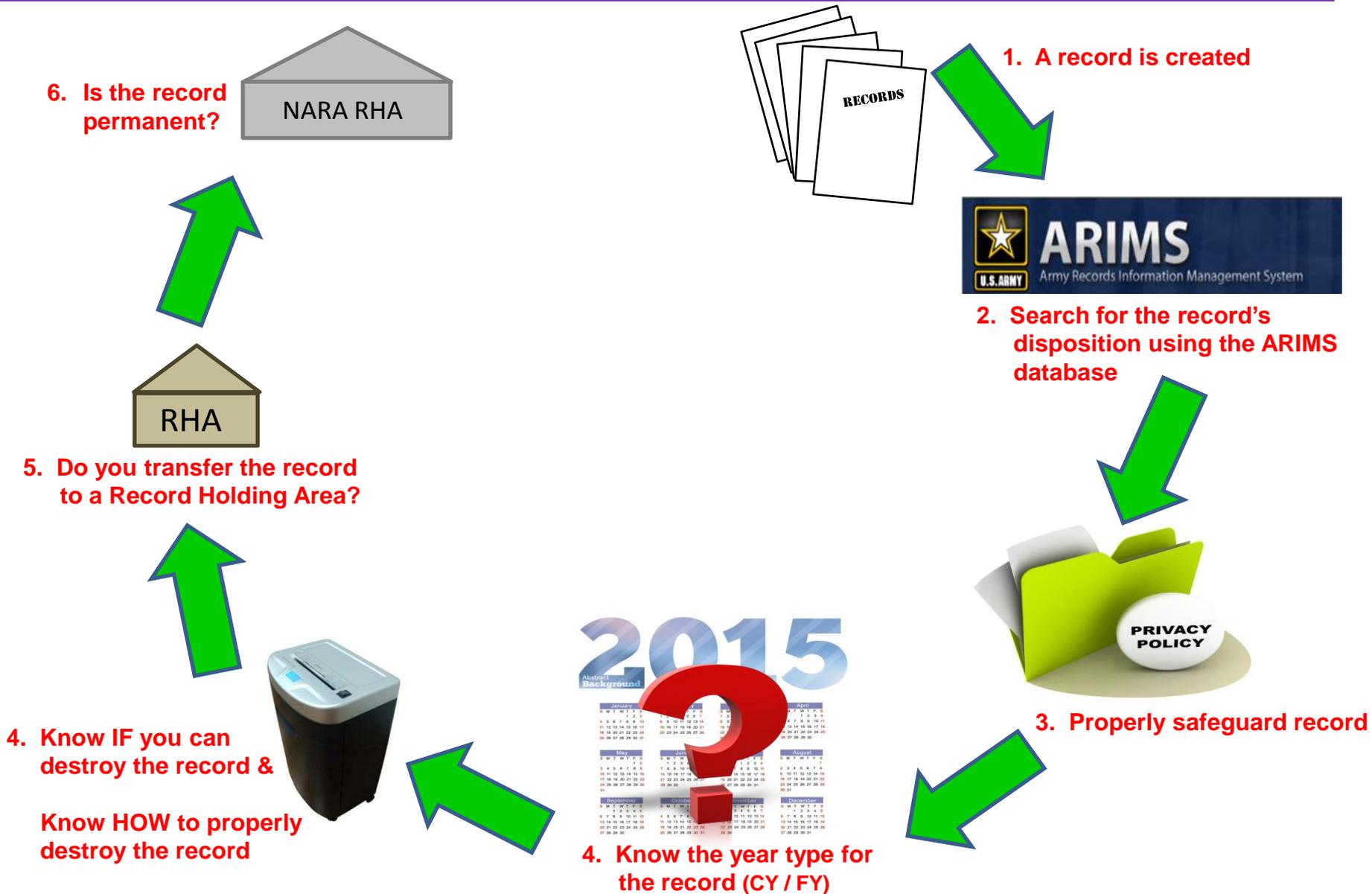
- Do you know *how long* to keep your records for?
- Do you know *how* to safeguard your records according to the Privacy Act?
- Do you know *why* you might keep a temporary record?
- *Can you* ever throw away a transferrable or a permanent record?
- Do you know *where* or *how* to save records?



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A Record's Lifecycle





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What is ARIMS?



