

THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEMS  
(ARIMS)



PRESENTED

BY

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## **Records Retention Schedule – Army (RRS-A) Main Search**

### **Lesson Activity # 1 – BASIC SEARCH**

The RRS-A allows you to Search for record instructions in two ways.

1. Go to HOME PAGE
2. Click on Army Consolidated Records Schedule (ACRS) – Click on Basic Search
3. Search by Records:

- a. Submit Search

Click on Dropdown Menu Record Series – “100”

Click on Dropdown Menu Sub-Series – “100A”

Choose Record Title

Submit Search

Click on Records Title

Click on Disposition Details

Click on Close

Click on Yes

Click Return to Search

- b. Submit Search

Click on Dropdown Menu by Record Series – “200”

Click on Dropdown Menu Sub-Series – “200c”

Click on Duration – 6+

Submit Search

Click on Records Title

Click on Disposition Details

Click on Close

Click on Yes

Click Return to Search

c. Submit Search

Click on Dropdown Menu Record Series – “200”

Click on Dropdown Menu Sub-Series – “200D”

Click on Duration – 0-6

Submit Search

Click on Records Title

Click on Disposition Details

Click on Close

Click on Yes

Click Return to Search

d. Submit Search

Click on Dropdown Menu Record Series – “300”

Click on Dropdown Menu Sub-Series – “300B”

Click on Dropdown Menu Duration – 0-6

Submit Search

Click on Records Title

Click on Disposition Details

Click on Close

Click on Yes

Click Return to Search

**TIP:** Click on ACES and then Quick-Reference Crosswalk to give you the cross reference of your old file numbers and your new ones.

### **Lesson Activity 2 - BUILDING OFFICE RECORD LIST (ORL)**

Click on RM-ASSIST

The three ways to create an ORL are as follows:

#### **- Create an ORL from scratch:**

- Click on Office Records List (ORL)
- Select create an ORL
- Select create from Scratch from the drop-down menu
- Select the correct Office Symbol and Year
- Name the ORL (Be specific to your unit, i.e., S-1, 199th, Records Section, MPA) .

- Click the “Create ORL” button. If you already have an ORL for your office symbol in ARIMS, do NOT click Submit.

- After creating an ORL, you may begin adding records from the RRS-A to your ORL.

**- Create an ORL by copy:** – Copy an existing ORL from the drop down menu, enter new name and select year.

- Click on Office Records List (ORL)
- Select create an ORL
- Select create by copy from the drop-down menu
- Ensure the office symbol reflected is your correct office symbol
- Choose the ORL from the “ORL from which to copy” drop down menu
- Type the name for the new ORL and select the applicable year – Name the ORL a name that is unique to your organization.
- Click on the copy folders box to copy last years’ folders to this year.
- Click the “Create ORL” button. If successful, a message will appear that reads, “ORL created”.

If you need to add records to your copied ORL, you may do so. The ORL will change from “Approved” to “Draft”

**- Create an ORL by Library:** – Is suppose to allow user to create an ORL using a pre-built library of ORL’s consisting of records created by Records Officials and based on the type of unit for which the records will be maintained. THIS MODULE IS CURRENTLY NOT WORKING.

### **Lesson Activity 3 – VIEWING AND RENAMING ORLS**

#### 1. List and View ORLs:

- Click RM-Assist, Office Records List, List ORLs
- Select your unit and office symbol, click the submit button. (A list of ORLs will be displayed.)
- Click on the ORL name. (The ORL will highlight)
- Click the “**View/Print**” button at the bottom of the screen. (“Records Management ORL Details” screen will be displayed)
- Click the “**Print Details**” button at the end of the page to bring up the “Records Management – ORL Summary” screen.
- Click Summary
- Detail instructions for each file number listed on your ORL, click “**ORK Details Right**”
- Click Print

#### 2. Rename ORL:

- Click RM-Assist, Office Records List, List ORLs
- Select your unit and office symbol, click the submit button. (A list of ORLs will be displayed.)
- Click the title/name of the ORL you want to rename. (The ORL will highlight)
- Click on the “**Rename**” button. (“Records Management - Rename ORL” screen appears)

- Type the new name for the ORL in the “New Office Records List Name”
- Be specific to your unit when naming ORL’s.
- Click on the “Submit” button. (A message box will appear to show the renaming was successful. Click the “OK” button to dismiss the message.)
- You will be returned to the list of ORLs screen. The new name appears in the ORL.

### **Lesson Activity 4 – UPDATING RECORDS TO ORL**

#### 1. List and update ORL

- Click RM-Assist, Office Records List, List ORLs
- Select your unit and office symbol, click the submit button. (A list of ORLs will be displayed.)
- Click the title/name of the ORL you want to update. (The ORL will highlight)
- Click “Edit” button. (“Records Management – ORL Details”) screen appears
- Click “Add Records Instructions” button at bottom of the page.
- The Records Retention Schedule - Army (RM-ASSIST) Basic Search screen appears.
- Use the Army consolidated Records Schedule (ACRS) to search for records to populate your ORL.

