

ARIMS Terminology

Records: Federal 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, regardless of the medium (film, paper, electronic docs, photos, emails, etc...).

ORL = Office Records List: The electronic version of the filing cabinet in your office. It contains the various records for which an office is responsible.

ACRS= Army Consolidated Record Schedule: A database that includes all National Archives and Records Administration (NARA) approved retention periods for Army records that works as a "Bucket System" which contains multiple records that are consolidated by **Record Series, Sub-series and Duration categories.**

Record Series: Categorizations of records.

Sub-series: Sub-categories that further refines the Record series.

Duration: The timeframe given to records in any given Record Series and Sub-series (0-6 years, 6 + years, or permanent).

Disposition Details Page: Gives a description of all records that were consolidated under a particular Record Series, Sub-series and Duration.

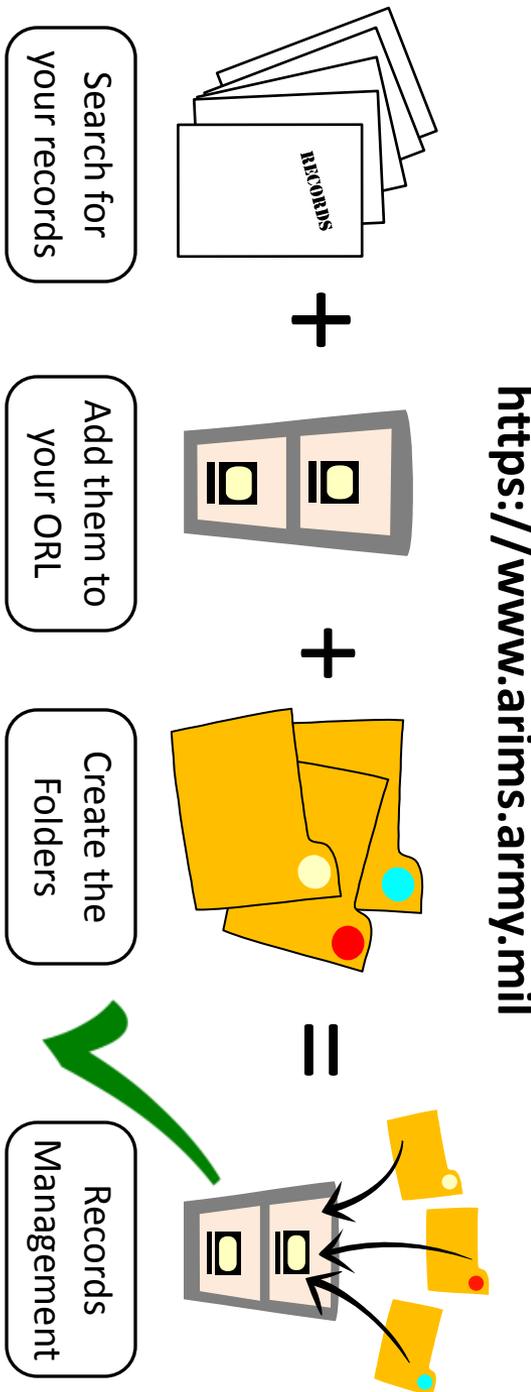
The Crosswalk= Maps individual Record Instructions to the ACRS Record Series categorizations.

Quick Reference Crosswalk: Lists Record Series and Sub-series that display hyperlinks of Record Instruction numbers where they fall under the ACRS.

Detailed Reference Crosswalk: Enables users to search for individual Record Instructions to instantly crosswalk them to the ACRS.

Record Instruction Numbers: Numbers given to individual records to show the life cycle of a specific record.

Life Cycle: Describes the records creation, use, maintenance, and final disposition.



ARIMS
Army Records Information Management System



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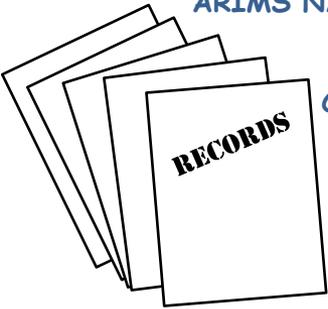
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ARIMS is a web-based toolset that ensures Army records are kept in compliance with Federal law for temporary, long term and permanent records.

STEP # 1

What records do you keep?

REMEMBER...
ARIMS NAVIGATION IS:
TOP
LEFT
CENTER



- Select the **Search Tab**.
- Select **Search Crosswalk**.
- Select **Detailed Reference-Crosswalk**.
- Choose the method of searching you want, either: **Old Record Number, Keyword, Prescribing Directive** or from the **dropdown lists** of Record Series information. *Do these separately or in combination with each other.*
- Select the **View Instruction** button to see results for individual records.
- Select the **Get Crosswalk** button to see results for the ACRS database.

Write down both
ACRS Results & Record Numbers!

ACRS Category for adding to your **URL (STEP # 2)**
Record Number for creating folders (STEP # 3)

EXAMPLE:

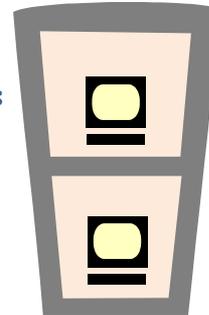
Hand receipts = 710-2c = 700A 0-6
Time Cards = 1x2 = 800D 0-6

STEP # 2

Adding records to an existing ORL

- Select the **URLs & Folder Tab**.
- Select **Office Record List**.
- Select **List ORL**.
- Use the dropdown menus to select your organizations **information**, submit
- Select the **URL Name** hyperlink in which you wish to add Records to.
- *After the screen refreshes*, select the **EDIT** button.
- *A second screen will open of the ORL Details*. Select the **Add Record Instructions** button.
- *After the screen refreshes*, **search** for the necessary records by choosing the ACRS category dropdown menus, select the **Submit Search** button.
- *The Search Results page will appear*, select **the check box on the left**, submit.
- *The screen will refresh to the ORL Details page which will show the ACRS categories in a proposed status*. Continue to add to the ORL or select **close**.

REMEMBER...
If pages appear out of
alignment and/or functions
are not working properly
Press Compatibility
Mode (broken paper icon
next to refresh button)



STEP # 3

Creating folders for the records

- Select the **URLs & Folders Tab**.
- Select **Folders**.
- Select **Create Folders**.
- Use the **dropdown menus** to select the fields with red asterisks next them.
- Select the **Use RRS-A** button
A second screen will open that contains all the individual Record Number Instructions that fall under the selected ACRS category.
- **Find the Record Number** for the record you are creating the folder for (*you should have wrote it down from STEP # 1*).
- Select the hyperlink, **Select**, on the far left of that screen. *After the screen refreshes the remaining fields are automatically populated with the necessary information from the selected Record Number.*
- Select either **Electronic or Hardcopy**.
HARD COPY FOLDERS = HARD COPY LABELS
ELECTRONIC FOLDERS = ELECTRONIC RECORDS



**CONTACT YOUR RECORD MANAGER IF YOU ARE
CREATING VITAL RECORDS, INDEXING SPECIAL
COLLECTIONS or USING FREEZE CODES**

- Select the **Add folders** button
You may continue to create folders before you select the Submit button by re-entering the information with the red asterisks and using the RRS-A button.
- When you are finished and ready to print labels, select **Submit. Print**.