

**United States Army Records Management and  
Declassification Agency (USARMDA)**

**Army Records Information Management System  
(ARIMS) User's Guide  
Version 3.6**



**Prepared by**



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## 1 Overview

The ARIMS/ARIMS-C system is designed to provide enhanced capabilities for authorized users to create, maintain, transfer, locate, and retrieve official Army records, to include tracking documents stored in Army Records Holding Areas (RHAs) and in the Army Electronic Archive (AEA). Its web-based toolset helps the Action Officer (AO), Records Coordinator (RC), Records Manager (RM), Records Holding Area Manager (RHAM), and Records Administrator (RA) ensure that long-term and permanent records of the Army are kept in compliance with the law and that those records are securely stored and retrievable only by authorized personnel. Functionality of the entire system is focused on minimizing the workloads of users at all levels involved in the record keeping process.

The purpose of this guide is to define the key features of ARIMS/ARIMS-C and give users a better understanding of how to navigate and operate the system. The guide is divided into sections; each one describes a specific ARIMS/ARIMS-C module, so that it is easier to follow and understand. Each section contains a series of sample screenshots to demonstrate a capability or functionality.

### **Authentication/Validation of Users by the Army Knowledge Online (AKO) or AKO-Secret (AKO-S)**

Users enter their AKO/AKO-S CAC/Username and Passwords when first registering with ARIMS/ARIMS-C Classified (ARIMS-C) by clicking on the Go to the AKO/AKO-S site link on the homepage. The AKO/AKO-S provides ARIMS/ARIMS-C with much of the user profile information, including the category of user to which they belong and to which unit/organization they are officially assigned. The AKO/AKO-S also notifies ARIMS/ARIMS-C when a user transfers to another unit or separates from the Army. This notification helps to ensure that records submitted to the ARIMS/ARIMS-C AEA are associated with the correct unit and are only accessible to those who are authorized.

Questions about this guide or how to use ARIMS/ARIMS-C should be sent to the Online Help Desk via the **Help** tab at the top of each page or the link at the bottom of each page on the ARIMS website at <https://www.arims.army.mil>. Inquiries about the ARIMS-C website at <http://www.arims.army.smil.mil> must be sent to the unclassified ARIMS website with reference to the ARIMS-C site but not include any classified information in the inquiry itself.

### 1.1 Navigation

Throughout this manual, terms **Tabs**, **Left Menu**, and **Navigation Bar** will be used to indicate certain areas of the screen. Figure 1 shows where each of these is located.

The screenshot displays the ARIMS (Army Records Information Management System) web application. At the top, the ARIMS logo and 'U.S. ARMY' are visible, along with the text 'UnClassified' and 'Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out'. Below this is a navigation bar with tabs: HOME, SEARCH, UPLOAD, ORLS & FOLDERS (highlighted), MANAGE, MY ACCOUNT, HELP, ADMIN, and REPORTS. A breadcrumb trail reads: ORLS & FOLDERS > OFFICE RECORDS LIST > CREATE ORLS > CREATE FROM SCRATCH. On the left, a 'Left Menu' contains 'Office Records List' (highlighted), 'ORL Library', 'Proposed ORLs', and 'Folders'. A 'Blue Navigation Bar' is located below the left menu, and a 'Yellow Navigation Bar' is below that. The main content area is titled 'CREATE AN OFFICE RECORDS LIST FROM SCRATCH' and contains a sub-menu with 'Create ORLs', 'List ORLs', 'Reorganize ORLs', and 'ORL Report'. Below this is a yellow bar with 'Create from Scratch', 'Create by Copying', and 'Create from Library'. The 'Create from Scratch' option is selected. The main content area includes instructions: 'Create an ORL from Scratch by selecting the Office Symbol, enter the name or title of the ORL in the Office Records List text box, and select the ORL Year. Then, click the Create ORL button. After creation is complete, the ORL can be updated to add record series and retention periods.' A note states: 'Note: If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.' The form fields are: 'Office Symbol: AAHS-CH', 'Name: [text box]', and 'Year: 2013'. A 'Create ORL' button is at the bottom.

Figure 1. Navigation

## **2 System Requirements**

ARIMS/ARIMS-C requires Microsoft Internet Explorer 8.0 to function properly.

Internet Explorer 7.0 will be supported for all functionality; however screens may be displayed somewhat differently.

### 3 Security and Roles

ARIMS/ARIMS-C provides the security necessary for official Army records in order to prevent unauthorized access to and retrieval of sensitive information or information subject to the Privacy Act.

The access level in the registration profile determines which ARIMS/ARIMS-C features are available to the user. All new registrants are initially granted AO level access, which permits the use of many ARIMS/ARIMS-C features. However, if a user's records management duties require a different level of access, authorization must be obtained from the records management chain of command. Authorization must come from at least one level higher than the level requested. For example, to obtain RC level, authorization must come from the RM/RHAM-RM; to obtain RM/RHAM-RM level access, authorization must come from the ACOM/ASCC/DRU's RA. Request for RA authorization level should be sent to the Online Help Desk. You must have an appointment memo/order on file with USARMDA (See para 8-2e (3), AR 25-1) to be approved for RA level access.

**AO = Action Officer.** An AO is responsible for managing the records he/she creates and/or receives on behalf of the Army that are used for office/unit level business operations. An AO can use ARIMS/ARIMS-C to create a draft or proposed Office Records List (ORL) to categorize the records created in his/her office, and then use the list to identify records sent to the AEA or to an RHA for secure long-term storage. (See [para 8-2e\(7\)10, AR 25-1](#)).

**FOIAO = Freedom of Information Act Officer.** A FOIA Officer functions as an AO in almost all aspects. The difference between an AO and a FOIA Officer is that the FOIA Officer has permission to look at any record for an ACOM/ASCC/DRU.

**INDEXER.** An indexer functions as an AO in almost all aspects. The difference between an AO and an Indexer is that an Indexer will have permissions to archive records for any office symbol within an ACOM/ASCC/DRU.

**RC = Records Coordinator.** An RC serves one or more office/unit and usually acts as liaison between the office/unit and the servicing RM and/or RHAM, prepares ORLs, coordinates the transfer of long-term/permanent records to the AEA/RHA, resolves indexing problems, and serves as POC for access and release of the office/unit records stored in the system for which he/she is responsible. (See [para 8-2e\(7\)9, AR 25-1](#)).

**RHAM = Records Holding Area Manager.** An RHAM manages and directs the operations of an RHA facility. An RHAM may also perform the same duties and have the same access privileges as an RHAM-RM if he/she is approved by the ACOM/ASCC/DRU RA. (See [para 8-2e\(7\)\(f\), AR 25-1](#)).

**RM = Records Manager.** An RM is appointed in writing and serves at the subordinate command level or on the installation garrison staff with command-wide or garrison-wide records management responsibilities. An RM has approval authority for AOs requesting RC privileges. An RM also approves proposed ORLs and serves as POC for the access and release of stored records for which he/she is responsible. (See [paras 8-2e\(4\), 8-2e\(6\), and 8-2e\(7\), AR 25-1](#)).

**RA = Records Administrator.** An RA is appointed in writing and serves on the Army Command/Army Service Component Command/Direct Reporting Unit (ACOM/ASCC/DRU) or Army Staff (ARSTAF) level with command-wide records management program responsibilities. An RA has approval authority for AOs, RCs and RHAMs requesting RM or RHAM-RM privileges. An RA may approve ORLs and serves as POC for the access and release of stored records for which he/she is responsible. (See [para 8-2e\(3\), AR 25-1](#)).

**Multi-hatted users:** Although users may only be registered under one account in ARIMS/ARIMS-C, which is authenticated by the user's AKO/AKO-S account information upon each login, some users are responsible for other offices/units outside their normal functional organizational chain. ARIMS/ARIMS-C allows such multi-hatted users, but the process is not automatic. If users do not currently have access to all units needed to perform their records management duties, they may be granted access to other units. They may use the ARIMS/ARIMS-C menu to request access to another unit or office symbol. See Section 5.5 for details.

## 4 Basic Functionality

ARIMS/ARIMS-C basic components consist of those functions that are available to anyone who is not logged into ARIMS/ARIMS-C. The Army Consolidated Records Schedule (ACRS) search features, the ACRS Crosswalk, listing updated series and exporting to PDF or XML, and information in the Help area are available to the general public.

There are links that appear at the bottom of every page that lead to outside resources as well as access to the same pages that you may access through the tabs that appear when you become a registered user. Note: For the sake of space conservation, these links will be shown only in the screenshots contained in Sections 4.1 of this manual.

### 4.1 Army Records Information Management System Disclaimer Page

Upon logging in to ARIMS/ARIMS-C, the user is presented with the required DoD Notification before access is allowed to the main site. To accept the terms and conditions, click the hyperlink at the bottom of the page, as shown in Figure 2 below.

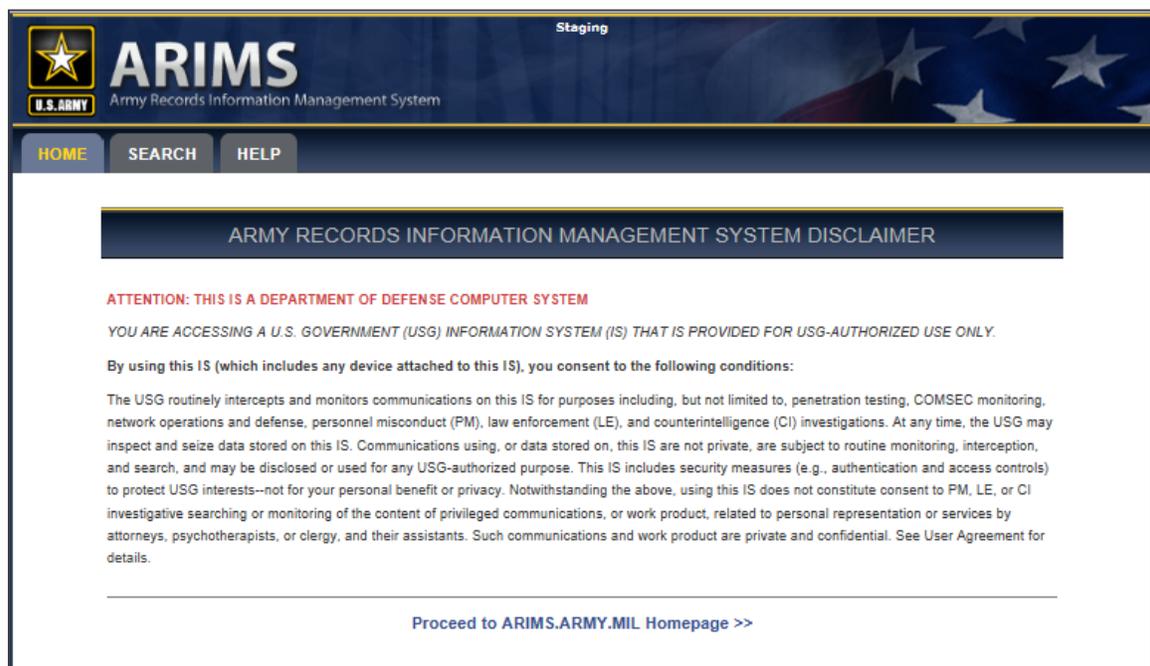


Figure 2. DoD Notification Page

### 4.2 ARIMS/ARIMS-C Homepage

The ARIMS/ARIMS-C Homepage provides a guest or non-registered user with introductory information about the website and the public-use areas. It is also where you may login. To return to the Homepage from any other ARIMS/ARIMS-C module, click the **Home** tab located at the top of each page. Links on the Homepage, seen in Figure 3

**Reference source not found.** below, provide quick access to other important Army sources. The Homepage displays frequently-used links and downloads, plus current announcements.

The screenshot shows the ARIMS/ARIMS-C homepage. At the top left is the ARIMS logo with the U.S. Army star and the text 'ARIMS Army Records Information Management System'. To the right of the logo, the word 'Unclassified' is displayed. Below the logo are three navigation buttons: 'HOME', 'SEARCH', and 'HELP'. The main content area is divided into three columns. The left column, titled 'POPULAR LINKS', contains four links: 'ACRS Updates', 'RMDA Web Site', 'FOIA Web Site', and 'Online Video Tutorials'. The middle column features a 'Welcome to the Army Records Information Management System (ARIMS)' heading, followed by a 'User Log-in' section with a 'Login with CAC' button and a link for users without an AKO account. Below this is an 'Announcements as of 09/15/2009' section with two items: 'ARIMS will be down DECEMBER 27th' and 'System Maintenance Schedule'. The right column, titled 'POPULAR GUIDES', lists several PDF guides: 'New ARIMS Interface and Features Quick Reference Guide', 'ARIMS Quick Reference Guide (Web Page)', 'ARIMS Quick Reference Guide (PDF)', 'ACRS Quick Reference Guide (PDF)', 'ARIMS User's Guide (PDF)', and 'BAT User's Guide (PDF)'. At the bottom of the page, there is a footer with additional navigation links and the text 'ARIMS Version: 3.0.1359.0'.

**Figure 3. ARIMS/ARIMS-C Homepage**

### 4.3 Search

ACRS includes all National Archives and Records Administration (NARA)-approved retention and disposition information for Army records. The ACRS component of ARIMS/ARIMS-C allows both registered and unregistered users to search for information about a Record Series, Sub-series, or Disposition, but not for specific records.

The ACRS Record Series replaced the RRS-A Record Instruction of categorizing records and durations. The ACRS has broader categories with more granular sub-series categories to further refine the categorization of records. Sub-series are further defined by durations and dispositions as shown in Figure 4.

Series	Sub-series	Record Title	Disposition	Date Added
Logistics	700A	General Logistics, Equipment, Supplies and Property accountability	0-6	4/14/2011 4:44:15 PM
Logistics	700A	General Logistics, Equipment, Supplies and Property accountability	6+	4/14/2011 4:44:15 PM
Logistics	700A	General Logistics, Equipment, Supplies and Property accountability	Perm	4/14/2011 4:44:15 PM
Logistics	700B	Transportation & Travel, Surface Transportation, Motor Transportation & Air Travel	0-6	4/14/2011 4:44:15 PM
Logistics	700B	Transportation & Travel, Surface Transportation, Motor Transportation & Air Travel	Perm	4/14/2011 4:44:15 PM
Logistics	700B	Transportation & Travel, Surface Transportation, Motor Transportation & Air Travel	6+	2/8/2012 7:39:15 AM
Logistics	700C	Aviation	0-6	4/14/2011 4:44:15 PM
Logistics	700C	Aviation	6+	4/14/2011 4:44:15 PM
Logistics	700C	Aviation	Perm	4/14/2011 4:44:15 PM

**Figure 4. Series, Sub-series, and Disposition**

A Crosswalk is available to help users map the previous RRS-A Record Instructions to the new ACRS Series and Sub-series. More information about the Crosswalk may be found in Section 4.3.4.

#### 4.3.1 ACRS Search

The Search screen for the ACRS allows you to search by Keyword, Record Series, Sub-series, or Durations. The Search will allow you to locate information about Record Series and Sub-series. The Search screen is shown below in Figure 5.

UnClassified

**ARIMS**  
Army Records Information Management System

U.S. ARMY

HOME SEARCH HELP

SEARCH > SEARCH ACRS > SEARCH ACRS INSTRUCTION

**Search ACRS**

Crosswalk

List / Export

**SEARCH ARMY CONSOLIDATED RECORDS SCHEDULE (ACRS) INSTRUCTIONS**

All users may search the Army Consolidated Records Schedules, which are a component of the Army Records Information Management System (ARIMS). The Records Schedules reflect all National Archives and Records Administration approved retention and disposition information for Army records.

You may search by Keyword or Record Series. To start a new search, click the **Reset Form** button.

**Search by Keyword**

Keyword:

Search within Record Series

**Browse by Record Series**

Record Series:

Sub-series:

Duration:

[Explanation of Disposition Instructions](#)

**Hints for Searching by Keyword**

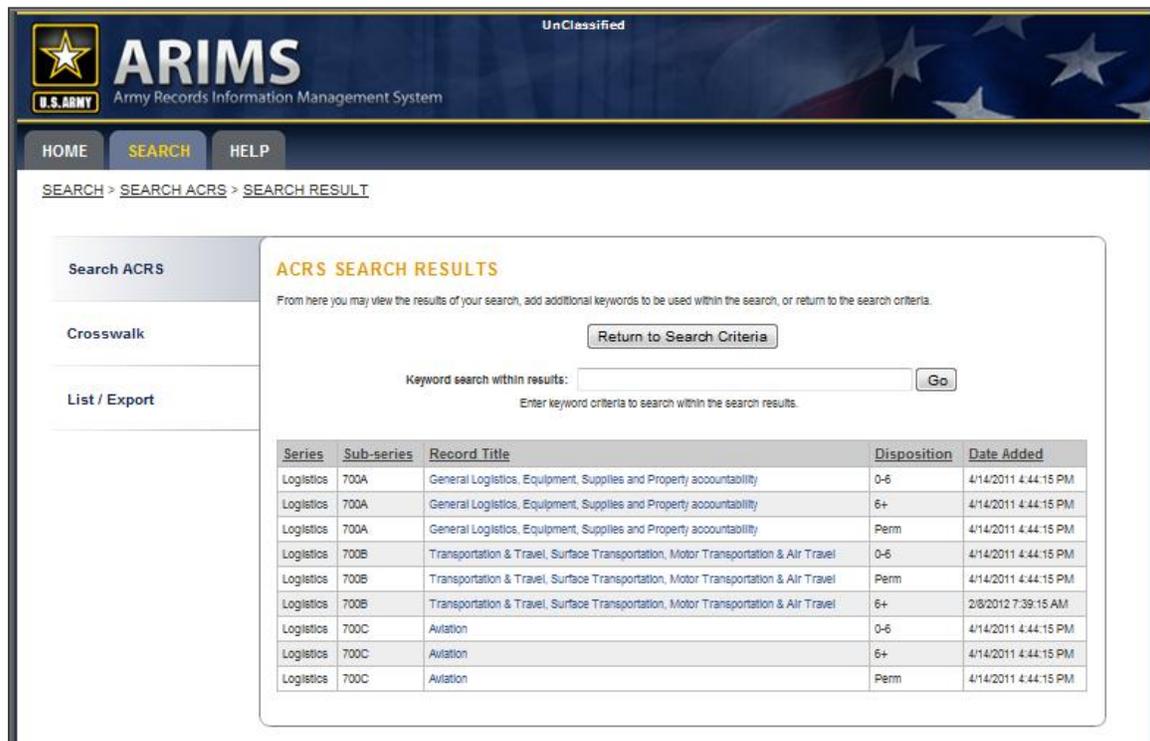
- Search by Keyword is not case sensitive, however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).
- The keyword being searched may appear anywhere in the instruction title or instruction description. If Search within Record Series is checked, the Series title and Series description will also be searched. It will not be highlighted.
- Enter one keyword instead of a phrase, and then use the Search within Results option to reduce the number of hits.
- Do not begin and end a search phrase with quotation marks ("").
- The search engine will not properly search phrases containing common "noise words" (and, or, not, as, etc.).

**Figure 5. ACRS – Search**

1. To start a new search, click the **Reset Form** button. If you choose to browse the record series, you may select a record series from the drop-down list and click on **Submit Search**. You may further refine your search by selecting the Sub-series and, if known, the duration. For more information about disposition codes/durations, click the **Explanation of Disposition Instructions** link. For information about the record description you have selected, click the blue questions mark, "?".
2. To search by Keyword, enter a keyword that you expect to be in the record title or description. If *Search Within Record Series* is checked, the category title and category description will also be searched.

### 4.3.2 ACRS Search Display

Once you perform a search, you will see a screen similar to Figure 6 below. This screen displays all of the Record Series and Sub-series that match your search criteria. You may sort the results list by clicking on any column header.



The screenshot shows the ARIMS (Army Records Information Management System) interface. The top navigation bar includes 'HOME', 'SEARCH', and 'HELP'. The main content area is titled 'ACRS SEARCH RESULTS' and contains a search criteria summary and a table of results.

