ARIMS Records Coordinator Responsibilities

Must be appointed by Duty Appointment Order

22 September 2008

1. Act as the staff office/directorate liaison official with the Installation Records Manager for managing your ARIMS Records Program.

2. Ensure there is a viable and effective records management program within your organization by appointing Action Officers to maintain Office Records Lists for your UIC and each separate Office Symbol.

3. Ensure all records are identified for inclusion on the Office Symbol ORL.

4. Ensure each activity under your Unit Identification Code (UIC) and Office Symbol has an Office Records List (ORL) that captures all "Transfer" or "T" records according to the Records Retention Schedule (RRS) in ARIMS.

5. Ensure an Office Record List is prepared by each Action Officer who maintains Records within an established Office Symbol and UIC.

6. Ensure that all Office Records List are updated every year.

7. Ensure files and filing equipment are properly labeled and maintained to facilitate filing, searching and disposition of records. This includes paper, film and electronic records.

8. Ensure all "T" records requiring transfer to the Records Holding Area (RHA) are transferred IAW the record numbers disposition instructions on the Office Records List for the established Office Symbol and UIC.

9. Ensure SF Form 135, Records Transmittals and Receipt, is submitted to the Installation Records Manager prior to transferring records to the RHA.

10. Provide ARIMS records training to subordinate offices and individual users. www.arims.army.mil.

11. Perform a records self-inspection using the checklist provided by the Installation Records Manager once a year.

Office Symbol DATE_____

MEMORANDUM FOR Directorate of Human Resources, ATTN: ASD, Records Management Office

SUBJECT: Records Management Coordinator Duty Appointment

1. Effective _____, the following individual is appointed as Records Management Coordinator for (Unit) _____.

2. Authority: AR 25-400-2, AR 25-1, FC Reg 25-1, AR 340-21, AR 25-55,

3. Purpose: To perform duties IAW existing directives.

4. Period: Until officially relieved or release from appointment.

5. Special Instructions: Not applicable.

Encl

Your Director or Commander

DISTRIBUTION:
Individual concerned
Unit Concerned
DHR, ASD Records Mgt Office

ARIMS Records Coordinator Checklist

Organization visited:	Point of Contact:
Point of contact:	RMO:
Phone number:	Phone number: 526- 2107
Date of visit:	Email:

QUESTION	***YES***	***NI***	***NO***
1. Does the Records Coordinator has access to AR 25-400-2, Oct 2007, The Army Records Management System (ARIMS)			
2. Has the Records Coordinator read and understood the following: ARIMS Users Guide – August 2009. DA PAM 25-403 – Guide to Recordkeeping in the Army – Aug 2008.			
3. Are appointment orders on file for the Records Coordinator?			
4. Does your organization have an Office Records List (ORL) per Office Symbol?			
5. Does appointment orders on file for each of Unit Action Officers (per Office Symbol)?			
6. Have the unit Records Coordinator provided Guidance and training to the Action Officer who maintains the ORL as the Office Symbol level?			
7. Are the responsibilities of the Records Coordinator for your unit understood?			
8. Has the units Records Coordinator inspected each of their section's Records section's Records per Office Symbol?			
9. Does the organization's Records Coordinator maintain a copy of each Action Officer inspection in file – RN 1-201a?			
10. Are storage media such as disks, file drawers and folders labeled to facilitate quick identification, Privacy Act, access and disposition of records information? 11. Has a Certification been completed on all records prior to their destruction that the Records destroyed do not fall under any of the Records Freezes in place?			

Findings/Recommendations:

	Signature: