



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE  
35 RIDGWAY LOOP  
FORT BENNING, GEORGIA 31905-4500

Policy Memorandum 25-400-2-2

IMSE-BEN-HRS (25)


30 NOV 2010

MEMORANDUM FOR SEE DISTRUBITION

SUBJECT: Army Records Information Management System (ARIMS) Office Records List

1. REFERENCE: AR 25-400-2, The Army Records Information Management System (ARIMS), 2 October 2007.
2. PURPOSE: To establish procedures and requirements to maintain accurate and current ARIMS procedures and Office Records Lists (ORLs).
3. GENERAL: In accordance with above reference, all Installation Units/Directorates are required to have a current ORL and a Records Coordinator appointed on orders.
4. POLICY:
  - a. The ORL is a subsystem which allows Records Coordinators the ability to create ORLs. The ORL is tracked at the office symbol level. These lists will contain the ARIMS record category description, record title, record description, disposition, privacy act number, disposition authority, record number, permanent record status, prescribing directives, and other pertinent information.
  - b. If the Unit/Directorate already has an ORL listed in ARIMS, it must be current.
  - c. Units/Directorates who do not have completed ORLs must create one via ARIMS for approval.
  - d. The DHR approves the ORL in ARIMS and requires annual updates from Units and Directorates.
4. SUPERSESSION: This policy memorandum supersedes USAIC Policy Memorandum 25-400-2-1, 4 June 2009, same subject.
5. PROPONENT: DHR, Administrative Service Division, 706-545-1353/2422.

FOR THE COMMANDER:

  
TERRY L. SELLERS  
Colonel, Infantry  
Chief of Staff

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