#### 2. Browse by Records Series

- a. Click on Dropdown Menu Record Series – (“400”)

Click on Dropdown Menu Sub-Series – (“400B”)

Click on Duration – 0-6

Submit Search

Click on Records Title

Click on Disposition Details

Click on Close

Click on Yes

Click Return to Search

- To add file numbers to your ORL, click on the box to the left of the “Record Series” and hit the “Submit” button at the bottom of the page.

b. Click on Dropdown Menu Record Series – (“600”)

Click on Dropdown Menu Sub-Series – (“600A”)

Duration - 0 – 6

Click – Submit

Click Record Title to view Disposition Details

Click Close

Click on Yes

Click Return to Search

- To add file numbers to your ORL, click on the box to the left of the “Record Series” and hit the “Submit” button at the bottom of the page

d. Click on Dropdown Menu Record Series – “700”

Click on Dropdown Menu Sub-Series – “700A”

Duration - 0-6

Click – Submit

Click Record Title to view Disposition Details

Click Close

Click on Yes

Click Return to Search

- To add file numbers to your ORL, click on the box to the left of the “Record Series” and hit the “Submit” button at the bottom of the page

e. Click on Dropdown Menu Record Series – “700”

Click on Dropdown Menu Sub-Series – “700B”

Duration - 0-6

Click – Submit

Click Record Title to view Disposition Details

Click Close

Click on Yes

Click Return to Search

- To add file numbers to your ORL, click on the box to the left of the “Record Series” and hit the “Submit” button at the bottom of the page

e. Click on Dropdown Menu Record Series – “800”

Click on Dropdown Menu Sub-Series – “800C”

Duration - 0-6

Click – Submit

Click Record Title to view Disposition Details

Click Close

Click on Yes

Click Return to Search

- To add file numbers to your ORL, click on the box to the left of the “Record Series” and hit the “Submit” button at the bottom of the page

e. Click on Dropdown Menu Record Series – “900”

Click on Dropdown Menu Sub-Series – “900A”

Duration - 0-6

Click – Submit

Click Record Title to view Disposition Details

Click Close

Click on Yes

Click Return to Search

- To add file numbers to your ORL, click on the box to the left of the “Record Series” and hit the “Submit” button at the bottom of the page

f. Click on Dropdown Menu Record Series – “1000”

Click on Dropdown Menu Sub-series – “100A”

Duration - 0-6

Click – Submit

Click Record Title to view Disposition Details

Click Close

Click on Yes

Click Return to Search

- To add file numbers to your ORL, click on the box to the left of the “Record Series” and hit the “Submit” button at the bottom of the page

g. Click on Dropdown Menu Record Series – “1100”

Click on Dropdown Menu Sub-series– “1100B”

Duration - 6+

Click – Submit

Click Record Title to view Disposition Details

Click Close

Click on Yes

Click Return to Search

- To add file numbers to your ORL, click on the box to the left of the “Record Series” and hit the “Submit” button at the bottom of the page

- Click “Close” button at bottom of page.

- The “Records Management - List of ORLs” page will appear.
- Click on the ORL name you updated from the ORL list to select.
- Click the “View/Print” button at the bottom of the page. (The “Records Management - ORL Details” screen appears)
- Check the ORL to ensure the new files are listed. The status column will reflect “Proposed” for new files added.
- Click “Close” button at bottom of page.
- When you have completed updating/adding records to your ORL, click the “Submit As Proposed” button at the bottom of the “Records Management - List of ORLs” page. This will submit your ORL to the Records Manager for approval. **DO NOT DO THIS IN CLASS.** Only submit the ORL when it is ready to be approved.
- The status column of your ORL changes from “DRAFT” to “PROPOSED” after the ORL is submitted for review/approval by the Records Coordinator and then to “Approved” when it has been approved by the Records Manager.

### **Lesson Activity # 5 - MAKING FOLDERS**

- Click RM-Assist, Folders, Create Folders.
- “Records Management – Create Folders” screen appears.
- Ensure your correct office symbol is reflected.
- Choose the Office Records List containing the files that need folders.
- Select the drop down menu next to “Records Instructions” and choose a record title.
- Click on Event Driven, if applicable
- Click on Event Description if applicable

- Type in Names of Folders – “Identify what is in the folder”
- Click on Hard Copy or Electronic

Click Vital Record, if the record is a vital record. - Click “Vital Record” if the record is a vital record. The definition of vital record as found in AR 25-403, is *“Vital records are records that contain information the Army may need to conduct business under emergency operating conditions or to protect the legal and financial rights of the Federal Government and the people it serves.”*

Click Multi-part if more than one folder is needed - If you need to make multiple copies of the label, click the box next to multi-part and count and input the number of labels in the “Count” box.

Click Special Collection, if applicable - Only click “Yes” for “special collection” if it applies to your organization. Otherwise, click “No.” Special collection records are records that pertain to the Gulf War, Operation Enduring Freedom, etc.

