

IMBG-HRA-R

SUBJECT: Standing Operating Procedures (SOP) for the implementation of the Army Records Information Management System (ARIMS)

*Official records* are records created or received when carrying out the missions or functions of the unit or agency assigned.

c. *ARIMS Web Tutorials.* Before establishing an account with ARIMS, complete the “Online Video Tutorials” located on the ARIMS website, <http://www.arims.army.mil>. The link for the training is on the right side of the homepage, located under the “Popular Links” tab. It will provide the knowledge base to traverse the site, and easily conduct records management functions within the system.

d. *Office Record Listing.* Once an account has been established, and recordkeeping requirements determined, an Office Records Listing (ORL) must be established utilizing the Army Consolidated Records Schedule (ACRS) via the ARIMS website. When the ORL is completed, ensure that it is submitted “as proposed” for approval by the Records Manager.

1. Upon receiving a proposed ORL, Records Managers will review and approve/disapprove the ORL. When disapproving an ORL, an email should be sent to the requesting unit with an explanation of the issues to be addressed before approval.

2. Records Coordinators, upon approval of the ORL, will create folders for the purpose of maintaining files and printing labels.

e. *Folders and labels.* Labels can only be printed using the ARIMS system if the user has created folders that correspond to the ORL. Folders are created utilizing the “RM-Assist” tab within the ARIMS system. Procedures for completing this task are located within the “Online Video Tutorials.”

1. Once the folders have been setup, documents and other appropriate records can then be maintained within the proper folders.

2. When attempting to print labels for file folders, ensure that the “Hard Copy” check box is selected. Follow the instructions for printing the labels on the print label screen.

3. Apply labels to file folders, and store records in the current file area.

f. *Records Maintenance.* Records will be maintained in accordance with the disposition instructions located in the ACRS. Records with a retention schedule of 0-6 yrs are held in the current file area until their retention schedule has been met and then destroyed by the user.

g. *Records Transfer/Destruction.* Records with a retention schedule of 6+ or Permanent are kept in the current file area until no longer needed for business purposes (NLT 6 years). These records are transferrable and will be packaged and prepared for shipment to the Installation Records Holding Area. Procedures for records transfer are located in MOI 01-12. (See reference f).

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6. Additional Information.

a. *Records Management Surveys.* The Garrison Records Manager will conduct a Records survey of records management processes, for all Records Officials, triennially. Records coordinators should conduct an internal survey of their records management processes annually.

b. *Retention of classified records.* The ARIMS applies to all unclassified Army records, including For Official Use Only (FOUO), regardless of medium; all classified Army records through SECRET. Records that are TOP SECRET may be set up under ARIMS or in any manner that will make accountability and control easier. Regardless of the arrangement used, however, the disposition instructions in the ARIMS - ACRS will be applied to TOP SECRET records. The security classification of a record does not change its retention value.

c. Policy letters and Memorandums of Instruction referenced in this SOP are located in the Fort Bragg E-Library, located at <https://airborne.bragg.army.mil/elibrary/>.

6. Point of Contact is Garrison Records Manager, 396-4612.