Series	Sub-series	Record Title	Disposition	Date Added
Logistics	700A	General Logistics, Equipment, Supplies and Property accountability	0-6	4/14/2011 4:44:15 PM
Logistics	700A	General Logistics, Equipment, Supplies and Property accountability	6+	4/14/2011 4:44:15 PM
Logistics	700A	General Logistics, Equipment, Supplies and Property accountability	Perm	4/14/2011 4:44:15 PM
Logistics	700B	Transportation & Travel, Surface Transportation, Motor Transportation & Air Travel	0-6	4/14/2011 4:44:15 PM
Logistics	700B	Transportation & Travel, Surface Transportation, Motor Transportation & Air Travel	Perm	4/14/2011 4:44:15 PM
Logistics	700B	Transportation & Travel, Surface Transportation, Motor Transportation & Air Travel	6+	2/8/2012 7:39:15 AM
Logistics	700C	Aviation	0-6	4/14/2011 4:44:15 PM
Logistics	700C	Aviation	6+	4/14/2011 4:44:15 PM
Logistics	700C	Aviation	Perm	4/14/2011 4:44:15 PM

**Figure 6. ACRS – Search Results – Summary**

For example, to sort the results list by title, click on **Record Title** in the header bar and the results will be re-sorted in ascending order. If you click on **Record Title** again, the results will be re-sorted in descending order.

To further narrow down the results, you can perform a search within your results, as seen in Figure 7. In this example, the keyword “ammu” was typed into the **Keyword search within results** text box and the search was submitted by clicking the **Go** button. The results will show all matches that begin with the letters “ammu” anywhere in the Record Series. Specific Record Sub-series details can be viewed by clicking on the **Record Title**.

UnClassified

**ARIMS**  
Army Records Information Management System

U.S. ARMY

HOME SEARCH HELP

SEARCH > SEARCH ACRS > SEARCH RESULT

**Search ACRS**

**ACRS SEARCH RESULTS**

From here you may view the results of your search, add additional keywords to be used within the search, or return to the search criteria.

[Return to Search Criteria](#)

Keyword search within results:

Enter keyword criteria to search within the search results.

Series	Sub-series	Record Title	Disposition	Date Added
Logistics	700A	General Logistics, Equipment, Supplies and Property accountability	0-6	4/14/2011 4:44:15 PM
Logistics	700A	General Logistics, Equipment, Supplies and Property accountability	6+	4/14/2011 4:44:15 PM

**Figure 7. ACRS – Search – Refined Results**

To start a new search, click **Return to Search Criteria** or **Search ACRS** on the left side of the screen, and then click **Reset Form**.

#### 4.3.3 Disposition Detail

1. Clicking on a record title in the search results list, as shown in Figure 7 above, will open a window that contains details about that Disposition.
2. The Disposition Details window gives more information than that provided on the ACRS summary search screen, as shown in Figure 8.
3. Click **Close** to return to the search results screen.

**DISPOSITION DETAILS**

To print Disposition Details, change your print preferences to print by Landscape.

Series	200
Sub-series	200A
Record Title	Installation Management and Field Organizations
Summarized Description	These records concern but are not limited to administrative and management functions of installations and responsibilities of installation commanders. The acquisition, jurisdiction, utilization, and disposal of real estate at military installations and facilities to include design, funding and awarding of administrative contracts and construction program. The maintenance and repair of real property, operation of utilities, plants, systems, fire prevention, protection and minor construction, management of natural resources and related facilities and engineering functions.
Description	<ul style="list-style-type: none"> <li>• Cemetery planning and visitor registers and reports</li> <li>• Financial institutions, tax negotiations, general correspondence</li> <li>• Installations maintenance, military construction projects and expelled or barred persons</li> <li>• Property studies, acquisition and inventories, record cards and drawings</li> <li>• Real Estate management files, claim controls</li> <li>• Construction projects, inspections, surveys, studies</li> <li>• Rentals, leasing and contracts</li> </ul>
Duration	0-6

**Figure 8. ACRS – Record Sub-series Details**

4. ACRS Systems Administrators will also see an **Edit** button on this screen, shown in Figure 9, so that they may edit the Disposition Details.

	<ul style="list-style-type: none"> <li>• Small purchases and modifications, tax exemption certificates, Equal Employment Opportunity (EEO) surveillance and visits</li> <li>• Requisitions references, registers, property, Memorandum receipt jackets</li> <li>• Personnel Identifier (PID) files, locator records, technical escort files, support unit records</li> <li>• Storage facilities plans, reports, surveillance, layouts and registers</li> </ul>
Duration	0-6

**Figure 9. ACRS – Record Disposition – ACRS Administrators**

5. If an administrator clicks the **Edit** button, the **Edit Disposition** screen is displayed, as shown in Figure 10.

**EDIT DISPOSITION**

Field	Original Value	New Value
Category:	200	200
Sub Category:	200A	200A
Name:	0-6	0-6
Summarized Description:	These records concern but are not limited to administrative and management functions of installations and responsibilities of installation commanders. The acquisition, jurisdiction, utilization, and disposal of real estate at military installations and facilities to include design, funding and awarding of administrative contracts and construction program. The maintenance and repair of real property, operation of utilities, plants, systems, fire prevention, protection and minor construction, management of natural resources and related facilities and engineering functions.	These records concern but are not limited to administrative and management functions of installations and responsibilities of installation commanders. The acquisition, jurisdiction, utilization, and disposal of real estate at military installations and facilities to include design, funding and awarding of administrative contracts and construction program. The maintenance and repair of real property, operation of utilities, plants, systems, fire prevention, protection and minor construction, management of natural resources and related facilities and engineering functions.
Description:	<ul style="list-style-type: none"> <li>• Cemetery planning and visitor registers and reports</li> <li>• Financial Institutions, tax negotiations, general correspondence</li> <li>• Installations maintenance, military construction projects and expelled or barred persons</li> <li>• Property studies, acquisition and inventories, record cards and drawings</li> <li>• Real Estate management files, claim controls</li> <li>• Construction projects, inspections, surveys, studies</li> <li>• Rentals, leasing and contracts</li> </ul>	<pre>&lt;ul&gt;&lt;li&gt;Cemetery planning and visitor registers and reports&lt;/li&gt;&lt;li&gt;Financial Institutions, tax negotiations, general</pre>

**Figure 10. ACRS – Edit Disposition – ACRS Administrators**

- When finished making changes to the disposition description, click **Submit**. If the update was successful, the message **Updated Successfully** is displayed.

### 4.3.4 Search Crosswalk

To access the ACRS Crosswalk that maps former RRS-A Record Instructions to the new ACRS Series and Sub-series categorizations, click on the **Search** tab and then click on **Search Crosswalk** on the menu on the left side of the Search screen.

The Quick Reference-Crosswalk lists Record Series that will display Sub-series when clicked. Clicking on a Sub-series will display a list of the previous Record Instruction numbers that now fall under a particular ACRS Sub-series. The Record Instruction numbers are links that will display the Record Instruction Details when clicked. To return to this area after navigating to the Detailed Reference-Crosswalk, click **Quick Reference-Crosswalk** in the blue navigation bar

The **Detailed Reference-Crosswalk**, accessible by clicking on the title in the blue navigation bar, displays a search screen that will allow you to search for a record's new Series and Sub-series number. You may search by entering data in **Old Record Number** or **Prescribing Directive** and then clicking **Get Crosswalk**. You may also select a Record Series, Sub-series, and Duration from the drop-down lists, and click **Get Crosswalk** to see a list of all Record Numbers that now fall under a particular Sub-series.

### 4.3.5 List Updated Record Series

To access the list of updated Record Series, click on the **List/Export** tab on the left menu. This screen allows users to see which record series have been modified. The list includes the Sub-series, Record Title, and Date Updated, as shown in Figure 11. Details concerning the Record Sub-series are available by clicking on the **Record Title**. You may also export the entire list by clicking on **Export PDF** or **Export XML**, depending on your file type preference. To return to this area after navigating to the Export Record Category List, click **List Updated Record Instructions** in the blue navigation bar.

The screenshot shows the ARIMS web application interface. At the top, there is a header with the ARIMS logo and the text 'U.S. ARMY Army Records Information Management System'. Below the header is a navigation bar with 'HOME', 'SEARCH', and 'HELP' tabs. The main content area is titled 'LIST UPDATED RECORD INSTRUCTIONS' and includes a sub-navigation bar with 'List Updated Record Instructions' and 'Export Record Category List'. The main content area contains a table with the following data:

Sub-series	Record Title	Date Updated
7005	Transportation & Travel, Surface Transportation, Motor Transportation & Air Travel	9/21/2012 4:56:03 PM

Below the table are two buttons: 'Export PDF' and 'Export XML'.

Figure 11. ACRS – List Updated Record Series

### 4.3.6 Export Record Category List

1. To create a PDF or XML format list of the records in a specified record category, click the **List/Export** tab on the menu on the left side of the Search screen and then click **Export Record Category List** in the blue navigation bar to display the Export Record Category List screen, as shown in Figure 12.

**Figure 12. ACRS – Export Record Category List**

2. Select the record category, and use the radio buttons to specify whether the list is to be sorted by number or description. Then specify how the print category information is to be listed, and whether the output is to be in PDF or XML format. When you are finished, click **Submit** to create the PDF or XML document.

## 4.4 Logging into ARIMS/ARIMS-C

To log into ARIMS/ARIMS-C from the homepage using your Common Access Card (CAC), click **Login with CAC**.

The CAC option is not available on the ARIMS-C site; you must enter your AKO-S Username and Password, and then click **Sign into ARIMS**.

To exit ARIMS/ARIMS-C, click on the **Logout** link at the top right of the ARIMS site banner. This will close your current session and return you to the ARIMS/ARIMS-C Homepage.

#### 4.4.1 New User Registration

To use much of the functionality within ARIMS/ARIMS-C, new users must register for access and security privileges. During the registration process, a relationship or hierarchy is determined for the applicant relative to unit, office symbol, corresponding records management officials, assigned Records Holding Area (RHA), and unit chain of command records management policy, guidance, and direction.

To gain access to ARIMS/ARIMS-C, you must request an ARIMS/ARIMS-C user account. You can register for an account by clicking the **Go to the AKO/AKO-S** site link to start the registration process. On the AKO/AKO-S login page, click **Sign up**, as shown in Figure 13.

Upon registration, all new users are granted an AO level of access to the system. To change to another user level, a records management official must authorize your new level of responsibility. When the registration process is complete, you can then log into ARIMS/ARIMS-C.

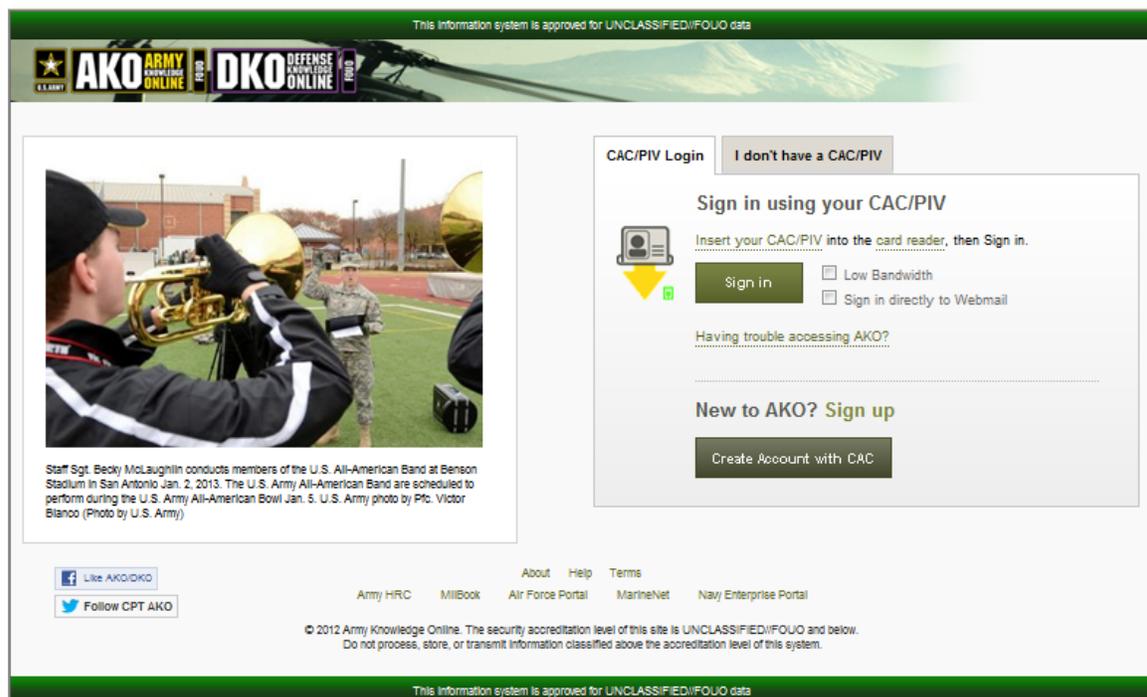


Figure 13. AKO Homepage

#### 4.4.2 New ARIMS/ARIMS-C User Registration not Requiring Sponsorship

The following user categories (as provided by AKO/AKO-S) do not require sponsorship to register in ARIMS/ARIMS-C:

Active Army  
Army National Guard

Individual Ready Reserves  
Department of the Army (DA) Civilian

Army Reserves

Non-appropriated Funds (NAF) DA Civilian

To register in ARIMS/ARIMS-C, from the Homepage, click **Login with CAC**. The CAC login option is not available on the ARIMS-C site so users must use their AKO-S username and password.

1. The first time you log in, the **User Profile** screen appears; To return to your User Profile page after logging in, click on the **My Account** tab.
2. Review your user information as supplied by AKO/AKO-S.
3. Enter your telephone, DSN, and fax numbers in the applicable boxes. Only the telephone is required.
4. Click **Submit** when you are finished making changes.

#### 4.4.3 Accounts Requiring Sponsorship

ARIMS/ARIMS-C uses the sponsorship process to obtain and track valid unit assignments for certain categories of eligible users, grant them the proper level of access, and identify where records submitted by them belong.

The following user categories (provided by AKO/AKO-S) require sponsorship in order to use ARIMS/ARIMS-C:

- Army Contractor
- DoD Civilian
- US Navy
- US Coast Guard
- Federal Civilian Agency
- USMA Cadet
- ROTC Cadet-Contracted
- ROTC Cadet-Not Contracted
- Local National Employee
- US Air Force
- US Marine Corps
- Army Volunteer
- Homeland Security
- Initial Entry Recruit
- Foreign Officer

**NOTE:** Sponsors for applicants in one of the above categories must verify that the applicant creates, maintains, uses, and/or manages Army records.

The requirements for an ARIMS/ARIMS-C sponsor differ from those needed to obtain an AKO/AKO-S account. An ARIMS/ARIMS-C sponsor must:

- Be registered in AKO/AKO-S under the same UIC where records you submit to ARIMS/ARIMS-C are to be assigned. ARIMS/ARIMS-C will be using your sponsor's UIC for your UIC.
- Be authorized to grant the applicant privileges to submit, retrieve and open/read the records within ARIMS/ARIMS-C commensurate with his/her approved ARIMS/ARIMS-C access level (for example, AOs can read all records within their UIC/unit level, except those subject to the Privacy Act).

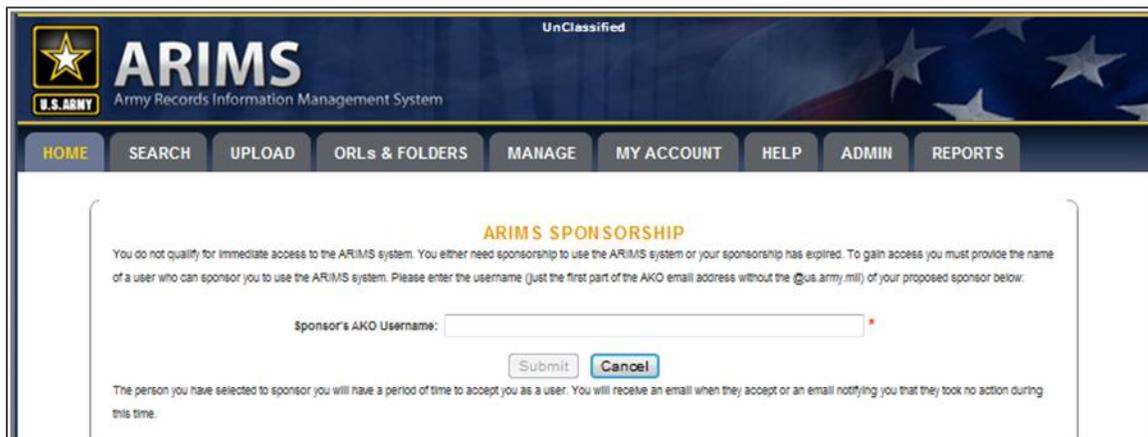
- Possess a "Full" account in AKO/AKO-S. These include Active Army (AA), Army Reserves (RE), National Guard (NG), Dept of the Army Civilian (DA), or Non-appropriated Funds DA civilian (NF).

An ARIMS/ARIMS-C sponsor does not need to be:

- Currently registered in ARIMS/ARIMS-C, although this is highly recommended.
- The user's AKO/AKO-S sponsor
- A Contracting Officer Representative (COR)

### To request an ARIMS/ARIMS-C sponsorship:

1. Use the ARIMS homepage to log in with your CAC or your AKO-S username and password, and then click the **Sign into ARIMS** button. If you do not have access to ARIMS/ARIMS-C, a pop-up window, shown in Figure 14, will be displayed.



**Figure 14. ARIMS/ARIMS-C Registration – Sponsorship Request**

2. Enter the AKO/AKO-S username of a valid ARIMS/ARIMS-C sponsor, for example: john.a.doe.
3. Click **Submit**.
4. An email requesting sponsorship will be sent to the individual whose AKO/AKO-S username was entered in Step 2.
5. When the sponsor completes the online sponsorship agreeing to the terms and conditions of sponsoring you as an ARIMS/ARIMS-C user, you will receive an email notification that your account has been activated.
6. After activation of the sponsored account, users must enter or select an office symbol for their user profile upon first login. As part of the activation process,

only the UIC is inherited for the user, but not the office symbol.

7. If you attempt to log in before your sponsor has completed the online sponsorship, you will receive a notice that the account is not active, and you will be returned to the **ARIMS Sponsorship** screen.

#### 4.4.4 Request a New Sponsor

Users have the capability to change a sponsor by clicking **Request New Sponsor** on the User Profile page. The User Profile page will appear, as shown in Figure 15.

The screenshot shows the ARIMS/ARIMS-C user interface. At the top, there is a navigation bar with the ARIMS logo and the text 'Army Records Information Management System'. The user is logged in as Tamara McCaughey, Unit: US AHS-W313AA. The main content area is titled 'MY ACCOUNT > MY ACCOUNT OVERVIEW'. On the left, there is a sidebar with 'My Account Overview', 'My Contact List', and 'My Favorites'. The main content area is titled 'USER PROFILE' and contains the following information:

- Username: john.doe
- Army Account Type: CO
- User Class: SA
- UIC: W313AA
- Unit Name: US AHS
- Office Symbol: AAHS-CH
- Grade: [blank]
- First Name: John
- Middle Name: [blank]
- Last Name: Doe
- Address: 7701 Telegraph Road, VA 22315
- AKO Email Address: [blank]
- Telephone: [blank]
- DSN Telephone: [blank]
- Fax: [blank]
- Approval Date: 1/9/2013 1:16:38 PM
- Sponsor Username: ihgdxhook

At the bottom of the user profile, there is a button labeled 'Request New Sponsor'. On the right side of the page, there is a 'Records Managers' section with a list of records managers, each with their name, HQDA, email address, and phone number.

Figure 15. ARIMS/ARIMS-C Registration – Request New Sponsor

You are then taken to the ARIMS Sponsorship page.

#### 4.4.5 Expiration of Sponsored Account

ARIMS/ARIMS-C must reconfirm the eligibility of sponsored users annually to ensure that 1) the sponsor is still valid, 2) the user is still working for the Army, and 3) the user is still located at the same UIC. Sponsored accounts remain active for one year. 30 days before the account expires, an Alert appears on the Homepage.