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

- Search for a created record's life cycle information
- Maintain electronic & hardcopy records
- Transfer records for storage
- Locate records after transfer
- Retrieve official Army records



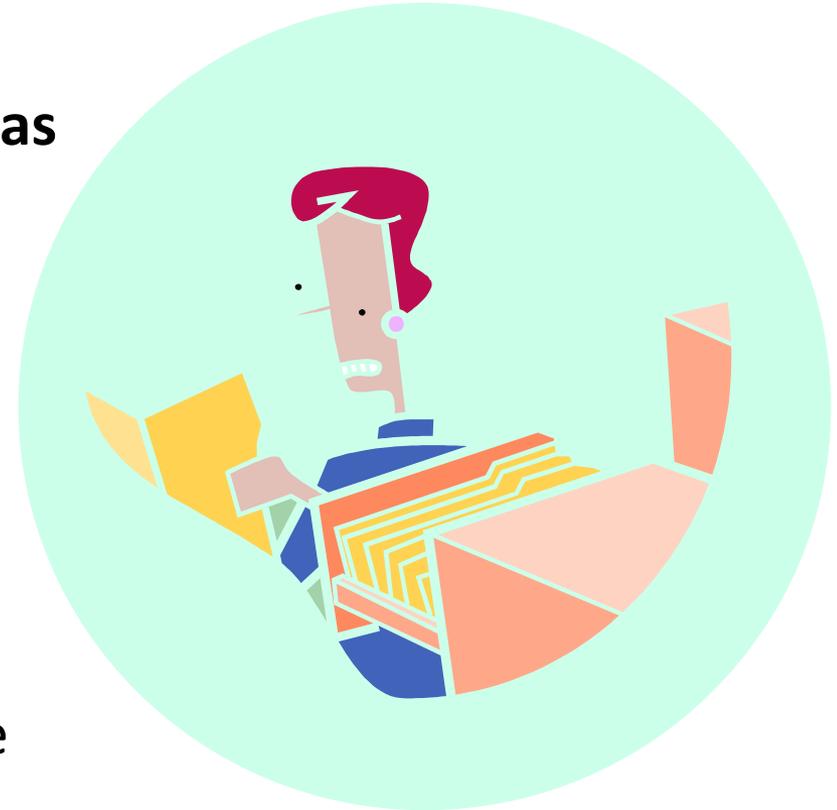
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What is ARIMS?

ARIMS has identified 6000+ records as Federal Records:

- **The Army Consolidated Record Schedule (ACRS)** has grouped together multiple records that fit into a “big bucket” system.
- Each record lives according to the record’s given **record number & lifecycle**



The ACRS works in conjunction with the previous record retention schedule (RRS-A) to identify *when to destroy records*



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Governing Army Regulations



Maintain records 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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Website Access



ARIMS uses a Common Access Card (CAC) for logging into the website & pulls data from Army Knowledge Online (AKO):

- Soldiers and Army Civilians do not require sponsorship
- Contractors and members of other branches of the Armed Forces **must be sponsored,**

ARIMS will prompt users to enter the **AKO username from either a Soldier or an Army Civilian that will act as their sponsor for 1 year upon their first login to the website**



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Why we use ARIMS



To properly **manage information from its creation through to its final disposition**, in accordance with Federal laws and Army Recordkeeping requirements, ARIMS:

- **Protects** the rights and interests of the Army and its employees
- **Supports** Soldiers with documentation (e.g., to validate health-related claims or to get an award or promotion)
- **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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Using ARIMS



Upon logging in, check your “My Account” tab, should see:

- Your **correct UIC** information, if this is incorrect contact AKO
- Your **current & approved Office Symbol**. If this is incorrect, contact your Record Manager (RM)

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



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ARIMS is as easy as 1-

Office Record List (ORL):

- Contains **the list of record instructions** for which an office is responsible.
- Think of your ORL in ARIMS as the **electronic version of your office's filing cabinet.**
- **Example:** If the office creates timecards & hand receipts; the ORL will contain record instructions for time cards & hand receipts





