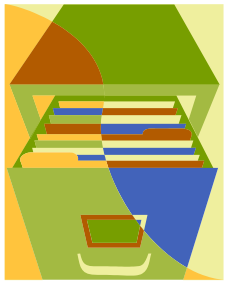
Information Brochure
Army Records Information Management System (ARIMS)

DIRECTORATE OF HUMAN RESOURCES
ADMINISTRATIVE SERVICES DIVISION



Proper training is an essential part of the Records Management Program. Contact your Agency records official about training.

Where can I get more information?

AR 25-1, Army Information Management (Chapter 8), 4 Dec 08; AR 25-400-2, the Army Records Information Management Systems (ARIMS), 2 Oct 07 and DA PAM 25-403, Guide to Recordkeeping in the Army, 11 Aug 08. Consult the ARIMS website for the latest record retention schedules (https://www.arims.army.mil).

For further

assistance, contact
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Mission and Housekeeping Files

Mission files relate to the function or mission of an office. What makes an office "tick"? Records numbers are listed according to the regulation which governs the mission of the office. That is, if your office uses the 25 series of Army Regulations then your records numbers might be 25-1a, 25-1b, etc. These numbers are identified in the Records Retention Schedule-Army (RRS-A) in ARIMS and consequently used to create office files and ORL.

Although the mission record number may vary from office to office, all offices will have some of the same housekeeping files.

Housekeeping files are records accumulated or generated within an office that document the internal administrative functions of the office as opposed to those that document the primary mission of the office. Housekeeping files are numbered 1a through 1oo.

The following list contains common housekeeping files used in most offices.

- 1a Office records list
- 1b Office general management
- 1f Office organization files
- 1o Office financial files
- 1x1 Office civilian personnel time and
- attendance files (input/source documents)
- 1aa4 Office supervisory or manager
- employee records (current employees)
- 1bb Office job descriptions
- 1hh Office temporary duty travel
- 1ii Office military personnel files
- 1jj Reference publications
- 1kk Technical material reference
- 1mm Reading files
- 1oo Policies and precedents
- 1v2 Access controls (key/lock control)

Without records, there is no Information

Army Recordkeeping Systems Management Program

This brochure outlines ways to establish and maintain a Records Management Program for your office according to statues, regulations, and Army policy. Why is this important?

First, everyone will be creating and using Federal government records. There are rules governing the use and destruction of all Federal records. For example, it is your responsibility to protect Federal records in your custody, and there are legal implications for destroying records without the proper authority.

Second, following good records management practices will not only help you meet the requirements, they will benefit you and the Agency in many ways such as:

1. Improving access to information;
2. Controlling the growth of materials taking up valuable office space;
3. Reducing operating costs;
4. Minimizing litigation risks;
5. Safeguarding vital information;
6. Supporting better management decision making, and,
7. Preserving IMCOM history.

A RECORDS MANAGEMENT PLAN

Determine who will be responsible and what resources will be needed.

— Establish records managers and records coordinators.

Identify records needed to document the activities and functions of the office.

—Conduct an inventory of the materials in the office.
—Document where materials are located, how much there is, and the format (papers, media, maps, etc).

Establish recordkeeping requirements procedures.

—Centralized vs. decentralized filing
—Type of documents in the record files
—How draft documents and working papers will be handled
—Who will be responsible for maintaining the record copy.

Match records to the records schedules.

—Match the records identified in the inventory with the records numbers located in ARIMS— https://www.arims.army.mil.
—The retention periods stated in the records numbers are mandatory.

Prepare an Office Records List (ORL).

–An ORL is a list of records titles and record numbers accumulated/generated within an office.

Clean out records which are beyond the approved retention periods.

—Retire records which are no longer needed in the office to an off storage (Records Holding Area or Federal Records Center) facility.
—Destroy records with short retention periods.

Organize your records.

—Prepare folders and organize documents within the folders.
—Organize electronic documents residing on individual computer.
—Place folders in labeled file drawers to help users find what they are looking for.
—Leave adequate space in file folders and drawers for growth.

Maintain your records on an on-going basis.

—File new materials on a regular basis.
—Clean out inactive materials on a regular basis.
—Retire eligible records to either the RHA or FRC.
—Clean out superseded or obsolete reference materials.

Train, train, train.

—Ensure all staff members and contractors know about their recordkeeping responsibilities.

Questions or comments? E-mail us at Jeanette.amadeo@benning.army.mil or call706-545-2422.