If a sponsored user attempts to log in to ARIMS/ARIMS-C after a year, he/she will receive a notice that the account has been deactivated, and will be returned to the ARIMS Sponsorship screen.

To reactivate an expired sponsored ARIMS/ARIMS-C account, follow the instructions for requesting a new account in Section 4.4.3. If you attempt to log in before your sponsor has completed the online sponsorship, you will be returned to the ARIMS Sponsorship page.

#### **4.4.6 Ineligible Accounts**

The following user categories (provided by AKO/AKO-S) are not eligible to register in ARIMS/ARIMS-C, since they do not create, maintain, use, and/or manage Army records:

- Army Retired
- Medical Retired
- Medical Discharged
- DA Civilian, Retired
- Family Member
- Administrative Contractor (AKO/AKO-S)

## 5 ARIMS/ARIMS-C Advanced Functionality

ARIMS/ARIMS-C advanced components are those available only to registered users of ARIMS/ARIMS-C. The Upload, ORLs & Folders, Manage, and Reports pages make up this section of ARIMS/ARIMS-C. Advanced functionality also refers to components only available to Systems Administrators.

### 5.1 Home

The homepage you see after logging in provides information and access to Alerts, Login Options, Favorites, My Sponsorship, Manage Approvals, and References.

#### 5.1.1 Alerts

This area provides information about pending approvals.

#### 5.1.2 Login Options

The Login Options area allows you to log in to a specific unit that you have access to.

#### 5.1.3 Favorites

This area provides links to the pages and areas that you set up as your favorites. To add favorites, click the **+ Favorites**, located on the right hand side of an area and as shown in the red circle of Figure 16.

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

**ARIMS**  
Army Records Information Management System

HOME SEARCH UPLOAD **ORLS & FOLDERS** MANAGE MY ACCOUNT HELP ADMIN REPORTS

ORLS & FOLDERS > OFFICE RECORDS LIST > CREATE ORLS > CREATE FROM SCRATCH

Office Records List

ORL Library

Proposed ORLs

Folders

**CREATE AN OFFICE RECORDS LIST FROM SCRATCH**

Create ORLs | List ORLs  
Reorganize ORLs | ORL Report

Create from Scratch | Create by Copying | Create from Library

Create an ORL from Scratch by selecting the Office Symbol, enter the name or title of the ORL in the Office Records List text box, and select the ORL Year. Then, click the Create ORL button. After creation is complete, the ORL can be updated to add record series and retention periods.

**Note:** If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.

US AHS - W313AA

Office Symbol: AAHS-CH

Name: \*

Year: 2013

Create ORL

**Figure 16. Adding Favorites**

### 5.1.4 My Sponsorship

This box shows you how long you have until your sponsorship expires. It also has a link to the sponsorship site where you may request a renewal of your sponsorship.

### 5.1.5 Manage Approvals

This box contains links to individual ORLs, Sponsorships, and Other Items Requiring Your Approval. You may click on any of the titles to open the item to then Approve, Disapprove, or Add Record Series to checked items.

### 5.1.6 References

The links in this box will take you to reference documents that you may also access through the Help page.

## 5.2 Search

The Search page allows you to perform the same searches you can execute without logging in, as well as two others, Search for Records and Admin Search.

### 5.2.1 Search for Records

This page allows users to search for records in the Master Index. The master index contains information on all Army records being maintained at RHAs worldwide and in the AEA.

Registered ARIMS/ARIMS-C users may search for Army records using the Master Index Search. A user may search for official Army records, view listings of search results, view metadata (from the Master Index) for specific records in the search results listings, and view the actual contents of the records (from the AEA), if permissions allow access to the electronic records. If permissions do not allow access, or the record exists only in hard copy form, the record must be requested. See Section 5.5.7 for how to request records.

Unless otherwise authorized, no record, record report, or list of records is made available to persons or organizations who are not the creator and or owner of the record, or responsible for its maintenance or disposition.

Users may experience temporary delays in finding/accessing records in the AEA. This is caused by two factors: ARIMS/ARIMS-C must process the electronic files to determine owner, unit, and ACRS/RRS-A instruction for the record, and the full-text indexing engine must scan the electronic files. If a successfully transferred record cannot be located within 24 hours, submit an inquiry using the ARIMS/ARIMS-C Online Help Desk.

To begin a search for records, click on the **Search** tab, and then click **Search for Records** on the left menu. The Master Index Search form is shown in Figure 17. You may search using any combination of the fields available by way of the Master Index Search.

UnClassified Logged In As: Jonathan Davlin, Unit: US AHS-W313AA | Log Out

U.S. ARMY ARIMS Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

SEARCH > SEARCH FOR RECORDS > SEARCH FOR RECORDS

SEARCH ACRS

Search Crosswalk

Search for Records

Admin Search

List / Export

**RECORDS SEARCH — FIND RECORDS IN THE ARIMS MASTER INDEX**

You may search using any combination of the fields below. If no text is entered in the Subject field, the folder and document check boxes are ignored. If text is entered in the Subject field, the folder and document check boxes are included together. All other fields are integrated when text is entered. If Record Type is used and the All check box is not checked, you cannot search on the Event and Calendar, nor the Permanent and Time-based options at the same time. If the Date Submitted Range is used, it must contain a beginning date, but the ending date is optional. You cannot enter an ending date without a beginning date.

ACOM/ASCC/DRU: HQDA

Unit: US AHS - W313AA

Office Symbol: AAHS-TES-TNG

Record Media Type: What's this?

All Records  Electronic Records  Hardcopy Records

Search In:  Folder  Document Subject: All of the words entered

Keyword(s): All of the words entered

Record Number:

Special Collection:

Vital Records:  No  Yes

Date Submitted Range: through: (mm/dd/yyyy)

2011 & Earlier Criteria

Record Instruction Category:

Record Instruction Title: All of the words entered

Record Type: What's this?  Event  Calendar  Permanent  Time Based  All

Privacy Act Number:

Disposition Authority:

Prescribing Directive:

2012+ Criteria

Record Series:

Sub-series:

Duration: ?

Privacy Act Number:  NA  Yes

Submit Search

Figure 17. Search for Records

### 5.2.1.1 Search Form Fields and Options

The Search Records page provides a way to search for particular records using various types of data. The page is broken down into four sections as described below.

#### 1. ACOM/ASCC/DRU

- Select an ACOM/ASCC/DRU, unit, and or office symbol from the drop-down lists to narrow the search.

## 2. Record Media Type

- Click the **Electronic Records** or **Hardcopy Records** radio button to search for a particular record media type, or use the default All Records to search the whole index.
- Use the **Search In** checkboxes to specify whether to search in folders, documents, or both, and provide a subject for the document you are seeking. Use the pull-down to specify whether to search for any of the words, all of the words, or for the exact phrase.
- Use the **Keyword** field to enter one or more words to search for in the database (metadata) and in the actual documents in the AEA. Use the pull-down to specify whether to search for any of the words, all of the words, or for the exact phrase.
- Use the **Special Collection** pull-down to select a Special [Records] Collection.
- Click the No or Yes radio button to indicate **Vital Records**.
- Enter the date range for when the record was submitted in the text fields for **Date Submitted Range**.

## 3. 2011 & Earlier Criteria

- Use the **Record Instruction Category** pull-down to select an RRS-A Category.
- Use the **Record Instruction Title** field to enter a title. This field is similar to the Keyword field, but searches only Record Instruction Titles – not all fields in the database, and not documents in the AEA.
- Select a **Record Type** using the checkboxes for Event, Calendar, Permanent, or Time Based to search for a particular record media type, or use the default All to search all types.
- Use the **Privacy Act Number** field to select records with a designated Privacy Act number.
- Use the **Disposition Authority** field to select records with a designated disposition authority.
- Enter a **Prescribing Directive** to select records with a designated Army Regulation, Pamphlet, or other prescribing directive number.

## 4. 2012+ Criteria

- Use the **Record Series** pull-down to select a Record Series.
- Use the **Sub-series** pull-down to select a Sub-series.
- Use the **Duration** pull-down to select a Duration/Disposition.
- Select NA or Yes to indicate whether it has a **Privacy Act Number**.

When you are finished specifying criteria for your search, click the **Submit** button.

1. When ARIMS/ARIMS-C completes processing the query, results are returned as shown in Figure 18. If you have access permission to view an electronic record

within the result set, the folder subject will be an active link and no checkbox will be present.

The screenshot shows the ARIMS interface. At the top, there is a navigation bar with the ARIMS logo and the text 'Army Records Information Management System'. Below the navigation bar, there are several tabs: HOME, SEARCH, UPLOAD, ORLs & FOLDERS, MANAGE, MY ACCOUNT, HELP, ADMIN, and REPORTS. The main content area is titled 'SEARCH > SEARCH FOR RECORDS > MASTER INDEX SEARCH RESULTS'. On the left side, there is a sidebar with search options: Search ACRS, Search Crosswalk, Search for Records (selected), Admin Search, and List / Export. The main content area displays 'MASTER INDEX SEARCH RESULTS' with a 'Return to Search Criteria' button. Below this, there is a table with the following data:

<input type="checkbox"/>	Folder Title	Created By	Created Date	Record Type	Status	Freeze Code (\$)
	ECSAGM Archive Submission Message v.3	john.doe	8/23/2006 4:19:35 PM	Email	Opened	Show
	ECSAGM Archive Submission Message v.3	john.doe	8/23/2006 4:25:35 PM	Email	Opened	Show
	ECS documentation for review	john.doe	9/7/2006 3:12:20 PM	Email	Opened	Show
	Mount Weather Update	john.doe	9/20/2006 11:36:57 AM	Email	Opened	Show
	AKOAR/MSAccessCodes.doc	john.doe	9/26/2006 4:27:32 PM	Email	Opened	Show

Figure 18. Search for Record – Search Results

2. If a record listed in the **Search Results** screen is a hard copy record, or if you have permission to view an electronic record listed in the screen, click on the **Folder Title** link to see the record details. For electronic records, you may then view the file by clicking on the document title at the bottom of the screen. As shown in Figure 19.

**FOLDER DETAILS**

This screen allows you to view folder details, edit folder details, create an AO folder for a hard copy folder, print barcode labels for an AO folder and edit AO folder details.

Folder Title:	Weekly Report 06.xls
Record Type:	Email
Location:	NA
RHA:	CFA
UIC:	W313AA
Unit Name:	US AHS
Office Symbol:	AAHS-CH
Record Number:	1aa1
Retention Period:	1
ACRS Record Title:	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.
Disposition Authority Number:	GRS 1, Item 18
Prescribing Directive Number:	None
Created by:	john.doe...
Create Date:	5/17/2007 11:29:37 AM
Close Date:	Not Closed
Privacy Act:	OPM GOVT-1 OPM GOVT-2
Special Collection:	
Vital Record:	No

No freeze codes have been assigned to the above folder.

Subject	Format	Date Filed or Email Sent	Author	Email Recipient	Electronic Signature	Encrypted
Weekly Report 06.xls	Email	5/17/2007 3:25:45 PM	john.doe...		N/A	N/A

**Figure 19. Search for Records – Folder Details for Electronic Record**

- If you do not have permission to view an electronic record stored in the AEA, or your results include hard copy records, a check box will be displayed. Use the check box to request access to the electronic record from the originating organization, or to retrieve the hard copy record from an RHA.

## 5.2.2 Record Requests

### 5.2.2.1 Requesting Records

You can request access to records, either hardcopy or electronic, using the Search for Records. Use the Search Results, to find the records you wish to see.

Records that are checked in and available to request will have a checkbox next to them. Select the available records you wish by clicking the checkbox next to the records you wish to access and then click **Request Records** at the bottom of the page. The Submit Records Request page then appears, allowing you to specify type and priority, add a

justification description and date required, or make changes to the request, as shown in Figure 20.

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

**ARIMS**  
Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

SEARCH > SEARCH FOR RECORDS > RECORDS REQUESTS

SEARCH ACRS

Search Crosswalk

Search for Records

Admin Search

List / Export

**SUBMIT RECORDS REQUEST**

Use this screen to submit a records access request. Select the request type and priority then click **Request Records**. You may also specify a date after which this request would become invalid. If no date is specified, the request will sit in the queue until it is approved or denied.

Request Type:

Request Priority:

Expiration Date:

Description:

Cancel Request Request Records

You may remove items from the request using the table below. Select the items that you do not want and click **Delete Selected Records from Request**.

<input type="checkbox"/>	Record Subject	Owner	Creation Date	Record Type
<input type="checkbox"/>	600k Environmental support group case files	john.doe	8/11/2010 9:01:00 AM	Hardcopy
<input type="checkbox"/>	600k Environmental support group case files	john.doe	8/11/2010 9:01:00 AM	Hardcopy

Delete Selected Records from Request

**Figure 20. Search for Records – Submit Records Request**

1. After completing all required fields and any other information you wish, click **Request Records** to send the request to the records manager/records authority for processing. The My Requested Records page is then displayed, showing the status of your requests. See Figure 21.

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

ARIMS Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS **MANAGE** MY ACCOUNT HELP REPORTS

MANAGE > RECORDS REQUESTS > REQUESTS FOR RECORDS I HAVE MADE

Manage Access **MY REQUESTED RECORDS**

Manage Sponsorships Requests for Records I Have Made | Records Requested of Me by Others

Manage Hardcopy

Records Requests

Below are the records to which you have requested access. Once access has been granted, the name will become a clickable link allowing you to see the record details. The Clean Requests button will remove all expired and denied requests.

Status	Record Subject	Folder Owner	Request Date	Record Type
No Action	HQDA Annual PA report Section 3	john.doe	1/28/2013 2:14:59 PM	Electronic

Clean Requests

**Figure 21. Search for Records – My Requested Records**

To return to the My Requested records page at any time, go to the Manage tab and click on Records Request on the left menu. See Section 5.5.7, Records Requests.

### 5.2.3 Admin Search

This page can be used to search for users by their ACOM/ASCC/DRU, Unit, Office Symbol, name or part of the name, role or account status. You may also search for units by ACOM/ASCC/DRU.

#### 5.2.3.1 User List Search

1. To create a list of users, click the **Search** tab from the upper navigation menu, then click **Admin Search** in the left menu, and then click **User List Search** in the blue navigation bar to display the screen shown in Figure 22. **Error! Reference source not found. Error! Reference source not found. Error! Reference source not found.** You can search for specific people by using the **Search By** field – options are *First*, *Middle*, *Last*, or *Any* name. You can also specify whether the list is to include: all users, or only those whose account status is Active, Inactive, or Expired, etc. You can also specify the roles of the users to be included on the list.
2. Search for users by specifying an ACOM, Unit, Office Symbol, name or partial name, role, or account status.
3. Click **Submit** and the requested list is displayed.

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

**ARIMS**  
Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

SEARCH > ADMIN SEARCH > USER LIST SEARCH

Search ACRS

Search Crosswalk

Search for Records

Admin Search

List / Export

**USER LIST SEARCH**

User List Search | Unit List Search

This page can be used to search for users by their ACOM/ASCC/DRU, Unit, Office Symbol, name or part of the name, role or account status. The User List displays all registered users at their default Office Symbol of an UIC within your chain of command. This list is helpful in finding users within an organization and viewing/editing information about a particular user.

ACOM/ASCC/DRU: HQDA

Unit: US AHS - W313AA

Office Symbol: AAHS-CH

Search By: First Name

Account Status: All

Role: All

Submit

Figure 22. Search – User List

### 5.2.3.2 Unit List Report

1. To create a list of units, click the **Search** tab from the upper navigation menu, then click **Admin Search** in the left menu, and then click **Unit List Search** in the blue navigation bar to display the screen shown in Figure 23. **Error! Reference source not found.**

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

**ARIMS**  
Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

SEARCH > ADMIN SEARCH > UNIT LIST SEARCH

Search ACRS

Search Crosswalk

Search for Records

Admin Search

List / Export

**UNIT LIST SEARCH**

User List Search | Unit List Search

This page can be used to search for units by ACOM/ASCC/DRU.

ACOM/ASCC/DRU: All

UIC Filter:

Unit Filter:

Submit

### Figure 23. Search – Unit List

2. Select an ACOM from the drop-down list.
3. Please review below for instruction on using the UIC Filter and Unit Filter in the Unit List Report.
  - a. **UIC Filter:** The UIC Filter allows a User to narrow a Unit List search by inputting combinations of letters and numbers that are associated with actual UIC codes. This allows the search results to be narrowed down to a more specific set of results.
  - b. **Unit Filter:** The Unit Filter allows a User to narrow down the search results for a Unit List search by inputting a Unit Name, keywords, or any combination of letters, in order to narrow the results of a particular Unit List search.

## 5.3 Upload

The **Upload** page is the main entry point for uploading all electronic records and is accessed by clicking on the tab titled **Upload**. The **Upload** page is divided into two areas, **Bulk Upload** and **Document Upload**. Both may be accessed by clicking on the appropriate item in the left menu.

Electronic records uploaded through ARIMS/ARIMS-C must be filed in an existing folder. To create an ORL for document filing, follow the instructions in Section 5.4.1.1.

*Note: The document/file size limit in the Electronic Document Upload is 4 Megabytes. There is no size limit for documents that are uploaded using the BAT.*

### 5.3.1 Bulk Upload

The Bulk Archive Tool (BAT) can be used to upload multiple documents into the Army Electronic Archive (AEA) and to enter those documents into the ARIMS system. The way that the BAT was designed to operate is to have certain files associated with the BAT application downloaded onto your computer and to then interact with remote files. It is important to note that if you do not have a secure internet connection, you cannot use the BAT. When a user elects to use the BAT application, the necessary BAT files will be automatically installed on the user's computer with user approval if:

1. The BAT has never been installed on his/her computer previously, or
2. The BAT has been upgraded since you last used it.

*Note: If you do not have a secure internet connection, you cannot use the BAT.*

For an overview of how to use the BAT, please see the step-by-step instructions for how to use the BAT below:

1. To upload multiple documents, click **Bulk Upload** in the left menu. The Bulk Archive Tool screen appears, as shown in Figure 24.

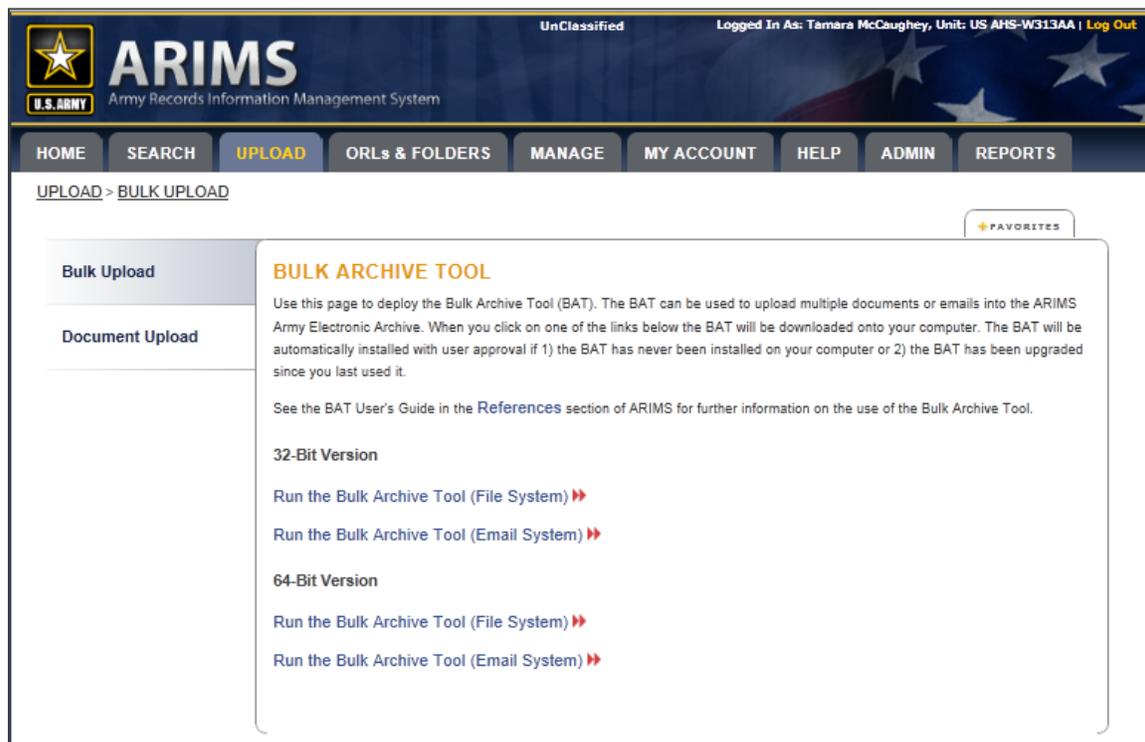


Figure 24. Upload – Bulk Archive Tool Page

2. Click the **Run the Bulk Archive Tool** link. If the BAT has never been installed on your computer, it will automatically install it with user approval. If your current installation is out of date, it will update the installation. If your installation is current, it will open the BAT for you to begin uploading files.
3. The BAT will setup all of the electronic folders that you created on an individual/shared drive that you designate the first time it is run. You may also setup the electronic folders in your Email System using the BAT. Subsequent executions of the BAT will upload an exact copy of any document/files that were placed into the electronic folders having *Long-term* (6+) retention and Permanent Record Instructions. The copy remaining on your individual/shared drive or in the Email System becomes a reference copy and should not be kept longer than the record copy in the ARIMS AEA. The BAT will also check the folder setup and add any new ones that were created or remove any folders that were deleted on the designated individual/shared drive. Folders may only be deleted if there are no records stored in them.