- Click Privacy Act if the record is applicable to the Privacy Act
- Click Calendar Year or Fiscal Year
- Click the “Add Folders” button at the bottom of the page.
- The record will appear at the bottom of the page.
- Continue to add folders using the Records Instruction titles until all the files have folders made for them.
- The folders will all populate at the bottom of your screen.
- Click the “Submit” button at the bottom of the screen to create the folders and print the labels for the hardcopy folders.

### **Lesson Activity # 6 – PRINT LABELS FROM FOLDER SCREEN**

- Avery 5161 Labels will print labels correctly
- Print Labels Screen appears.
- Click on Advanced Options
- Choose RRS-A Instruction, Folder or both
- Click on Create
- Click on Open
- Click print
- Go to Page Scale – Click “None”
- Click O.K.
- Labels will print out

### **Lesson Activity # 7 – DELETE FOLDERS**

Folders may not be deleted if they have records indexed in the ARIMS AEA or at a RHA against them.

- Click on, RM-ASSIST, Folders and Delete Folders
- “Records Management - Delete Folders” screen appears.
- Select the ORL containing the folder titles needing to be deleted.
- Select the box next to the Folder Tile of the folders to be deleted.
- Click “Delete” button at the bottom of the page.

- Click “O.K.” in the pop up dialogue box.
- You will be returned to the “Records Management - Delete Folders” screen

### **Lesson Activity # 8 – CREATE AO FOLDERS**

Creating AO (Sub) Folders:

- Click on RM-Assist, Folders, List Folders.
- The “Records Management – List Folders’ screen appears.
- Use the ORL drop down list to select the appropriate ORL.
- Ensure “Hardcopy” is checked.
- Click the Title of the hardcopy folder that will contain the AO folder. “Folder Details” screen appears.
- Click the “Create AO Folder Button” at top right of page to create the new AO folder. The “Records Management – Create AO Folder” screen appears.
- Type in the AO folder name – example – “Jan”
- Enter up to five keywords in any of the “Keyword” boxes if you choose. This is mainly for electronic files.
- On the drop down menu for “Media Type” – enter Hardcopy
- Click “Submit” button
- “AO Folder was successfully created” screen will appear.
- Click “O.K.”
- “Folder Details” screen will appear.

- New AO folder will be displayed at the bottom of page.
- Continue adding AO folders as are needed for each file. (i.e., Jan– Dec or names for personnel files, Smith, Mary; Jones, John, etc.)
- Click on “Close Detail View” button at top of the page.
- To print AO Folders, click the box next to the folder name and click the “print label” button.
- Follow steps in Lesson Activity # 6 – Print labels from folder screen.

### **Lesson Activity # 9 – EDIT AO FOLDERS.**

- Click on one of the folder titles.
- The “Folder Details” screen will appear.
- Click “Edit AO Folders Detail” button to the right of the folder name.
- Under “AO Folder Name” modify the name and/or any keywords.
- Click the “Update” button to the right of the page.
- The “Folder Details” screen is displayed reflecting your changes.
- Click the “Close Detailed View” button to return to the “Records Management - List Folders” screen.

### **Lesson Activity # 10 – EDIT FOLDER DETAILS**

- Click on, RM-ASSIST, Folders and List Folders.
- The “Records Management – List Folders’ screen appears.
- Use the drop down menu to select the appropriate ORL.
- Ensure “Hardcopy” is checked.

- Click on Folder Title.
- “Folder Details” screen appears.
- Click on “Edit Folder Detail” button on the bottom left side of screen.
- Change the “Record Title” or “Special Collection”.
- Click on “Update Folder Detail” button on the bottom right side of the screen.
- The changes made to the record title and/or special collections are reflected.
- Click on the “Close Detail View” button at the top right side of the screen.

### **Lesson Activity # 11 – CREATING LABELS**

Creating labels – there are two ways to create labels.

If you are just entering ARIMS follow these steps to get to the “Records Management List”.

- Click on “RM-ASSIST”
- Click on “Folders” and “List Folders”
- Choose the correct ORL.
- The “List Folders Screen” is displayed.
- Click the “Hardcopy” button.

If you are already working in ARIMS and at the “Records Management List” screen, you can begin here.

- Click the check boxes beside the Folder Title(s) that need labels.
- Print Labels Screen appears.

- Click on Advanced Options
- Choose RRS-A Instruction, Folder or both
- Click on Create
- Click on Open
- Click print
- Go to Page Scale – Click “None”
- Click O.K.
- Labels will print out

**NOTES:**

- Avery 5161 Labels will print labels correctly
- You may also cut and paste files to word to print.
- Bar labels must be printed with all “T” folder labels.

**References:**

AR 25-400-2, Army Records Information Management System (ARIMS)  
8 October 2007

DA PAM 25-403, Guide to Recordkeeping in the Army  
11 August 2008

AR 25-1, Army Knowledge Management and Information Technology  
Management, 4 December 2008

USARMDA ARIMS Users Guide, August 2009

MCoE Pamphlet 25-51  
Information Management: Records Management Office Symbols  
18 June 2010

For Additional Information - Log on to <https://www.arims.army.mil>

OR

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