

**DUTIES AND RESPONSIBILITIES OF RECORDS
COORDINATORS AND ACTION OFFICERS**
(DA PAM 25-403, Paragraph 1-6)

1. Records coordinator (RC). The RCs are designated at sub-elements as necessary for program execution. They may —

- a. Develop ORLs for their unit.
- b. Coordinate retirement of transfer (T) records to the Records Holding Area.
- c. Serve as the subject matter expert for the unit's records.
- d. Resolve indexing problems with the Records Holding Area.
- e. Ensure implementation of recordkeeping procedures throughout their unit.

2. Action officer (AO) at all levels of command. An AO is any individual who creates official records on behalf of the Army. The AO has the capability to —

- a. Search the Army's office record instructions to help determine if a document is an official record.
- b. Create a draft ORL to be maintained for each office symbol within a unit or organization.
- c. Submit records to the Army electronic archives (AEA) or designated records holding facility.
- e. Search for and request records in ARIMS.
- f. View all records submitted to ARIMS internal to the unit.
- g. Identify records as keep (K) (short-term) or T.
- h. Register in ARIMS and submit e-records via the electronic capture and store (ECS) module.

When appointed as the Records Coordinator for the Unit

(After Training)

1. Go to the ARIMS Home Page
2. Select Account Admin from the menu.
3. Select Role Escalation Request.
4. Request Role Escalation. The User Role Escalation Request screen is displayed.
5. Select the Unit, specify the Role you need (Records Coordinator).
6. Explain why you need this escalation. (to serve as the Records Coordinator for (Unit Name)).
7. CLICK- SUBMIT.
8. If a Duty Appointment Memorandum has been submitted by the Commander/Director, the Installation Records Manager will approve the request and all office symbols for the unit will be accessible for oversight of the ARIMS Program.