See the *BAT User's Guide* in the **Help>References** section of ARIMS/ARIMS-C for more information on the use of the **Bulk Archive Tool**.

### 5.3.2 Electronic Document Upload

Note that the Unit Name and UIC are automatically displayed at the top of the Electronic Document Upload page. If you are a multi-hatted user and the Unit Name shown is not correct, return to the Main page and use the **Select Unit** drop-down menu to select a different Unit. Note: only documents with 6+ retentions can be uploaded in the ARIMS AEA

1. To upload a single electronic document, click on **Document Upload** in the left menu. The Electronic Document Upload page appears, as shown in Figure 25.

The screenshot shows the ARIMS (Army Records Information Management System) interface. At the top, it displays 'UnClassified' and 'Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out'. The navigation menu includes HOME, SEARCH, UPLOAD (highlighted), ORLs & FOLDERS, MANAGE, MY ACCOUNT, HELP, ADMIN, and REPORTS. The breadcrumb trail is 'UPLOAD > DOCUMENT UPLOAD'. On the left, a sidebar menu has 'Bulk Upload' and 'Document Upload' (selected). The main content area is titled 'ELECTRONIC DOCUMENT UPLOAD' and contains the following form fields:

- Office Symbol: AAHS-CH
- Office Records List: 2013 - PentChap Admin
- Record Series: 400 - Information Management
- Record Sub-series: 400A - Office Management, Management Information cont
- Duration: 0-6
- Folder: (empty)
- Path of File to Upload: C:\Users\tamara.mccaughey.ctr\Documents\SharePoint Drafts\ARIMS\_User (Browse...)
- Subject: User Guide
- Abstract: (empty text area)

An 'Upload Document' button is located at the bottom of the form. A red asterisk indicates a required field.

**Figure 25. Upload – Electronic Document Upload**

2. Select the appropriate **Office Symbol** and **Office Records List** for the document to be uploaded, which will trigger the page to provide additional drop-down lists.
3. Select the Record Series, Record Sub-series, Duration/Disposition, and Folder.

4. Specify the **Path of File to Upload** for the current location of the file to be uploaded and provide a Subject for the document. Space is provided for an optional abstract describing the document.
5. When completed, click the **Upload Document** button.
6. When the document has been successfully uploaded, a message will be displayed that summarizes the identifying data for the document.

## 5.4 ORLs & Folders

The ORLs & Folders page allows you to create an ORL for an office or unit, manage or create ORL libraries, view proposed ORLs, and create and manage folders. Some features may not be available to all users, depending on record ownership, rights, and privileges.

### 5.4.1 Office Records List

The ORL is tracked at the office symbol level. This process is accomplished by linking items from ACRS to the Office Symbol as a basis for the types of records that an office/unit will generate.

The use of an ORL is part of a unit's standard record-keeping procedures and can greatly reduce the amount of effort required to service and maintain official records. The ORL provides ARIMS/ARIMS-C key information about the types of records being created for a particular office symbol, such as when they were created (based on the year of the ORL), how long the records are to be maintained (based on ACRS), and when they are to be destroyed or deleted or retired to the National Archives.

When an ORL is created, it must be approved by the servicing records management officer/official before it can be used. Following approval for ORLs, several steps can take place. At this time and after approval, electronic folders will be set-up and the document upload process can begin. There are two options for document upload: the single document upload process and the Bulk Archive Tool (BAT) document upload. A set of barcode labels may be generated for the hard copy records. These barcode labels are to be placed on record folders and boxes for transfer or collection by records officials.

The Office Records List section of the menu allows you to create, list, view, rename, update, print, delete, and reorganize ORLs for Records Officials, as well as generate an ORL Report. See Figure 26.

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

**ARIMS**  
Army Records Information Management System

HOME SEARCH UPLOAD **ORLS & FOLDERS** MANAGE MY ACCOUNT HELP ADMIN REPORTS

ORLS & FOLDERS > OFFICE RECORDS LIST > CREATE ORLS > CREATE FROM SCRATCH

Office Records List

ORL Library

Proposed ORLs

Folders

**CREATE AN OFFICE RECORDS LIST FROM SCRATCH**

Create ORLs | List ORLs  
Reorganize ORLs | ORL Report

Create from Scratch | Create by Copying | Create from Library

Create an ORL from Scratch by selecting the Office Symbol, enter the name or title of the ORL in the Office Records List text box, and select the ORL Year. Then, click the Create ORL button. After creation is complete, the ORL can be updated to add record series and retention periods.

**Note:** If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.

US AHS - W313AA

Office Symbol: AAHS-CH

Name: \*

Year: 2013

Create ORL

Figure 26. ORLs & Folders – Office Records List

#### 5.4.1.1 Creating ORLs

Only one ORL may be created per office symbol, per year. There are three ways to create an ORL. You may create one from “scratch,” meaning you select each individual record series to add to your ORL, you may copy an existing ORL and add or delete series as needed, or Create an ORL from the Library.

##### 5.4.1.1.1 Creating an ORL from Scratch

1. Click the **ORLS & Folders** tab on the upper menu, then select **Office Records List**, then **Create ORLs** in the blue navigation bar, and then **Create from Scratch** in the yellow navigation bar.
2. Select the correct Office Symbol and ORL Year.
3. Type in a name for the new ORL.

*Note: It is highly recommended that the ORL name reflect the mission of the organization for which the ORL is being created. Keep in mind that others in your office/unit will be using the same ORL.*

4. Click the **Create ORL** button.

The newly created ORL is “empty” and must have record series added to it. To add record series from ACRS to your ORL, go to Section 5.4.1.5, Editing an ORL, for details.

#### ***5.4.1.1.2 Creating an ORL by Copying***

This feature is helpful for copying an ORL from one year to the next. All of the copied record series will retain the same status (Proposed or Approved) from the original ORL; note that series that were superseded or rescinded will not be copied; you must check ACRS to update them accordingly. You can still add series to the copied ORL; however, if you need to add a record series your ORL will return to draft status and you must submit as proposed to your Records Official. If you delete a records series from an approved ORL, your ORL will stay in an approved status.

***Note: If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unit name, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.***

1. From the ORLs & Folders>Office Records List page, click **Create ORLs**, then click **Create by Copy** in the yellow navigation bar. The **Create by Copy** screen appears, as shown in Figure 27.

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

**ARIMS**  
Army Records Information Management System

HOME SEARCH UPLOAD **ORLS & FOLDERS** MANAGE MY ACCOUNT HELP ADMIN REPORTS

ORLS & FOLDERS > OFFICE RECORDS LIST > CREATE ORLS > CREATE BY COPYING

Office Records List

ORL Library

Proposed ORLs

Folders

**CREATE AN OFFICE RECORDS LIST BY COPYING**

Create ORLS | List ORLS  
Reorganize ORLS | ORL Report

Create from Scratch | **Create by Copying** | Create from Library

US AHS - W313AA

Creating an ORL by copying a previous year ORL will copy all record series associated with it to the new ORL Name. Record Series can be added or removed after the new ORL is created.

**Note:** if you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.

Office Symbol: AAHS-CH

ORL from which to copy: 2011-AAHS-CH Office Files \*

Enter the name of the new ORL: \*

Year for New ORL: 2013

Copy Folders:

Create ORL

**Figure 27. ORLS & Folders – Create ORL by Copy**

2. Select the Office Symbol and the ORL from which to make a copy.
3. Enter the name for the new ORL and select the applicable year.
4. You must choose and select the **Copy Folders** option.
5. Finally, click the **Create ORL** button. If successful, an “ORL created” message box appears.
6. To add record series from ACRS to your ORL, go to Section 5.4.1.5, Editing an ORL, for details.

#### **5.4.1.1.3 Creating an ORL from a Library**

Users can create a new ORL by copying a pre-built ORL from the ORL Library. The ORLs in the library are created by records officials and are based on the type of unit for which records will be maintained.

1. From the ORLs & Folders>Office Records List page, click **Create ORLs**, then click **Create from Library** in the yellow navigation bar. The **Create from Library** screen appears, as shown in Figure 28.

ARIMS Army Records Information Management System

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

HOME SEARCH UPLOAD **ORLs & FOLDERS** MANAGE MY ACCOUNT HELP ADMIN REPORTS

ORLs & FOLDERS > OFFICE RECORDS LIST > CREATE ORLs > CREATE FROM LIBRARY

Office Records List

ORL Library

Proposed ORLs

Folders

RECORDS MANAGEMENT - CREATE ORL FROM LIBRARY

Create ORLs | List ORLs  
Reorganize ORLs | ORL Report

Create from Scratch | Create by Copying | **Create from Library**

Create a new ORL from Library allows users to add a group of predefined record categories to an ORL. Selecting one of the Libraries will add the record categories related to the Library to the ORL. Individual record sub-series can be added or removed after the ORL is created.

**Note:** If you need an ORL created for years prior to 2012, please ask your Records Officer to submit an online help desk ticket and include the following information: Unitname, UIC, Office Symbol, ORL Name, ORL Year, and a list of all old RRS-A record numbers (i.e. 1a, 105-6a, 25-400-2a, ect.) to be included. The old RRS-A record numbers can be located by using the Quick Reference-Crosswalk or Detailed Reference-Crosswalk under the ACRS tab.

US AHS - W313AA

Office Symbol: AAHS-CH

Office Records List: \*

ORL Year: 2013

Library Name	Description
<input type="checkbox"/> SART Motorpool	Maintenance Operations
<input type="checkbox"/> a	a
<input type="checkbox"/> ACRS BN S-1	Leave, passes, promotion packets, Active Duty awards, In/out processing, enlisted retirement cases
<input type="checkbox"/> ACRS Office Files	Files found in most offices: current employee manager files; job descriptions, TDY, military personnel files, civilian time and attendance files, staff visits, GPC CBO Accounts files, office operating

**Figure 28. ORLs & Folders – Create ORL from Library**

2. Be sure the Office Symbol is correct, enter a name for the new ORL, and select the year.
3. Then use the checkboxes to select a Library Name, and then click Create ORL at the bottom of the screen.

Newly created ORLs will be saved as a *Draft* ORL and may have other record series added or deleted from it. Once the ORL is completed, you must submit it as a *Proposed* ORL for approval by the appropriate records official.

*Note: You can only create one ORL per office symbol in a given year. ORLs are active for one year and need to be renewed/re-approved each year in order to print labels for hardcopy records and index e-records for the current year. This is by design to compute the record retention periods and calculate milestones (destruction, transfer, retirement to NARA, etc.) during the records lifecycle.*

#### 5.4.1.2 Listing ORLs

When you have generated a list of ORLs, you can then view a specific ORL, rename it, or update it.

1. To list ORLs, click **ORLs & Folders** tab on the upper navigation menu, click **Office Records List** in the left menu, then click **List ORLs** in the blue navigation bar. The **List of ORLs** page appears, as shown in Figure 29.

The screenshot displays the ARIMS (Army Records Information Management System) interface. At the top, it shows the ARIMS logo and the user's login information: "Unclassified" and "Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out". The navigation menu includes tabs for HOME, SEARCH, UPLOAD, ORLs & FOLDERS (selected), MANAGE, MY ACCOUNT, HELP, ADMIN, and REPORTS. Below the navigation menu, the breadcrumb trail reads "ORLs & FOLDERS > OFFICE RECORDS LIST > LIST ORLs". The left sidebar contains a menu with "Office Records List" (selected), "ORL Library", "Proposed ORLs", and "Folders". The main content area is titled "LIST OF ORLs" and features a "FAVORITES" icon. Below the title, there are links for "Create ORLs", "List ORLs", "Reorganize ORLs", and "ORL Report". A descriptive text states: "This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed." The form contains three dropdown menus: "ACOM/ASCC/DRU" with the value "HQDA", "Unit" with the value "US AHS - W313AA", and "Office Symbol" with the value "AAHS-CH". A "Submit" button is located at the bottom of the form.

**Figure 29. ORLs & Folders – List of ORLs Screen**

2. Select the ACOM/ ASCC/DRU, Unit, and Office Symbol, and then click **Submit** to generate the list, as shown in Figure 30.

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

**ARIMS**  
Army Records Information Management System

HOME SEARCH UPLOAD **ORLS & FOLDERS** MANAGE MY ACCOUNT HELP ADMIN REPORTS

ORLS & FOLDERS > OFFICE RECORDS LIST > LIST ORLS

Office Records List **LIST OF ORLS** FAVORITES

ORL Library

Proposed ORLs

Folders

Create ORLs | List ORLs  
Reorganize ORLs | ORL Report

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU: HQDA  
Unit: US AHS - W313AA  
Office Symbol: AAHS-FS

Submit

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
DMA FILES	2013	Approved	HQDA	US AHS	AAHS-FS
AAHS Security Files	2011	Approved	HQDA	US AHS	AAHS-FS

Edit Rename View/Print Submit as Proposed

**Figure 30. ORLs & Folders – List of ORLs**

Other functions are available to you once you have listed an ORL. To activate these functions, click on a specific ORL Name. When an ORL has been selected, the name is highlighted, and the **Edit, Rename, View/Print** buttons become active for Approved ORLs. If it is a draft ORL that you have permissions for, the **Submit as Proposed** and **Delete** buttons also becomes active.

#### 5.4.1.3 Viewing ORLs

List the ORLs as described above, and then click the **View/Print** button at the bottom of the page, as shown in Figure 31.

<b>ORL DETAILS</b>				
2013-PentChap Admin				
Office Symbol:		AAHS-CH		
ORL Name:		2013-PentChap Admin		
<input type="checkbox"/>	Record Sub-series	Record Number	Retention Period	Status
<input type="checkbox"/>	200A	200A	0-6	Proposed
<input type="checkbox"/>	200B	200B	0-6	Approved
<input type="checkbox"/>	200B	200B	6+	Approved
<input type="checkbox"/>	200B	200B	Perm	Approved
<input type="checkbox"/>	400A	400A	0-6	Proposed
<input type="checkbox"/>	600A	600A	0-6	Proposed
<input type="checkbox"/>	600B	600B	0-6	Proposed
<input type="checkbox"/>	600D	600D	0-6	Proposed
<input type="checkbox"/>	600E	600E	0-6	Proposed
<input type="checkbox"/>	700B	700B	0-6	Proposed
<input type="checkbox"/>	800C	800C	0-6	Proposed
<input type="checkbox"/>	800D	800D	0-6	Proposed
<input type="checkbox"/>	900A	900A	0-6	Proposed
<input type="checkbox"/>	900B	900B	0-6	Proposed

**Figure 31. ORLs & Folders – ORL Details – Draft ORL**

1. The **ORL Details** screen displays record series that currently exist in the ORL, and includes relevant details on each instruction. The **Status** column displays the Status of the instruction – *Proposed* or *Approved*.
2. You can delete *Proposed* record sub-series if they are not needed in the ORL. *Approved* instructions can only be deleted by records officials or by sending a request to the ARIMS Online Help Desk. *Approved* series can only be deleted if there are no folders or records indexed in the system against them.
3. To display more details about a particular record sub-series, click the record title. The display is the same record sub-series detail page described in ACRS. From this detail view, you may return to your ORL list or you can view the selected ORL sub-series using the page numbers at the top left and bottom left of the page.

#### 5.4.1.4 Renaming ORLs

List the ORLs as described in 5.4.1.2, and then click the name of the ORL you wish to rename.

1. Click the **Rename** button at the bottom of the page. The following screen, shown in Figure 32, will be displayed, where you can enter the new name for the ORL.

**RECORDS MANAGEMENT - RENAME ORL**

Enter the new name for the ORL (without a numeric year) and click on the Submit button to rename the ORL. An ORL may be renamed by anyone within the Office Symbol. Please remember that there is only one ORL per Office Symbol.

US AHS-W313AA

Office Symbol: AAHS-CH

Office Records List: 2013 - PentChap Admin

New Office Records List Name:  \*

**Figure 32. ORLs & Folders – Rename ORL**

2. After you click **Submit**, the List of ORLs will be displayed, including the newly-renamed ORL.

#### 5.4.1.5 Editing ORLs

Use the Edit ORL function to add record sub-series to a new or to modify an existing ORL.

**NOTE: If you add record sub-series to an Approved ORL, the ORL will become a Draft again. The record sub-series must be submitted as Proposed, and when approved, the ORL also becomes Approved.**

1. List the ORLs.
2. Click the name of the ORL you wish to update to highlight it.
3. Click the **Edit** button.
4. The next screen takes you to a view of the sub-series that are currently listed on your ORL.
5. To remove sub-series from the ORL, use the checkboxes to select specific records to be removed, and then click **Remove**.

**NOTE: Remember that others may share an ORL. Be careful when deleting a Proposed record sub-series, as it may have been added by someone in your unit who is authorized to create that type of record.**

6. To make additions to the ORL, click **Add Record Instructions** to search for records series to add to the ORL. This option displays the Search Army Consolidated Records Schedule (ACRS) Instructions page, shown in Figure 33, which provides the same options and functionality as in the ACRS search for finding series to add to your ORL.

### SEARCH ARMY CONSOLIDATED RECORDS SCHEDULE (ACRS) INSTRUCTIONS

You may search by Keyword, Regulation Number, or Record Series, combined with Record Type. To start a new search, click the **Reset Form** button. If you choose to browse the Record Series, you can sort the list either by number or description.

[Return to Update Page](#)

ORL Name: PentChap Admin

<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Search by Keyword</b></p> <p>Keyword: <input style="width: 90%;" type="text"/></p> <p><input checked="" type="checkbox"/> Search within Record Series</p> <p><b>Browse by Record Series</b></p> <p>Record Series: <input style="border-bottom: 1px solid #ccc; border-top: 1px solid #ccc; border-right: 1px solid #ccc; border-left: 1px solid #ccc;" type="text"/> ▼</p> <p>Sub-series: <input style="border-bottom: 1px solid #ccc; border-top: 1px solid #ccc; border-right: 1px solid #ccc; border-left: 1px solid #ccc;" type="text"/> ▼</p> <p>Duration: <input style="border-bottom: 1px solid #ccc; border-top: 1px solid #ccc; border-right: 1px solid #ccc; border-left: 1px solid #ccc;" type="text"/> ▼ ?</p> <p style="font-size: x-small; margin-top: 5px;">Explanation of Disposition Instructions</p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Submit Search"/> <input type="button" value="Reset Form"/> </p> </div>	<p><b>Hints for Searching by Keyword</b></p> <ul style="list-style-type: none"> <li>Search by Keyword is not case sensitive; however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).</li> <li>The keyword being searched may appear anywhere in the Instruction title or Instruction description. If Search Within Record Series is checked, the Series title and Series description will also be searched. It will not be highlighted.</li> <li>Enter one keyword instead of a phrase, and then use the Search within Results option to reduce the number of hits.</li> <li>Do not begin and end a search phrase with quotation marks (" ").</li> <li>The search engine will not properly search phrases containing common "noise words" (and, or, not, as, etc.).</li> </ul>
---	--

**Figure 33. ORLs & Folders – Update, Search**

7. Locate and click the boxes for the desired record sub-series, and then click **Submit**. If none of the results of your search match your needs, simply click **Return to Update Page** to return to the search page.