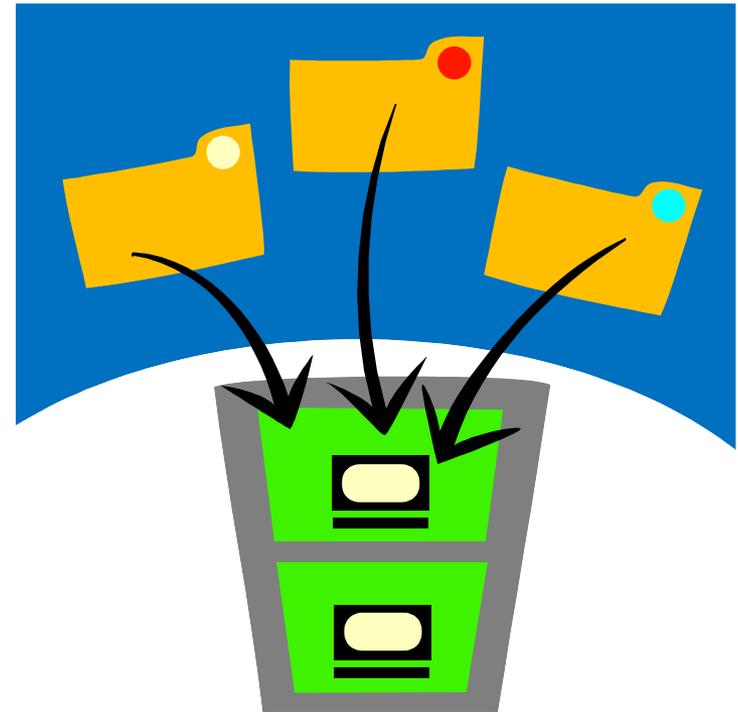
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ARIMS is EASY as 1-2-



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 is EASY as 1-2-3



Record Sub Series with categories:



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

Duration periods:

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



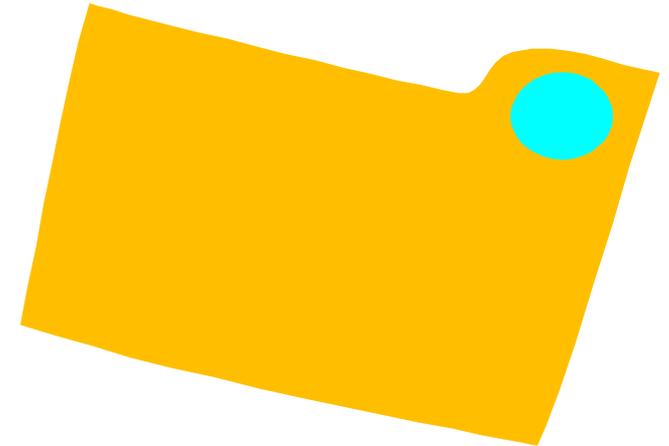
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Know your records

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



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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Roles & Access levels



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

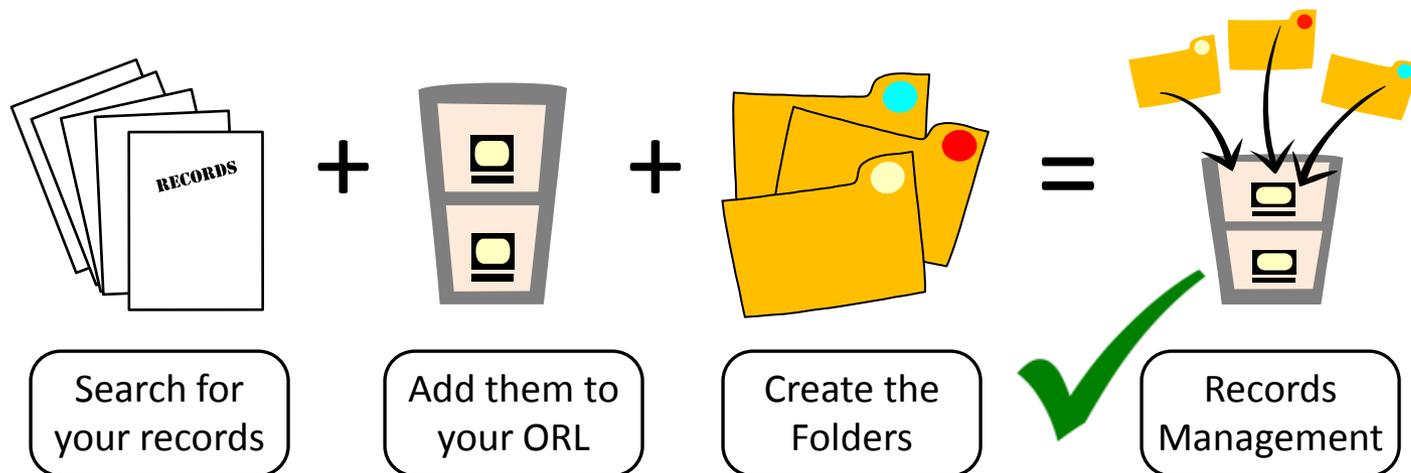
- An **ACTION OFFICER (AO)** is any individual who creates official records on behalf of the Army, *everyone is an Action Officer*
- A **RECORD COORDINATOR (RC)** is an individuals designated at sub-elements as necessary for program execution, *must be assigned on a Memorandum of Record*
- A **RECORD 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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Conclusion



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

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