Once you have submitted the new sub-series, they will appear along with the other sub-series in the ORL Details screen. The newly added record subseries in the ORL will have *Proposed* in the Status column. Finally, click the Submit as Proposed button to submit your ORL to your Record Official for approval.

#### 5.4.1.6 Printing ORLs

Use the Print ORL function to print a summary or the details of any ORL.

***NOTE: Printing options are available to the individual user for his or her particular printer(s) on his or her local area network or connected to his or her personal computer. Each printer will have its own particular specifications and options.***

1. View a list of ORLs by going through the steps as described in this section above.
2. Select one of the ORLs from the available list by clicking on the ORL Name.
3. With your ORL selected, click the **View/Print** button. ORL Details will display in a new window.
4. Click the **Print Summary** button and the Details window converts to an ORL print preview page. Click **Print Summary** on the new window that opens, as shown in Figure 34. The Print dialogue box for your local computer system will appear.
  - a. Make your selections for your local Printer and network options and click **Print** to print the Summary.
  - b. Click the **Close** button when you are finished.

RECORDS MANAGEMENT - ORL SUMMARY				
US AHS-W313AA				
ACOM/ASCC/DRU: HQDA		ORL Name:	PentChap Admin	
Unit Name - UIC: US AHS - W313AA		ORL Year:	2013	
Office Symbol: AAHS-CH		Date Created:	4/10/2012	
		Created By:	Adrian Williams	
Record Sub-series	Record Number	Retention Period	Privacy Act	Status
Installation Management and Field Organizations	200A	0-6	N/A	Proposed
Installation Management and Field Organizations	200B	0-6	N/A	Approved
Installation Management and Field Organizations	200B	6+	N/A	Approved
Installation Management and Field Organizations	200B	Perm	N/A	Approved
Information Management	400A	0-6	N/A	Proposed
Personnel	600A	0-6	N/A	Proposed
Personnel	600B	0-6	N/A	Proposed
Personnel	600D	0-6	N/A	Proposed
Personnel	600E	0-6	N/A	Proposed
Logistics	700B	0-6	N/A	Proposed
Administration	800C	0-6	N/A	Proposed
Administration	800D	0-6	N/A	Proposed
Emergency and Safety	900A	0-6	N/A	Proposed
Emergency and Safety	900B	0-6	N/A	Proposed

**Figure 34. ORLs & Folders – Print Preview**

5. To print details of the ORL that you are viewing; click the **Print Details** button. A new window will open which is populated with the complete detailed information of the records in the ORL you have selected, as shown in Figure 35.
  - a. At the very top of the page, in the upper left, there are three icons, a drop down menu for report choices (the default is “Main Report”), a drop down menu for View zoom in percentage (the default is 100%) and a “Separate Page” check box. There is a header box at the top of the detailed report that shows the ACOM/ASCC/DRU, the Unit Name - UIC, and the Office Symbol, as well as the ORL Name, the ORL Year, the Date Created, and the Created By information. The detailed records in this ORL selection that you are working with are each separated by a thin outlined horizontal separator box and are laid out for print. If you compare the detailed layout that you are working with now to the open Summary window below, you will see that the number of detailed records is equal to the number of records in the Summary.

**RECORDS MANAGEMENT - ORL DETAILS**

Select a format

**RECORDS MANAGEMENT - ORL DETAILS**

ACOM/ASCC/DRU:	HQDA	ORL Name:	PentChap Admin
Unit Name - UIC:	US AHS - W313AA	ORL Year:	2013
Office Symbol:	AAHS-CH	Date Created:	4/10/2012
		Created By:	Adrian Williams

---

Record Series: Installation Management and Field Organizations

Record Title: Installation Management and Field Organizations

Series Description:

Record Description:

- Cemetery planning and visitor registers and reports
- Financial Institutions, tax negotiations, general correspondence
- Installations maintenance, military construction projects and expelled or barred persons
- Property studies, acquisition and inventories, record cards and drawings
- Real Estate management files, claim controls

**Figure 35. ORLs & Folders – Complete Details Displayed**

- b. When you are ready to print the ORL Details detailed report, you must first export the details and then print them. Select a format to export in from the drop-down list on the left upper-hand corner of the window. Then click Export to the right of the drop-down list.
- c. The browser will ask you if you wish to save or open the new printable file. Select the Open option.
- d. The document is available for print now. Click the print icon at the top left corner and your print dialogue box appears. Choose your local printer options and click **OK**.

#### **5.4.1.7 Submitting ORLs for Approval**

Once you have completed creating or editing an ORL, you must submit a draft ORL for final approval.

1. View a list of ORLs by going through the steps as described in this section above.
2. Select one of the ORLs from the available list by clicking on the ORL Name.
3. With your ORL selected, click the **Submit as Proposed** button.

#### 5.4.1.8 Deleting ORLs

The Delete ORL functionality in the ARIMS system is a part of the Edit feature. Before you can delete an ORL, you must first be able to delete all of the Record Numbers in that particular ORL. If you are not able to delete all of the Record Numbers in the ORL, that ORL cannot be deleted unless it is in a draft status with all proposed record numbers.

The process begins by viewing an ORL list and selecting the particular ORL you wish to “Edit” and attempt to remove. The following steps describe the process:

***NOTE: Once you delete all Record Numbers within an ORL, it is then converted to Draft mode. Then at that point, the ORL is available for deletion.***

1. View the list of ORLs as described at the top of this Listing ORLs section.
2. Select the particular ORL you wish to delete.
3. Click the **Edit** button at the bottom of the list of entries.
4. After you have clicked the **Edit** button, the ORL Details window will pop up and show a summary list of record numbers with check boxes beside each of them.
5. Select the check boxes beside the individual Record Numbers that you wish to delete and click the **Remove** button.

*NOTE: Check boxes may not be available for selection (i.e., the check boxes are not highlighted but are grayed out) for particular Record Numbers. This is due to the fact that a Document has been archived (uploaded to the AEA) against that particular Record Number within the particular ORL you are working with; and, therefore the ARIMS system is actively it, so it may not be deleted.*

6. When you are only able to select some of the Record Numbers, and not all of the Record Numbers, in an ORL, you will only be able to delete or “Remove” those Record Numbers and not the ORL. Figure 36 shows how some Record Numbers are in use by the ORL and therefore cannot be deleted.
7. When you are able to select all of the Record Numbers in an ORL, you will be able to delete or “Remove” all of the Record Numbers from that ORL. Take note that the Status prior to the deletion and removal of the Record Numbers are all listed as “Approved”.

**ORL DETAILS**

2014-kgjfulkyg

Office Symbol: AAHS-CH  
ORL Name: 2014-kgjfulkyg

<input type="checkbox"/>	Record Sub-series	Record Number	Retention Period	Status
<input checked="" type="checkbox"/>	700B	700B	6+	Approved
<input checked="" type="checkbox"/>	800C	800C	6+	Approved
<input checked="" type="checkbox"/>	900A	900A	0-6	Approved
<input checked="" type="checkbox"/>	900A	900A	Perm	Approved

**Figure 36. ORLs & Folders – Select All Records and Click Remove**

- After you have removed or deleted all of the series from an ORL you will see no series under that ORL. When the ORL is viewed in the List of ORLs summary it appears with the status changed to “Draft”, as shown in Figure 37.

UnClassified      Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | [Log Out](#)

**ARIMS**  
U.S. ARMY Army Records Information Management System

HOME   SEARCH   UPLOAD   **ORLs & FOLDERS**   MANAGE   MY ACCOUNT   HELP   ADMIN   REPORTS

ORLs & FOLDERS > OFFICE RECORDS LIST > LIST ORLs

FAVORITES

**Office Records List**

ORL Library

Proposed ORLs

Folders

**LIST OF ORLs**

[Create ORLs](#) | [List ORLs](#)  
[Reorganize ORLs](#) | [ORL Report](#)

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU:

Unit:

Office Symbol:

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
1A Obsolete	2020	Draft	HQDA	US AHS	aahs-cht
TestSimon	2015	Draft	HQDA	US AHS	aahs-cht
TestSimon	2014	Draft	HQDA	US AHS	aahs-cht
PentChap Admin	2013	Draft	HQDA	US AHS	aahs-cht
PentChap Admin	2012	Draft	HQDA	US AHS	aahs-cht
AAHS-CH Office Files	2011	Approved	HQDA	US AHS	aahs-cht

**Figure 37. ORLs & Folders – ORL Status Draft and ORL Delete**

9. Select the ORL you want to delete. Click the **Delete** button, as shown in Figure 37, and the ORL is deleted and removed permanently. Note: you can only delete draft ORLs you have rights to delete.

The ARIMS system will not allow a user to delete a Record Number from an ORL if a folder has been created for that Record Number within the ORL. You must first to delete that Folder in order to delete a Record Number.

Please refer to Section 5.4.4.7 for details on how to delete folders.

#### **5.4.1.9 Reorganizing ORLs for Records Officials**

Records Officials have the ability to reorganize ORLs by moving all ORLs from an existing Office Symbol to a New Office Symbol, or to move all ORLs from one existing UIC to another existing UIC.

##### ***5.4.1.9.1 Move ORLs to New Office Symbol***

1. To move all ORLs from an existing Office Symbol to a New Office Symbol, click **Office Records List** on the left menu, then **Reorganize ORLs** in the blue navigation bar, and click **Move ORL(s) to New Office Symbol** in the yellow navigation bar, as shown in Figure 38.
2. Select the Office Symbol which contains the ORLs that you wish to move.
3. Type in the New Office Symbol name.
4. Click **Submit**.
5. A dialogue box will appear to warn you that this is an irreversible action; click **OK**.
6. A final dialogue box appears to alert you that "ORL(s) were successfully moved." Click **OK**.

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**ARIMS**  
U.S. ARMY Army Records Information Management System

HOME SEARCH UPLOAD **ORLs & FOLDERS** MANAGE MY ACCOUNT HELP ADMIN REPORTS

ORLs & FOLDERS > OFFICE RECORDS LIST > REORGANIZE ORLs > MOVE ORL(S) TO NEW OFFICE SYMBOL

Office Records List **MOVE ORL(S) TO NEW OFFICE SYMBOL**

ORL Library Create ORLs | List ORLs  
Reorganize ORLs | ORL Report

Proposed ORLs **Move ORL(s) to New Office Symbol** | Move ORL(s) to New UIC

Folders

This page allows records officials to move all ORL(s), folders, and users of the selected Office Symbol to a newly created Office Symbol within the same UIC. The original Office Symbol will be replaced by the new one and will no longer exist in the system unless it is re-created. The format of an Office Symbol is xxxx-xxxx-xxxx with only the first four characters being required. Optionally, the Office Symbol may end in a dash followed by a single digit.

**Note:** This action will move all ORL(s), folders, and users over to a new office symbol such as would occur with a common reorganization. If you need to have only portions moved over to a new office symbol such as would occur in a split reorganization, please submit your request to the online help desk.

ACOMIA\$CC/DRU: HQDA  
Unit: US AHS - W313AA  
Office Symbol: AAHS-CH  
New Office Symbol: \*

Submit

Existing ORL's			
2011 - AAHS-CH Office Files	2012 - PentChap Admin	2013 - PentChap Admin	2014 - kjntulkyg

**Figure 38. ORLs & Folders – Select Office Symbol and Type New Office Symbol**

#### 5.4.1.9.2 Move ORLs to New UIC

1. To move all ORLs from one existing UIC to another existing UIC click **Office Records List** in the left menu, and then click **Move ORL(s) to New UIC** in the yellow navigation bar, as shown in Figure 39.
2. From within the **Source UIC** section of the page, you will now use the **Unit Name and UIC** drop down menu to select the UIC that contains Office Symbols and ORLs that you wish to move. You are moving the contents of the UIC and not the UIC itself.
3. Now, from within the **Destination UIC** section of the page, you will in turn select the **Unit Name and UIC** drop down menu to select the UIC into which you now wish to move the Office Symbols and ORLs.
4. Click **Submit**.
5. A dialogue box will appear to warn you that this is an irreversible action; you click **OK**.

- A final dialogue box appears to alert you that "ORL(s) were successfully moved." Click **OK**.

The screenshot shows the ARIMS web application interface. At the top, there is a navigation bar with tabs: HOME, SEARCH, UPLOAD, ORLs & FOLDERS (selected), MANAGE, MY ACCOUNT, HELP, ADMIN, and REPORTS. Below the navigation bar, the breadcrumb trail reads: ORLs & FOLDERS > OFFICE RECORDS LIST > REORGANIZE ORLs > MOVE ORL(S) TO NEW UIC. The main content area is titled "MOVE ORL(S) TO NEW UIC" and includes a "FAVORITES" button. There are two main sections for "Source UIC" and "Destination UIC". Each section has a dropdown for "ACOM/ASCC/DRU:" (set to HQDA) and a dropdown for "Unit Name and UIC:" (set to US AHS - W313AA). Below these are two identical tables of "Office Symbols".

Office Symbols:			
AAHS-OH	AAHS-RO-M	AAHS-RDR-T	JDRP-AS-MRD-M
AAHS-EF	AAHS-ROO	AAHS-RRS-A	JDRP-EE
AAHS-FS	AAHS-RDD	AAHS-SV	JDSO-AS-MRD
AAHS-IH	AAHS-RDF	AAHS-TEST-TNG	SAAA
AAHS-LG	AAHS-RDM	AAHS-VI-O	SAAA-DA
AAHS-LGO	AAHS-RDO	AAHS-ZA	SFCA-CE
AAHS-LGS	AAHS-RDO-M	AAHS-ZT	TEST-DBA
AAHS-LGT	AAHS-RDR	AARP-HRP	TEST-TEST-T
AAHS-PAAP-S	AAHS-RDR-A	AARP-RM	TEST2
AAHS-PAP-A	AAHS-RDR-C	AARP-ZA	

At the bottom of the main content area, there is a "Submit" button.

Figure 39. ORLs & Folders – Select UIC Source and Destination

#### **5.4.1.10 ORL Report**

Clicking on ORL Report will take you to the Reports page, which can also be accessed by clicking on the Reports tab. See Section 5.9.3 for instructions on how to generate OLR reports.

### **5.4.2 ORL Library (Records Officials only)**

ORL libraries contain pre-built ORLs based on the type of unit for which records will be maintained. If you are a records official, you may add ORLs to the ORL library, and approve and disapprove record sub-series. You can also add or remove library sub-series from an ORL library, and you can delete libraries.

#### **5.4.2.1 Manage ORL Libraries**

1. To manage ORL libraries, click the **ORLs & Folders** tab on the menu, click **ORL Library** in the left menu, and then click **Manage ORL Libraries** in the blue navigation bar. The ORL Library Management screen appears, as shown in Figure 40.

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ARIMS Army Records Information Management System

HOME SEARCH UPLOAD **ORLs & FOLDERS** MANAGE MY ACCOUNT HELP ADMIN REPORTS

ORLs & FOLDERS > ORL LIBRARY > MANAGE ORL LIBRARIES

Office Records List

ORL Library

Proposed ORLs

Folders

**ORL LIBRARY MANAGEMENT**

Manage ORL Libraries | Create an ORL Library

This is a list of all ORL Libraries currently available. By managing ORL Libraries, "record instructions" can be both added to the Libraries and deleted from the Libraries. And, the Libraries can be used to create new ORLs.

Library Name	Description
SART Motorpool	Maintenance Operations
1	1
1 ACB Supply Room ORL	Required Record Instructions for Supply Room Operations
101st G-4 SSA	SSA Files
1021st	1021st
1156 EN CO	1156 en co
11th Aviation Command	Records Management
120th log files	log files
136th Regiment (CA) S1	Personnel Files
136th Regiment (CA) S4	Logistics ORLs
13th ESC COMET	Unit Supply Files
13th ESC S-4	ORL for BN and BDE S-4
16th SB S-1	S-1 Promotions, MPF Files, Awards, Personnel Actions
16th SB S1	MPF files, Promotion files, Personnel Actions
198th Military Police Battalion	Supply ORLs for the 198th Military Police Battalion
1998	AWARDS
1st signal bde	s1
1st Squadron	S-1 Office Records
2-159th	Basic ORL
2008 25-400-2	The Army Records Information Management System (ARIMS)

**Figure 40. ORLs & Folders – ORL Library Management**

2. Click on the name of a library. When it is highlighted, you will be able to Update or Delete entries in the library.
3. Click **Update** to add or delete record series from the ORL library. A new window will open that will allow you to select record categories and then remove or add record series, by clicking **Add Record Instructions**. This takes you to the Library Basic Search for Instructions screen that is similar to the Search screen, as shown in Figure 41.

**UPDATE LIBRARY**

Library Name: 1 ACB Supply Room ORL

<input type="checkbox"/>	<u>Record Category</u>	<u>Record Title</u>	<u>Perm</u>	<u>Event Driven</u>	<u>Privacy Act Number</u>	<u>Record Number</u>	<u>Status</u>
<input type="checkbox"/>	Installation Management and Field Organizations	Installation Management and Field Organizations	No	No		200A	Proposed
<input type="checkbox"/>	Security	Security and Statistics	No	No		300A	Proposed
<input type="checkbox"/>	Personnel	Active Duty Personnel	No	No		600A	Proposed
<input type="checkbox"/>	Personnel	School; Training; Education	No	No		600E	Proposed
<input type="checkbox"/>	Logistics	General Logistics, Equipment, Supplies and Property accountability	No	No		700A	Proposed
<input type="checkbox"/>	Logistics	Transportation & Travel, Surface Transportation, Motor Transportation & Air Travel	No	No		700B	Proposed
<input type="checkbox"/>	Administration	Administration and Housekeeping	No	No		800D	Proposed
<input type="checkbox"/>	Quality Assurance and Quality Control	Environmental Quality	No	No		1200C	Proposed

**Figure 41. ORLs & Folders – Update ORL Library**

4. Click **Delete** to remove the ORL library. *Warning: this will delete the ORL Library without a warning message.*
5. When you click **Submit**, the record sub-series will be added to the library.

#### 5.4.2.2 Create ORL Library

ORL libraries may be created by records officials for their units.

1. From the ORLs & Folders > ORL Library page, **Create ORL Library** in the blue navigation bar. The Create an ORL Library screen appears, as shown in Figure 42.

The screenshot shows the ARIMS (Army Records Information Management System) interface. At the top, there is a navigation bar with tabs: HOME, SEARCH, UPLOAD, ORLs & FOLDERS (highlighted), MANAGE, MY ACCOUNT, HELP, ADMIN, and REPORTS. The breadcrumb trail reads: ORLs & FOLDERS > ORL LIBRARY > CREATE AN ORL LIBRARY. On the left, a sidebar menu includes: Office Records List, ORL Library (selected), Proposed ORLs, and Folders. The main content area is titled 'CREATE AN ORL LIBRARY' and contains a sub-header 'Manage ORL Libraries | Create an ORL Library'. Below this, a message states: 'Create the ORL for the library by setting a Name and Description. After creation is complete, the Library can be updated to add record instructions.' There are two input fields: 'Library Name:' and 'Library Description:', both with red asterisks indicating they are required. A 'Create Library' button is positioned below the description field. The top right of the page shows 'Unclassified' and 'Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out'.

Figure 42. ORLs & Folders – Create an ORL Library

2. Enter a name for the new ORL library, and then enter a description.
3. Then click the **Create Library** button. The library is created, and the List of ORL Libraries is displayed including the newly created one.

### 5.4.3 Proposed ORLs

1. To view or approve an ORL, click the **ORLs & Folders** tab, then click **Proposed ORLs** in the left menu. The View Proposed ORLs screen appears, as shown in Figure 43.

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

ARIMS Army Records Information Management System

HOME SEARCH UPLOAD **ORLS & FOLDERS** MANAGE MY ACCOUNT HELP ADMIN REPORTS

ORLS & FOLDERS > OFFICE RECORDS LIST > LIST ORLS

Office Records List

ORL Library

Proposed ORLs

Folders

**LIST OF ORLS**

Create ORLs | List ORLs  
Reorganize ORLs | ORL Report

This is a list of all ORLs for a selected Office Symbol. Select the ACOM/ASCC/DRU, the Unit, and the Office Symbol and click the Submit button. Once the ORL has been selected, then you may choose to update, rename, view/print, or submit an ORL as proposed.

ACOM/ASCC/DRU: HQDA  
Unit: US AHS - W313AA  
Office Symbol: AAHS-CH

Submit

ORL Name	Year	Status	ACOM/ASCC/DRU	Unit	Office Symbol
1A Obsolete	2020	Draft	HQDA	US AHS	aahs-cht
TestSimon	2015	Draft	HQDA	US AHS	aahs-cht
TestSimon	2014	Draft	HQDA	US AHS	aahs-cht
PentChap Admin	2013	Draft	HQDA	US AHS	aahs-cht
PentChap Admin	2012	Draft	HQDA	US AHS	aahs-cht
AAHS-CH Office Files	2011	Approved	HQDA	US AHS	aahs-cht

Edit Rename View/Print Submit as Proposed Delete

Figure 43. ORLs & Folders – View Proposed ORLs

- The ACOM/ASCC/DRU, Unit, and Office Symbol fields are all filled by default. Depending on your ARIMS/ARIMS-C access level, you may be able to make other selections. Click **Submit** to list the Proposed ORLs.
- Click on the ORL Name to view the record series included in the ORL.
- If your access level permits, you can use the check boxes to approve or disapprove record series. When all sub-series in the ORL have been either approved or disapproved (removed), the ORL's status changes from *Proposed* to *Approved*. Click **Close** when you are finished.

#### 5.4.4 Folders

In ARIMS/ARIMS-C, all documents are stored in a folder corresponding to a single record sub-series. Thus, there may be multiple documents in a folder. There are three basic types of folders: *Parent Folders*, *Record Folders*, and *Privacy Act Folders*.

- Parent Folders** contain only AO (child) folders, but no isolated documents.
- Record Folders** contain one or more documents, but no folders.

- **Privacy Act Folders** are record folders that are accessible only to the owner of the folder. They may contain other folders as well as individual documents.

Only the person who created the folder own that record folder or Privacy Act folder. Record folders may be accessed by anyone in the office symbol, in order to place documents into the folder. In the case of a parent folder, anyone within the office symbol may create another record folder, Privacy Act folder, or sub-parent folder.

Only the owner of a Privacy Act folder may access the folder without specifically asking for permission to access it. Only the owner of the Privacy Act folder may place documents into it. No permission can be granted to others to place documents into the folder. In the classified ARIMS/ARIMS-C environment, all folders are treated as if they are Privacy Act folders. There is no ownership of parent folders; they merely define a structure for holding record and Privacy Act folders.

Hardcopy folders are considered *Checked Out* while they are still in the office of record or CFA (Current Files Area). They are *Checked In* once they have been transferred to an RHA/Federal Records Center (FRC).

Electronic folders are *Open* if documents may be filed or transferred. They are *Closed* when all documents have been filed or transferred and the folder is complete.

#### 5.4.4.1 Creating Folders

You may only create a folder based on an approved record sub-series within the ORL of the office symbol for which you are performing record management tasks. All record folders or Privacy Act folders within an immediate parent folder must be based on the same record sub-series. New sub-parent folders may be created within a parent folder without restriction.

1. To create a folder, select the **ORLs & Folders** tab on, then click **Folders** in the left menu, and then click **Create Folders** in the blue navigation bar. The Create Folders page appears, as shown in Figure 44.
2. Select the Office Symbol and ORL in which you wish to create a folder. Select the appropriate Record Series and Sub-series and enter a name for the new folder. To create multiple folders, enter additional names, with one name per line, as shown in Figure 45.



# ARIMS

Army Records Information Management System



HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

ORLs & FOLDERS > FOLDERS > CREATE FOLDERS + FAVORITES

Office Records List

---

ORL Library

---

Proposed ORLs

---

Folders

## RECORDS MANAGEMENT - CREATE FOLDERS

Create Folders | Delete Folders  
List Folders | Vital Record Review

This screen allows you to create multiple electronic or hardcopy folders at one time. To create folders, enter the folder names, one per line, into the Names field and click the Add Folder button. All folders that are created will be identical except for the name; they will be based on the same record instruction from the same ORL and in the same year. They will all be in the same Special Collection, if applicable.

A folder may be removed from the creation list by clicking Delete before clicking the Submit button. Once all folders have been added, click Submit to create the folders and to print labels for any hardcopy folders that were created.

If you have multiple hardcopy records that will occupy more than one folder, use the Multi-part checkbox, and enter the total number required in the Count field.

**Note:** The following character restrictions apply to electronic folder names if they will be used in the SharePoint System: ~ " # % & \* ' : < > ? / \ { | } . Additionally, the name cannot begin or end with a dot and cannot contain consecutive dots.

US AHS - W313AA

Office Symbol:

Office Records List:

Record Series:

Sub-series:

Duration:  Use RRSA...

Event Driven:

Event Description:

Names of New Folders:

Electronic  Hard Copy

Vital Record:

Multi-part:  Count:

Show count in folder name?

Privacy Act:

Calendar Year or Fiscal Year?  Calendar Year  Fiscal Year

Indexing for a Special Collection:  Yes  No

Special Collection:

Freeze Code:  Yes  No

No freeze codes have been assigned to the above folder.

You must add folders before you submit for creation.

Figure 44. ORLs &amp; Folders – Create Folders

HOME SEARCH UPLOAD **URLs & FOLDERS** MANAGE MY ACCOUNT HELP ADMIN REPORTS

URLs & FOLDERS > FOLDERS > CREATE FOLDERS FAVORITES

Office Records List

---

URL Library

---

Proposed ORLs

---

**Folders**

### RECORDS MANAGEMENT - CREATE FOLDERS

[Create Folders](#) | [Delete Folders](#)  
[List Folders](#) | [Vital Record Review](#)

This screen allows you to create multiple electronic or hardcopy folders at one time. To create folders, enter the folder names, one per line, into the Names field and click the Add Folder button. All folders that are created will be identical except for the name; they will be based on the same record instruction from the same ORL and in the same year. They will all be in the same Special Collection, if applicable.

A folder may be removed from the creation list by clicking Delete before clicking the Submit button. Once all folders have been added, click Submit to create the folders and to print labels for any hardcopy folders that were created.

If you have multiple hardcopy records that will occupy more than one folder, use the Multi-part checkbox, and enter the total number required in the Count field.

**Note:** The following character restrictions apply to electronic folder names if they will be used in the SharePoint System: ~ " # % & \* : < > ? / \ { | }. Additionally, the name cannot begin or end with a dot and cannot contain consecutive dots.

US AHS - W313AA

Office Symbol:

Office Records List:

Record Series:

Sub-series:

Duration:

Other Retention Period:  Years

Event Driven:

Event Description:

Names of New Folders:

Electronic  Hard Copy

Vital Record:

Multi-part:  Count:   
 Show count in folder name?

Privacy Act:

Calendar Year or Fiscal Year?  Calendar Year  
 Fiscal Year

Indexing for a Special Collection:  Yes  No

Special Collection:

Freeze Code:  Yes  No

No freeze codes have been assigned to the above folder.

You must add folders before you submit for creation.

**Figure 45. ORLs & Folders – Create Multiple Folders**

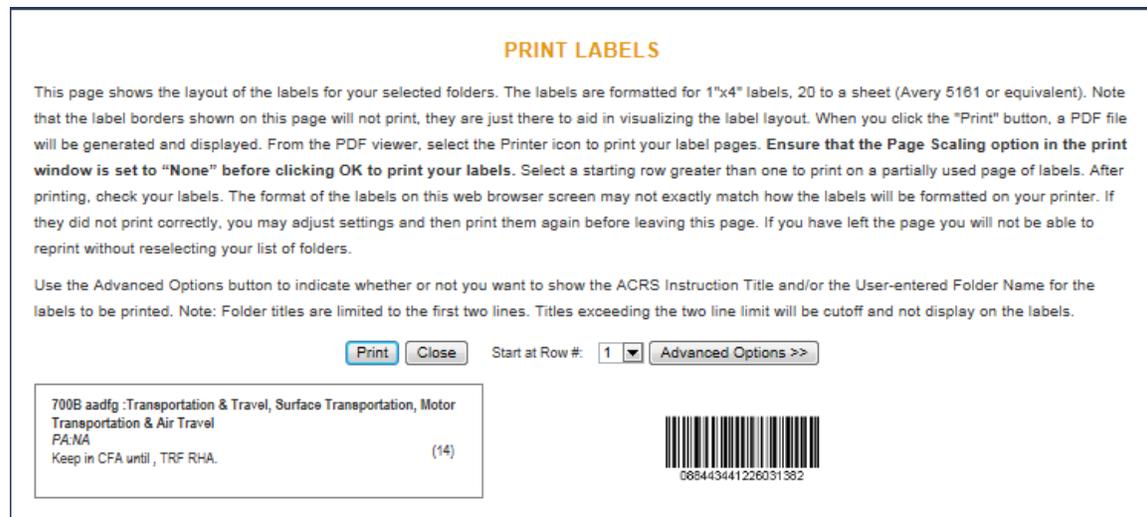
3. Specify whether the folder is hardcopy, if it belongs to a Special Collection, and/or if it is a Vital Record, and all other details, as applicable.

4. If you wish to create “Multi-part Folders” or folders that all have the same name, you must first have the **Hard Copy** check box selected. Then you will select the **Multi-part** check box, enter the number of folders to be created into the **Count** text box field, and select whether or not you wish to display the “count” or number of folders in the folder name via the **Show count in folder name?** check box.
5. Then click the **Add Folders** button. The default for creating folders is electronic which can then be used to upload electronic records with the Document Upload or the Bulk Archive Tool.
6. The list of added folders will appear at the bottom of the screen, as shown in Figure 46.

Title	Record Instruction	Special Collection	Vital	
Folder 1	800D	None	No	<a href="#">Delete</a>
Folder 2	800D	None	No	<a href="#">Delete</a>
Folder 3	800D	None	No	<a href="#">Delete</a>

**Figure 46. ORLs & Folders – Create Multiple Folders – Names Added**

7. Review the list of folders to be added, delete any that are not correct, and then click **Submit**.
8. If you are creating hard copy folders, the Print Labels screen will be displayed, as shown in Figure 47.



**Figure 47. ORLs & Folders – Create Folders – Labels**

9. See Section 5.4.4.6, Printing Folder Labels, for more information on how to print labels.
10. When you are finished, click **Close**, and you will be returned to the Create Folders screen.
11. Please note that there are certain restrictions in the naming of electronic folders and files within the ARIMS Systems. Any file name in ARIMS can only have a maximum of 248 characters. The entire path, directory and filename of any file in ARIMS, can be only a maximum of 260 characters, and no more. This presents a problematic issue for users to be aware of; consideration must be given to file and folder naming conventions in order to avoid file names and folder names that are excessively long. The combination of file and folder names must not be longer than 260 characters.

### 5.4.4.2 List Folders

1. To see the list of current folders, select the **ORLs & Folders**, select **Folders** in the left menu, and then **List Folders** in the blue navigation bar. The List Folders screen appears, as shown in Figure 48.

Office Records List

ORL Library

Proposed ORLs

Folders

RECORDS MANAGEMENT - LIST FOLDERS

Create Folders | Delete Folders  
List Folders | Vital Record Review

This screen allows you to request access to restricted folders, print barcode labels for hard copy folders, and view folder details. To request access to restricted folders, select the View All option, click the check boxes beside the folder title you need access to and click the Request Records button. To create and print barcode labels for hard copy folders click the Hard Copy option, click the check box beside the folder title and click the Print Barcode button.

US AHS - W313AA

Office Symbol: AAHS-RDR-R

Office Records List: 2012 - ARB ORL

Folder Type: View All Electronic Hard Copy

Folder Title	Record Sub-series and Number	Retention Period	Special Collection	Media Type	Status
<input type="checkbox"/> 0-6	400B	0-6	None	Hardcopy	Checked In
<input type="checkbox"/> 0-6	400B	0-6	None	Hardcopy	Checked In
<input type="checkbox"/> 0-6	400B	0-6	None	Hardcopy	Checked Out
<input type="checkbox"/> 0-6	800D	0-6	None	Hardcopy	Checked Out
<input type="checkbox"/> 6+	400B	6+	None	Electronic	Opened
<input type="checkbox"/> 6+	400B	6+	None	Hardcopy	Checked Out
<input type="checkbox"/> Perm	400B	0-6	None	Hardcopy	Checked Out
<input type="checkbox"/> Joe	100A	Perm	None	Hardcopy	Checked Out
<input type="checkbox"/> Perm	100A	Perm	None	Electronic	Opened
<input type="checkbox"/> Perm	400B	Perm	None	Hardcopy	Checked In
<input type="checkbox"/> Perm	400B	Perm	None	Electronic	Opened
<input type="checkbox"/> RM - RA Appointment Orders	400B	0-6	None	Electronic	Opened
<input type="checkbox"/> TestFolder	800D	0-6	None	Hardcopy	Checked Out

Request Records

**Figure 48. ORLs & Folders – List Folders**

2. Click the title of a folder to view details about the folder, as shown in Figure 49, which shows an electronic folder.

**FOLDER DETAILS**

This screen allows you to view folder details, edit folder details, create an AO folder for a hard copy folder, print barcode labels for an AO folder and edit AO folder details.

Folder Title:	RM - RA Appointment Orders
Record Type:	Electronic
Location:	NA
RHA:	CFA
UIC:	W313AA
Unit Name:	US AHS
Office Symbol:	NA
Record Number:	400B
Retention Period:	0
ACRS Record Title:	Information Management, Military Publications
Disposition Authority Number:	None
Prescribing Directive Number:	None
Created by:	Carroll Slisk
Create Date:	4/3/2012 2:30:02 PM
Close Date:	Not Closed
Privacy Act:	N
Special Collection:	
Vital Record:	No

No freeze codes have been assigned to the above folder.

**Figure 49. ORLs & Folders – Folder Details (Electronic Folder)**

3. You can edit the folder name or the keywords by clicking the **Update Folder Detail** button at the bottom of the screen, which will open the AO folder for editing, as shown in Figure 50.

### FOLDER DETAILS

This screen allows you to view folder details, edit folder details, create an AO folder for a hard copy folder, print barcode labels for an AO folder and edit AO folder details.

Create AO Folder
Check Folder In
Close Detailed View

Folder Title:	<input type="text" value="6+"/>	
Record Type:	Hardcopy	
Location:	NA	
RHA:	CFA	
UIC:	W313AA	
Unit Name:	US AHS	
Office Symbol:	AAHS-RDR-R	
Record Number:	400B	
Retention Period:	10	
ACR & Record Title:	Information Management, Military Publications	
Disposition Authority Number:	None	
Prescribing Directive Number:	None	
Created by:	Carroll Sisk	
Create Date:	1/15/2013 2:03:59 PM	
Close Date:	Not Closed	
Privacy Act:	N	
Special Collection:	<input type="text" value=""/>	
Vital Record:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Freeze Code(s):		
Lift	Name	Description
Add Freeze Code: <input type="text" value="AVX-AVX Corporation vs Horry Land Co., Inc."/>		

Update Folder Detail
Cancel

**Figure 50. ORLs & Folders – Update Folder Details and Keywords**

#### 5.4.4.3 Requesting Folders

1. From the **List Folders** screen with the **View All** radio button selected for the folder type, select an Office Symbol and ORL to list the folders in that ORL.
2. Use the check boxes to select the folders you wish to request, and then click **Request Records**, which produces the Submit Records Request screen, as shown in Figure 51.

UnClassified Logged In As: Jonathan Davlin, Unit: US AHS-W313AA | Log Out

ARIMS Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

SEARCH > SEARCH FOR RECORDS > RECORDS REQUESTS

Search ACRS

Search Crosswalk

Search for Records

Admin Search

List / Export

### SUBMIT RECORDS REQUEST

Use this screen to submit a records access request. Select the request type and priority then click Request Records. You may also specify a date after which this request would become invalid. If no date is specified, the request will sit in the queue until it is approved or denied.

Request Type:

Request Priority:

Expiration Date:

Description:

Cancel Request Request Records

You may remove items from the request using the table below. Select the items that you do not want and click Delete Selected Records from Request.

<input type="checkbox"/>	Record Subject	Owner	Creation Date	Record Type
<input type="checkbox"/>	O-6	Carroll Sisk	1/31/2012 8:50:37 AM	Hardcopy

Delete Selected Records from Request

**Figure 51. ORLs & Folders – Submit Records Request**

- The Submit Records Request screen lets you specify type and priority, add a description/justification and date required, or make changes to the request.
- After completing all required fields and any other information you wish, click **Request Records** to send the request to the records official for processing. The My Requested Records screen on the Manage page is then displayed, showing the status of your requests, as shown in Figure 52.

The screenshot shows the ARIMS web application interface. At the top, there is a header with the ARIMS logo, the text 'U.S. ARMY Army Records Information Management System', and user information: 'UnClassified' and 'Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out'. Below the header is a navigation bar with buttons for HOME, SEARCH, UPLOAD, ORLs & FOLDERS, MANAGE (highlighted), MY ACCOUNT, HELP, ADMIN, and REPORTS. The breadcrumb trail reads: MANAGE > RECORDS REQUESTS > REQUESTS FOR RECORDS I HAVE MADE. On the right side of the main content area, there is a 'FAVORITES' icon. The main content area is titled 'MY REQUESTED RECORDS' and contains two tabs: 'Requests for Records I Have Made' (selected) and 'Records Requested of Me by Others'. Below the tabs, there is a paragraph of text: 'Below are the records to which you have requested access. Once access has been granted, the name will become a clickable link allowing you to see the record details. The Clean Requests button will remove all expired and denied requests.' Below this text is a table with the following data:

Status	Record Subject	Folder Owner	Request Date	Record Type
No Action	aaofg		2/4/2013 11:18:33 AM	Hardcopy

Below the table is a 'Clean Requests' button. On the left side of the main content area, there is a sidebar menu with the following items: Manage Access, Manage Approvals, Manage Sponsorships, Manage Office Symbols, Manage Hardcopy, Records Destruction, and Records Requests (highlighted).

Figure 52. ORLs & Folders – My Requested Records

#### 5.4.4.4 Creating AO Folders

To create an AO folder within a hard copy record folder from the List Folders screen, click the title of a folder to view details about the folder, as shown in Figure 53.

**FOLDER DETAILS**

This screen allows you to view folder details, edit folder details, create an AO folder for a hard copy folder, print barcode labels for an AO folder and edit AO folder details.

Folder Title:	A test for PA -- YES
Record Type:	Hardcopy
Location:	NA
RHA:	CFA
UIC:	W313AA
Unit Name:	US AHS
Office Symbol:	AAHS-TES-TNG
Record Number:	800D
Retention Period:	1
ACRS Record Title:	Administration and Housekeeping
Disposition Authority Number:	None
Prescribing Directive Number:	None
Created by:	Tracy Romito
Create Date:	5/16/2012 10:55:49 AM
Close Date:	Not Closed
Privacy Act:	Y
Special Collection:	
Vital Record:	No

No freeze codes have been assigned to the above folder.

**Figure 53. ORLs & Folders – Folder Details – Hard Copy Record**

1. On the Folder Details screen, click the **Create AO Folder** button at the top of the page to display the Create AO Folder screen, as shown in Figure 54.

**CREATE AO FOLDER**

This screen allows you to create an AO folder. Enter a folder name, select the media type, and enter keywords to describe the contents of the folder and aid in subsequent searches for the document.

Folder Name:  \*

Keyword 1:

Keyword 2:

Keyword 3:

Keyword 4:

Keyword 5:

Media Type:  ▼ \*

**Figure 54. ORLs & Folders – Create AO Folder**

2. Enter a folder name, keywords for indexing, and select the media type. Keywords describe the content of the folder, and are used to aid in subsequent searches for the documents. When you are finished assigning keywords, click **Submit**.

#### 5.4.4.5 Updating Folders

1. To update a folder from the List Folders screen, click the title of a folder to view details about the folder.
2. Click the title of the folder to display the Folder Details page.
3. Use the **Edit Folder Details** button to rename the folder, remove it from a special collection, or change the special collection to which it belongs. Only the owner of the folder may rename the folder. The new name of the folder must be unique within a particular Office Symbol only. You cannot change the path of the folder — that is, you cannot modify the parent folder hierarchy.
4. Edit the name or special collection information, and then click **Close**.
5. Click the **Close Detailed View** button when you are finished, and you will return to the List Folders screen.

#### 5.4.4.6 Printing Folder Labels

ARIMS/ARIMS-C uses barcode technology to track and index hard copy office records. The barcode can provide the user's individual and unit profile, and the ACRS records retention and disposition instructions based on the organization's ORL. With this information, ARIMS/ARIMS-C can determine where records were created, in what year they were created, what type of record is being submitted, when it was submitted, etc.

Machine-readable (barcode) and human-readable labels (disposition code, record sub-series number and title, privacy act number, disposition, and folder title) are generated in a printable document.

**Note: The folder labels are formatted for Avery 5161 labels. Make sure you have the correct labels in your printer before you begin printing. Barcode labels will only be generated for folders created from approved record sub-series with 6+ and Perm.**

1. To print folder labels from the List Folders page, select the Office Symbol and ORL, and then click the **Hard Copy** radio button so that only hard copy folders are displayed.

- Click the checkboxes next to folders for which you wish to print labels, and then click the **Print Label** button, as shown in Figure 55. The Print Labels screen is displayed, as shown in Figure 56.

The screenshot shows the ARIMS interface for 'Records Management - List Folders'. The page title is 'US AHS - W313AA'. The 'Office Symbol' is 'AAHS-CH' and the 'Office Records List' is '2014 - kjhfulkyg'. The 'Folder Type' is set to 'View All', 'Electronic', and 'Hard Copy'. The table below lists the folders:

<input type="checkbox"/>	Folder Title	Record Sub-series and Number	Retention Period	Special Collection	Media Type	Status
<input type="checkbox"/>	aadtg	700B	6+	None	Hardcopy	Checked In
<input checked="" type="checkbox"/>	adf	900A	Perm	None	Hardcopy	Checked Out
<input checked="" type="checkbox"/>	dh alk	700B	6+	None	Hardcopy	Checked Out
<input type="checkbox"/>	ff	700B	6+	None	Hardcopy	Checked Out
<input type="checkbox"/>	you	700B	6+	None	Hardcopy	Checked Out

A 'Print Labels' button is located at the bottom of the table.

**Figure 55. ORLs & Folders – Select Folders**

- By default, the labels show the **Record Type**, the **Record Series and Sub-series**, the **Folder Title**, the **Record Title**, **Privacy Act number**, and **Disposition**, as shown in Figure 56. You can also choose to show the Record Series Title but not the Folder Title, or the Folder Title but not the Record Number/Sub-series Title (see Figure 57) on the printed label. To choose, click the **Advanced Options** button and use the checkboxes.

**PRINT LABELS**

This page shows the layout of the labels for your selected folders. The labels are formatted for 1"x4" labels, 20 to a sheet (Avery 5161 or equivalent). Note that the label borders shown on this page will not print, they are just there to aid in visualizing the label layout. When you click the "Print" button, a PDF file will be generated and displayed. From the PDF viewer, select the Printer icon to print your label pages. **Ensure that the Page Scaling option in the print window is set to "None" before clicking OK to print your labels.** Select a starting row greater than one to print on a partially used page of labels. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.

Use the Advanced Options button to indicate whether or not you want to show the ACRS Instruction Title and/or the User-entered Folder Name for the labels to be printed. Note: Folder titles are limited to the first two lines. Titles exceeding the two line limit will be cutoff and not display on the labels.

Start at Row #:

700B aadfg :Transportation & Travel, Surface Transportation, Motor  
 Transportation & Air Travel  
 PA:NA  
 Keep in CFA until , TRF RHA. (14)



**Figure 56. ORLs & Folders – Print Labels – Folder and Sub-series Titles**

**PRINT LABELS**

This page shows the layout of the labels for your selected folders. The labels are formatted for 1"x4" labels, 20 to a sheet (Avery 5161 or equivalent). Note that the label borders shown on this page will not print, they are just there to aid in visualizing the label layout. When you click the "Print" button, a PDF file will be generated and displayed. From the PDF viewer, select the Printer icon to print your label pages. **Ensure that the Page Scaling option in the print window is set to "None" before clicking OK to print your labels.** Select a starting row greater than one to print on a partially used page of labels. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.

Use the Advanced Options button to indicate whether or not you want to show the ACRS Instruction Title and/or the User-entered Folder Name for the labels to be printed. Note: Folder titles are limited to the first two lines. Titles exceeding the two line limit will be cutoff and not display on the labels.

Start at Row #:

Show ACRS Instruction Title ?  
 Show Folder Title?

700B aadfg :Transportation & Travel, Surface Transportation, Motor  
 Transportation & Air Travel  
 PA:NA  
 Keep in CFA until , TRF RHA. (14)



**Figure 57. ORLs & Folders – Print Labels – Advanced Options**

4. Two types of Labels can be created:
  - a. Text and Barcode Labels. Text and barcode labels are generated for 6+ and Perm Record Number/Sub-series. The Barcode is used to track the folder through its life cycle.
  - b. Text-only Labels. Text-only labels are generated for 0-6 Record Number/Sub-series.

Both labels are to be placed on the folder.

5. When you click the **Print** button, a PDF file will be generated and displayed.

- a. From the PDF viewer, select the Printer icon to print your label pages. Ensure that the Page Scaling option in the print window is set to "None" before clicking **OK** to print your labels.
- b. Select a starting row greater than one to print on a partially used page of labels.
- c. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.

#### 5.4.4.7 Delete Folders

Folders may not be deleted if they have records indexed in the ARIMS AEA or at a RHA against them. The ARIMS will not allow a user to delete a Record Series from an ORL if a folder has been created for that Record Series within the ORL. Therefore, in order to delete a Record Series that is within a Folder, you must first delete the Folder.

Please see below a description of how to delete Folders in order to delete Record Series within a Folder.

1. If you have privileges to delete Folders, under the main **ORLs & Folders** tab on the upper menu, click **Folders** in the left menu, then click **Delete Folders** in the blue navigation bar.
2. Next select the correct ORL which contains the Folder(s) you intend to delete.
3. Then, select the check boxes for the specific Folders you intend to delete.
4. Click the **Delete** button.
5. A dialogue pop-up window appears reminding you that "This action is irreversible. Are you sure you want to delete the selected folder(s)?"
6. Click **OK** and a message alerts you that your deletion of Folders was successful.
7. Now, you will return to the ORL list and select the ORL in which contains the Record Series you were attempting to delete. Select ORL and click **Update**.
8. You will now see your list of Record Series again and should be able to select all Record Series. Select all Record Numbers and click **Remove**.

9. You now see an empty screen reflecting that all of the Record Series have been removed and you have an empty ORL. Click the **Close** button.
10. After you have removed or deleted all of the Record Numbers from an ORL you will see no more Record Series under that ORL. When the ORL is viewed in the “List of ORLs” summary it appears with the status changed to Draft.
11. Click the **Delete** button while the ORL is selected and while the ORL has Draft status; and then, finally, ORL is deleted and removed permanently.

There is a brief discussion of Deleting folders in regards to Deleting ORLs that is detailed in Section 5.4.1.8.

#### 5.4.4.8 Vital Record Review

Folders may be marked as containing *vital records*. Vital Records are those that have been designated as “vital,” necessary for day-to-day operation of the unit.

Vital records will be displayed on the Vital Record Review screen if they have never been reviewed, have had documents added, or have not been reviewed for six months.

1. To review your vital records from the ORLs & Folders screen, click **Folders** in the left menu, and then **Vital Record Review** in the blue navigation bar, as shown in Figure 58.



**Figure 58. Vital Records Review**

ARIMS/ARIMS-C displays all those records that have been designated as vital in the ORL.

3. To review a record, click the check box next to its title, and then click **Review Vital Records**.
4. A message box noting that the records have been reviewed is displayed on the screen.

## 5.5 Manage

The Manage page allows you to access and manage user accounts and roles, office symbols, hardcopy records, records destruction, and records requests. It is accessed by clicking on the **Manage** tab.

### 5.5.1 Manage Access

The Manage Access page allows you to request a change to your user role or access to another unit or office symbol.

#### 5.5.1.1 User Role Change Request

Users are initially granted the access role of an AO for the unit to which they are assigned. Users may request a higher level of access whenever their duties require such access. When a privilege change has been requested, it is submitted to a records official who is one level higher than the level being requested. Note: Requests for RA privileges must be sent to RMDA with appointment orders/memo, or via ARIMS On-line Help Desk

1. To submit a request for a higher level of access than you currently possess, select **Manage Access** in the left menu, then select **User Role Change Request**. The User Role Change page is displayed, as shown in Figure 59.

UnClassified | Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

**ARIMS**  
Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS **MANAGE** MY ACCOUNT HELP ADMIN REPORTS

MANAGE > MANAGE ACCESS > UNIT ACCESS REQUEST

**UNIT ACCESS REQUEST**

User Role Change Request | Unit Access Request

This page allows users to request access to additional office symbols or other units. Requestors will be notified of access approval or denial via email.

**Note:** A request will automatically expire after 30 days if no one has approved it. Users needing access to more than 10 office symbols and/or units combined should contact their RM (for AO, RC and RHAM access) or RA (for RM and RHAM-RM access) to submit a request via an online help desk ticket on your behalf.

ACOM/ASCC/DRU: HQDA  
 Unit: US AHS - W313AA  
 Office Symbol: AAHS-EF \*  
 Role: Records Coordinator (RC) \*  
 Reason for Request: per RM request \*

Submit

\* Required Field

**Figure 59. Manage – User Role Change Request**

2. Select the **Unit** and specify the **Role** you need, and explain why you need this change. Then click **Submit**.

There is a 30-day expiration for User Role Change requests. You will need to submit a new request if no action is taken within the 30-day timeframe.

#### 5.5.1.2 Unit Access Request

Some users have records management responsibilities for more than one Army organization. ARIMS/ARIMS-C only allows the registered user's profile to reflect the user's official unit of assignment as provided in AKO/AKO-S; however, a user will be able to select other units for which he/she can perform records management duties. You must already be a registered in ARIMS/ARIMS-C to be able to support multiple organizations.

1. To submit a request for access to another organization, select **Manage Access** from the left menu, then select **Unit Access Request**.
2. Use the Unit Access Request page, as shown in Figure 60, to select the ACOM/ASCC/DRU, Unit, Office Symbol, and User Role, you need for the access. Enter a reason for the request in the text box, and then click **Submit**.

The screenshot displays the ARIMS (Army Records Information Management System) interface. At the top, it shows the user is logged in as Alex Segura from unit 0001 AR HHC 04 HBCT - WH4KAA. The navigation bar includes options like HOME, SEARCH, UPLOAD, ORLs & FOLDERS, MANAGE (selected), MY ACCOUNT, HELP, and REPORTS. The breadcrumb trail indicates the path: MANAGE > MANAGE ACCESS > UNIT ACCESS REQUEST. On the left, a sidebar menu has 'Manage Access' selected. The main content area is titled 'UNIT ACCESS REQUEST' and includes a sub-header for 'User Role Change Request | Unit Access Request'. Below this, there is explanatory text and a note about request expiration. The form fields are: ACOM/ASCC/DRU (FORSCOM), Unit (0001 AR HHC 04 HBCT - WH4KAA), Office Symbol (4BCT 4BDE S4), Role (Records Manager (RM)), and Reason for Request (Recent promotion). A 'Submit' button is located at the bottom of the form.

**Figure 60. Manage – Unit Access Request**

You will not be able to access records in the new Unit until your access request has been granted. After that, whenever you log in, you will see a screen similar to Figure 61, which shows the default Unit for the session.

The screenshot shows the ARIMS (Army Records Information Management System) web interface. At the top, it displays the user's login information: "UnClassified Logged In As: Jennifer Loera, Unit: 0067 SC BN HHC EXPED SIG - WEJFT0 Log Out". The main navigation bar includes links for HOME, SEARCH, UPLOAD, ORLs & FOLDERS, MANAGE, MY ACCOUNT, HELP, and REPORTS. Below the navigation bar, a welcome message reads: "Welcome to ARIMS, Jennifer Loera. You Are Currently Logged In As: Jennifer Loera, Unit: 0067 SC BN HHC EXPED SIG - WEJFT0".

The interface is divided into several sections:

- MY FAVORITES:** A sidebar on the left containing links for "Create an ORL", "Create a New Folder", "Launch BAT", "Search ACRS", "My Profile / My Records Manager", "ARIMS TRAINING SITE", and "EDIT YOUR FAVORITES".
- Alerts:** A section titled "Login Options" with a "Unit Selection" dropdown menu. The dropdown is currently open, showing a list of units: "0067 SC BN HHC EXPED SIG - WEJFT0" (selected), "0035 SC HQ HHC THEAT TAC S - WEWEAA", and "0067 SC BN HHC EXPED SIG - WEJFT0".
- MANAGE APPROVALS:** A section on the right titled "MANAGE APPROVALS" with the text "ORLs, Sponsorships, and Other Items Requiring Your Approval".
- REFERENCES:** A section on the right titled "REFERENCES" containing links to various guides: "New ARIMS Interface and Features Quick Reference Guide(pdf)", "ARIMS Quick Reference Guide (Web Page)", "ARIMS Quick Reference Guide (PDF)", "ACRS Quick Reference Guide (PDF)", "ARIMS User's Guide (PDF)", and "BAT User's Guide (PDF)".
- Announcements:** A central section titled "Announcements" containing several bullet points:
  - New & Improved Reports for RA, RM & RM-RHAM Users [-]**: A new Folder List Report has been added under the Reports module for RA, RM & RM-RHAM users along with improvements made to the Disposition and ORL Reports. Instructions for using the new and improved reports are self-explanatory but will be included in an updated version of the ARIMS User's Guide and Web Based Training tutorial in the near future.
  - System Downtime on February 5th [+]**
  - Updated BAT for 64-Bit Operating Systems [+]**
  - System Maintenance Schedule [+]**
- Previous Announcements:** A section at the bottom of the announcements area stating: "ARIMS is a role-based system managed and operated by the US Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized personnel with web-based tools and technology to manage both hardcopy and electronic Army records. Access and use of the system is monitored to ensure security of information contained within. Users of ARIMS should not assume any degree of privacy."

**Figure 61. Manage – Select Unit for Session**

You can use the **Select Unit** pull-down menu to choose the unit for which you need to perform records management duties. All actions taken in ARIMS/ARIMS-C will be associated with that unit until you either change the unit or log out of the system.

There is a 30-day expiration for Unit Access Requests. You will need to submit another request if no action is taken within the 30-day timeframe.

## 5.5.2 Manage Approvals

### 5.5.2.1 Manage Unit Access Request Approval (RHAM/RM, RM, RA, SA only)

1. To approve users to access other units, select **Manage Approvals** in the left menu, then click **Unit Access Request**. ARIMS/ARIMS-C then displays the Users Requesting Unit Access page, shown in Figure 62. **Error! Reference source not found. Error! Reference source not found. Error! Reference source not found.**

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

**ARIMS**  
Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS **MANAGE** MY ACCOUNT HELP ADMIN REPORTS

MANAGE > MANAGE APPROVALS > UNIT ACCESS REQUEST

Manage Access

Manage Approvals

Manage Sponsorships

Manage Office Symbols

Manage Hardcopy

Records Destruction

Records Requests

**USERS REQUESTING UNIT ACCESS**

Unit Access Request | Manage Unit Users | Role Change Approval

These users have requested multi-hatted access to the units indicated below. To see the reason for the request move your mouse over the question marks (?) in the "Reason" column.

Please check the appropriate box (Approve or Deny), and then click Submit.

**Note:** if you deny a request for access, your email address will be provided in the notification to the requester

Approve	Deny	Reason	Name	Phone	ACOM/ASCC/DRU	UIC	Office Symbol	Role	Date Expires
<input type="checkbox"/>	<input type="checkbox"/>	?	John Doe	703-555-1212	AMC	W4GGA3	AMSTA-LCF-EES	AO	2/8/2013
<input type="checkbox"/>	<input type="checkbox"/>	?	John Doe	703-555-1212	AMC	W4GG2C	AMSTA-LCS-PSO	RM	2/22/2013
<input type="checkbox"/>	<input type="checkbox"/>	?	John Doe	703-555-1212	FORSCOM	WCV9AA	AFMB-NMP-CMP	RC	2/23/2013
<input type="checkbox"/>	<input type="checkbox"/>	?	John Doe	703-555-1212	FORSCOM	WD80E0	AFDR-SCA-ESUP	RM	3/3/2013

**Figure 62. Manage – Users Requesting Unit Access**

- To view the reason for the request, mouse over the “?” in Reason column.
- Click the **Approve** or **Deny** check box and then click **Submit**. *Note: you will not be able to approve a unit access request until the office symbol has been validated.*

### 5.5.2.2 Manage Unit Users

RHAM-RM, RM and RA can deactivate or close user accounts within their own units.

- To deactivate a user within your unit, select **Manage Approvals** in the left menu, then **Manage Unit Users** in the blue navigation bar. ARIMS/ARIMS-C displays the Unit Users page, as shown in Figure 63. **Error! Reference source not found. Error! Reference source not found. Error! Reference source not found.**

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

ARIMS Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS **MANAGE** MY ACCOUNT HELP ADMIN REPORTS

MANAGE > MANAGE APPROVALS > MANAGE UNIT USERS

FAVORITES

**MANAGE UNIT USERS**

Unit Access Request | Manage Unit Users | Role Change Approval

This page can be used by Records Managers to deactivate users for access to a specific Unit. The Unit User List displays all active users within your unit.

ACOM/ASCC/DRU: HQDA

Unit: US ARMY CYBER COMMA - W8UX01

Submit

Default Units  All Units

Deactivate	Name	Username	Phone	Role	UIC	Unit Name	Office Symbol	Created	Last Login
<input checked="" type="checkbox"/>	Doe, John	John.doe	703-555-1212	RM	W8UX01	US ARMY CYBER COMMA	ARCC-IG	7/26/2007	3/22/2013
<input type="checkbox"/>	Doe, John	John.doe	703-555-1212	AO	W8UX01	US ARMY CYBER COMMA	ARCC-OP-TX	5/10/2012	5/16/2012
<input type="checkbox"/>	Doe, John	John.doe	703-555-1212	AO	W8UX01	US ARMY CYBER COMMA	ARCC-CG	3/1/2013	3/1/2013

Submit

Figure 63. Manage – Manage Unit Users

2. You may choose between the two radio buttons under the Submit button, **Default Units** and **All Units**.
  - a. **Default Units:** A Default Unit is the Unit with which a User is officially registered. Therefore, when a User selects Default Units on the Unit Users page, the User will see one Unit and one Office Symbol listed per user. This will be the official UIC and Office Symbol that any particular user is registered under.
  - b. **All Units:** The All Units selection will display multiple entries for the same user because the All Units selection is displaying all Office Symbols within the Unit that the User has access to.
3. Use the checkboxes to select users to be deactivated, and then click **Submit**. The user(s) are then removed from the Unit Users list.

*Note: When an account is deactivated, it is also reset to AO level. Full AKO/AKO-S users are able to restore access simply by logging in again, but will not have an elevated role or access to multiple Units. Record Officials can also change user roles and office symbols*

### 5.5.2.3 Role Change Approval

- To approve users to access other units, select **Manage Approval** in the left menu, then **Role Change Request Approval** in the blue navigation bar. ARIMS/ARIMS-C then displays the **Users Requesting Role Changes** page, which lists the users who have pending requests in your area, as shown in Figure 64. **Error! Reference source not found. Error! Reference source not found. Error! Reference source not found.**

The screenshot displays the ARIMS 'Role Change Approval' interface. At the top, the ARIMS logo and 'U.S. ARMY Army Records Information Management System' are visible. The navigation bar includes 'HOME', 'SEARCH', 'UPLOAD', 'ORLs & FOLDERS', 'MANAGE', 'MY ACCOUNT', 'HELP', 'ADMIN', and 'REPORTS'. The breadcrumb trail is 'MANAGE > MANAGE APPROVALS > ROLE CHANGE APPROVAL'. A left-hand menu lists various management options, with 'Manage Approvals' selected. The main content area is titled 'ROLE CHANGE APPROVAL' and contains a sub-navigation bar with 'Unit Access Request', 'Manage Unit Users', and 'Role Change Approval'. Below this, a text box explains the screen's purpose. A table lists six pending requests for 'John Doe', each with an 'Approve' checkbox, a 'Deny' checkbox, and a 'Date Expires' field.

Approve	Deny	Name	Phone	Current Role	Unit Requested	Role Requested	Date Expires
<input type="checkbox"/>	<input type="checkbox"/>	John Doe	703-555-1212	Action Officer	W2SJ03	Records Manager	3/2/2013 12:50:03 PM
<input type="checkbox"/>	<input type="checkbox"/>	John Doe	703-555-1212	Action Officer	W0VFAA	Records Manager	3/5/2013 3:25:58 PM
<input type="checkbox"/>	<input type="checkbox"/>	John Doe	703-555-1212	Action Officer	WEU3AA	Records Manager	3/3/2013 10:49:01 AM
<input type="checkbox"/>	<input type="checkbox"/>	John Doe	703-555-1212	Action Officer	W4JCAA	Records Manager	2/17/2013 8:29:23 AM
<input type="checkbox"/>	<input type="checkbox"/>	John Doe	703-555-1212	Action Officer	W6NFAA	Records Manager	3/3/2013 3:38:37 PM
<input type="checkbox"/>	<input type="checkbox"/>	John Doe	703-555-1212	Action Officer	WBHBA	Records Manager	3/6/2013 7:11:42 PM

Figure 64. Manage – User Requesting Role Change

- Click the check box to **Approve** or **Deny** each request, and then click **Submit** at the bottom of the page. The requestor will then be notified of the results.

## 5.5.3 Manage Sponsorships

### 5.5.3.1 Users Requesting Sponsorship

If a user has requested sponsorship of an account from you, this selection will allow you to see a list of persons requesting your sponsorship to access ARIMS/ARIMS-C. From the Manage Tab, click **Manage Sponsorships** in the left menu, then click **Users Requesting Sponsorship** in the blue navigation bar. You can approve or deny sponsorship by clicking either the **Approve** or **Deny** check box, and then clicking **Submit**.

### 5.5.3.2 Users Currently Sponsored

If you are sponsoring user accounts, this selection will display a list of users you are currently sponsoring. You may access it by clicking **Manage Sponsorships** in the left menu, and then **Users Currently Sponsored** in the blue navigation bar. You may also renew or withdraw a user's sponsorship from this page.

## 5.5.4 Manage Office Symbols

### 5.5.4.1 Office Symbol Validation

When a user new to the unit logs into ARIMS/ARIMS-C for the first time and is shown the Profile screen, he/she can select an existing office symbol, or can enter a new office symbol. If the user enters the name of a new office symbol, that office symbol must be validated (approved) before work can be started.

RHAM-RM, RM or RA can validate, remove, or modify/rename these non-validated office symbols. They first view a list of requested office symbols. This list includes the office symbol, user's name, email address, and checkboxes used to validate or remove the office symbol. Once validated, this office symbol will be set as the default for the user, who will now be able to log into the system.

The RHAM-RM, RM or RA can also edit the office symbol by changing its description. Editing the office symbol implies that the Records Officials wants to validate the office symbol (after editing).

1. To validate an Office Symbol, from the Manage page, select Manage **Office Symbols** in the left menu, and then **Office Symbol Validation** in the blue navigation bar as shown in Figure 65. **Error! Reference source not found.****Error! Reference source not found.**

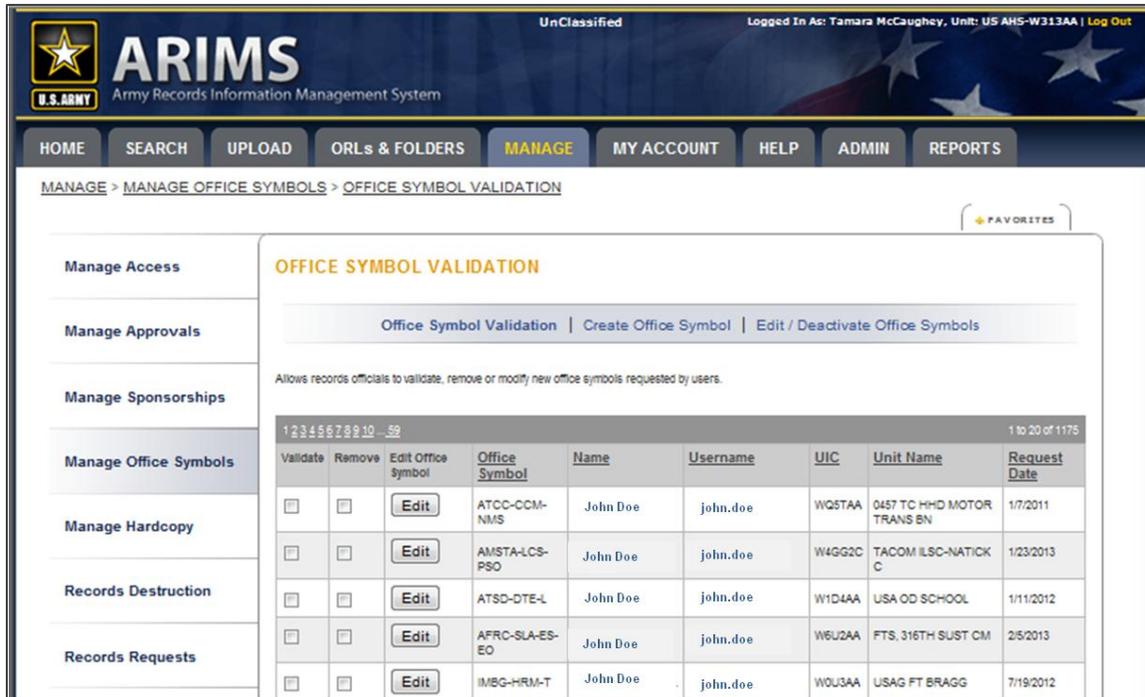
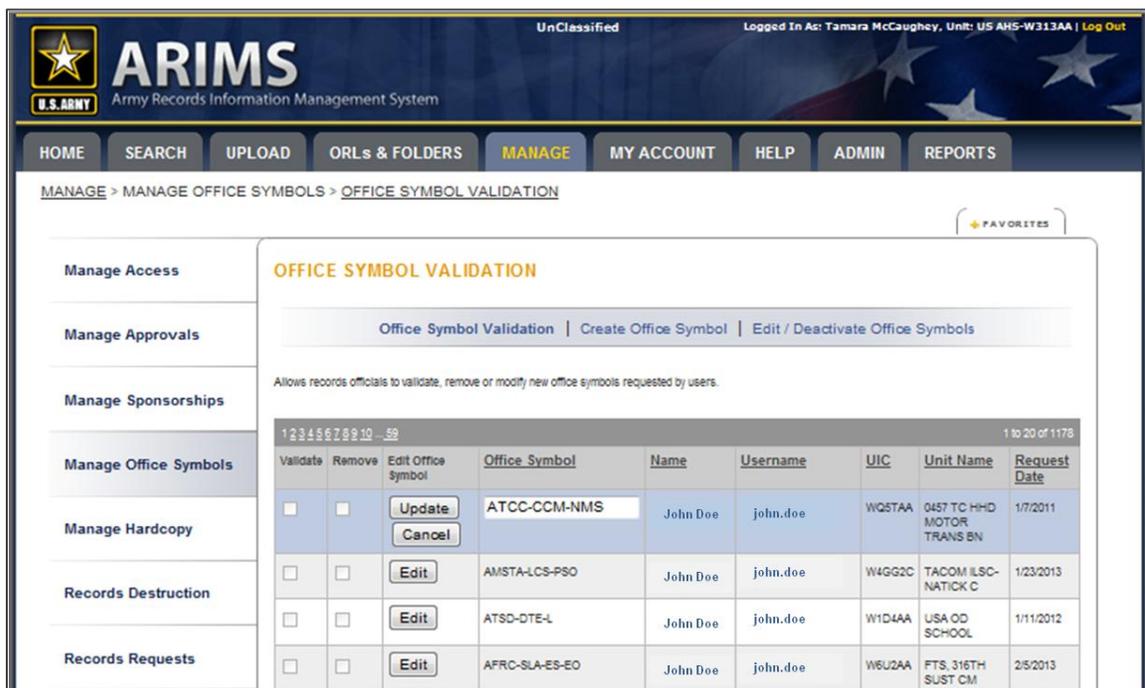


Figure 65. Manage – Office Symbol Validation

- To edit the office symbol, click the **Edit Office Symbol** button next to office symbol, and ARIMS/ARIMS-C will display a screen as shown in Figure 66. Error! Reference source not found. Error! Reference source not found. Error! Reference source not found..



**Figure 66. Manage – Edit Office Symbol**

3. If you wish to edit the office symbol key it in the field and then click **Update**.
4. You may remove the office symbol, or validate it by clicking the appropriate check box, and then clicking **Submit**.

**5.5.4.2 Create Office Symbol (RHAM-RM, RM and RA only)**

Office symbols may be created in two different ways. At first log-in, users are shown the Profile screen, where they can select an existing office symbol, or can enter a new office symbol. The new office symbol must be validated (approved) by a Records Manager before work can be started.

1. To create an Office Symbol, click **Manage Office Symbols** from the Manage page. Then click **Create Office Symbol** in the blue navigation bar, as shown in Figure 67. Select the ACOM/ASCC/DRU and Unit. The existing office symbols for the Unit are then displayed so you do not duplicate and office symbol that already exists.

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

U.S. ARMY ARIMS Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS **MANAGE** MY ACCOUNT HELP ADMIN REPORTS

MANAGE > MANAGE OFFICE SYMBOLS > CREATE OFFICE SYMBOL

Manage Access

Manage Approvals

Manage Sponsorships

Manage Office Symbols

Manage Hardcopy

Records Destruction

Records Requests

**CREATE OFFICE SYMBOL**

Office Symbol Validation | **Create Office Symbol** | Edit / Deactivate Office Symbols

This page allows records officials to create new office symbols for the ACOM/ASCC/DRU and unit selected. The format of an Office Symbol is xxxx-xxx-xx with only the first four characters being required. Organizations with approved exceptions to the standard format may still enter them in the formats that were approved. Optionally, the Office Symbol may end in a dash followed by a single digit. To add more than one Office Symbol, enter each Office Symbol on a separate line into the Office Symbol field and click the Submit button.

ACOM/ASCC/DRU: HQDA

Unit: US AHS - W313AA

Office Symbol:

Submit

Current List of Office Symbols for US AHS - W313AA:

AAHS-CH	AAHS-PAA-PS	AAHS-RDM	AAHS-RDR-T	AARP-RM	SAAA-DA
AAHS-EF	AAHS-PAP-A	AAHS-RDO	AAHS-RRS-A	AARP-ZA	SFCA-CE
AAHS-FS	AAHS-PAP-F	AAHS-RDO-IM	AAHS-SV	DONO-TUS-ELL	TEST-TEST
AAHS-IH	AAHS-RD	AAHS-RDR	AAHS-TEST-TNG	JDRP-AS-MRD-E	TEST2
AAHS-LG	AAHS-RD-IM	AAHS-RDR-A	AAHS-VI-O	JDRP-AS-MRD-M	
AAHS-LGO	AAHS-RDC	AAHS-RDR-C	AAHS-ZA	JDRP-EE	
AAHS-LGS	AAHS-RDD	AAHS-RDR-R	AAHS-ZT	JDSO-AS-MRD	
AAHS-LGT	AAHS-RDF	AAHS-RDR-RP	AARP-HRP	SAAA	

**Figure 67. Manage – Create Office Symbol**

2. Enter the new Office Symbol and then click the Submit button. To add more than one office symbol, enter each Office Symbol on a separate line into the office symbol field and click the Submit button.

#### 5.5.4.3 Edit / Deactivate Office Symbols

1. To edit or deactivate Office Symbols from the Manage page, click **Manage Office Symbols** in the left menu, then click **Edit / Deactivate Office Symbols** in the blue navigation bar.
2. Select an ACOM/ASCC/DRU and a Unit, then click **Submit**, as shown in Figure 68.

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

ARIMS Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS **MANAGE** MY ACCOUNT HELP ADMIN REPORTS

MANAGE > MANAGE OFFICE SYMBOLS > EDIT / DEACTIVATE OFFICE SYMBOLS

FAVORITES

Manage Access

Manage Approvals

Manage Sponsorships

Manage Office Symbols

Manage Hardcopy

Records Destruction

Records Requests

**MANAGE OFFICE SYMBOLS**

Office Symbol Validation | Create Office Symbol | Edit / Deactivate Office Symbols

This page Allows records officials to deactivate or modify office symbols.

ACOM/ASCC/DRU: HQDA

Unit: US AHS - W313AA

Submit

**Figure 68. Manage – Edit/Deactivate Office Symbols**

3. A list of Office Symbols will be displayed, as shown in Figure 69.

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

**ARIMS**  
Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS **MANAGE** MY ACCOUNT HELP ADMIN REPORTS

MANAGE > MANAGE OFFICE SYMBOLS > EDIT / DEACTIVATE OFFICE SYMBOLS

MANAGE OFFICE SYMBOLS

Office Symbol Validation | Create Office Symbol | Edit / Deactivate Office Symbols

This page Allows records officials to deactivate or modify office symbols.

Office Symbols List For:  
ACOM/ASCC/DRU: HQDA  
Unit: US AHS - W313AA

[Return to ACOM/ASCC/DRU and Unit Selection](#)

**Note:** If an office symbol which you wish to deactivate does not have a checkbox to the left of the name, then a reorganization/rename is required.

Deactivate	Office Symbol	Number of Users	Number of Folders
<input type="checkbox"/>	<a href="#">Edit Office Symbol</a> AAAA-AB-C	40	0
<input type="checkbox"/>	<a href="#">Edit Office Symbol</a> AAHS-LGO	0	0
<input type="checkbox"/>	<a href="#">Edit Office Symbol</a> AAHS-PAA-EB-05-03-2010	0	0
<input type="checkbox"/>	<a href="#">Edit Office Symbol</a> AAHS-PAP-F	0	0
<input type="checkbox"/>	<a href="#">Edit Office Symbol</a> AAHS-RD	41	0

**Figure 69. Manage – Edit/Deactivate Office Symbols List**

- Click the **Edit Office Symbol** button next to the Office Symbol you wish to edit. Edit the Office Symbol and then click the **Update** button.
- To deactivate the Office Symbol, click the **checkbox** in the Deactivate column and then click the **Deactivate Office Symbol** button at the bottom of the page.  
*Note: A check box will only appear in the deactivate column next to Office Symbols you have rights to deactivate.*

### 5.5.5 Manage Hardcopy

Although some functions of this module can be accessed by any registered user, its purpose is to assist RHAMs and RHAM-RMs in indexing and managing hard copy records. Processing hardcopy records includes transferring records to an RHA, receiving hard copy records, and relocating folders between boxes and boxes between RHAs.

### 5.5.5.1 Transferring Records to an RHA

1. Use the drop-down menus to select the **Office Symbol** and **ORL** with which you wish to work. The list of records available to be transferred will display automatically as shown in Figure 70.

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

**ARIMS**  
Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS **MANAGE** MY ACCOUNT HELP ADMIN REPORTS

MANAGE > MANAGE HARDCOPY > TRANSFER TO RHA

**TRANSFER TO RHA**

Transfer to RHA | Receive Hardcopy Records | Relocate

Select the Office Symbol and Office Records List for the folders to be transferred. Click the check box next to items that you wish to transfer. Click the **Submit** button go to the Create Box page.

US AHS - W313AA

Office Symbol: AAHS-CH

Office Records List: 2014 - kjhfulkyg

<input type="checkbox"/>	Folder Name	Record Number	Retention Period	Special Collection
<input type="checkbox"/>	#	700B		
<input type="checkbox"/>	adf	900A		
<input type="checkbox"/>	you	700B		
<input type="checkbox"/>	dh alk	700B		

Submit

**Figure 70. Manage – Transfer to RHA**

2. Using the check boxes along the left margin, select those records to be transferred, and then click the **Submit** button.

This action will bring up the **Create Box Barcode Label** screen, as shown in Figure 71.

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

**ARIMS**  
Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS **MANAGE** MY ACCOUNT HELP ADMIN REPORTS

MANAGE > MANAGE HARDCOPY

FAVORITES

**Manage Access**

**Manage Approvals**

**Manage Sponsorships**

**Manage Office Symbols**

**Manage Hardcopy**

Records Destruction

Records Requests

**CREATE BOX BARCODE LABEL**

Select the Description, Media Type, Restrictions, RHA, Storage Location, Disposition, and Container Type for the transfer. Click the Print SF-135 button and a pop-up will appear for printing the SF-135 form. When you have confirmed that the information is correct, sign the SF-135 and click the Close button. Click the Print Labels button and the Print Barcode Labels page appears. Make sure your printed labels are correct. If your labels did not print correctly, you may print them again before leaving the Print Barcode Labels page. If you have left the page you will not be able to reprint.

Description: Personnel Records \*

Media Type: Hardcopy \*

Restrictions: Privacy Act \*

Select RHA: Fort Belvoir-INSCOM Records Center \*

Storage Location: Fort Meade-INSCOM Records Ctr

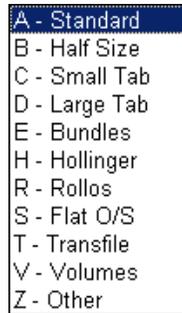
Disposition:  Accession Container (Folders with like disposition)  Storage Container (Mixed disposition)

Container Type: D - Large Tab

Print SF-135 Print Labels

**Figure 71. Manage – Create Box Barcode Label**

3. Enter a description for the box in the first field, select the media type, any restrictions, and the RHA where the box is to be stored.
4. Identify the storage location for the boxes in the records holding facility. These locations are based on your specific RHA.
5. Use the **Disposition** radio buttons to specify whether the storage container will be filled with folders of the same retention, disposition, and creation year, or be filled with folders of mixed dispositions. A *Storage Container* hold records of mixed disposition, and an *Accession Container* holds records of like disposition. Use *Accession Container* for units that generate enough similar records to fill up at least one box. Use *Storage Container* for units that generate smaller numbers of records that rarely fill up an entire container.
6. Use the **Container Type** pull-down list to select the type of container you want. Figure 72 shows the different types of containers that can be used for hard copy storage in a records holding facility. The default selection is A – *Standard*.



**Figure 72. Manage – Container Types**

7. When the information is complete, click the **Print SF-135** button to generate the SF-135 Records Transmittal and Receipt form needed for the box.
8. A pop-up dialogue box will appear, as shown in Figure 73, which says, “After printing the SF 135 you will be returned to this page to continue printing the barcode label.”



**Figure 73. Manage – SF 135 Printing Message**

9. You will now see the printable ARIMS SF-135 form ready for you to print, as shown in Figure 74. Click the **Print** button.

RECORDS TRANSMITTAL AND RECEIPT		Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records.		Page	Total Pages							
1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150.) Fort Belvoir-INSCOM Records Ctr INSCOM Records Ctr, 8825 Beulah Street		5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)  w313AA  Daniel Soren 7701 Telegraph Road Alexandria, VA 22315		1								
2. AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (Signature and title)	DATE										
3. AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL (name, office and telephone no.) Daniel Soren 703-428-6967											
4. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and title)	DATE										
RECORDS DATA												
ACCESSION NUMBER			VOLUME (cu. ft.) (d)	AGENCY BOX NUMBERS (e)	SERIES DESCRIPTION (With inclusive dates of records) (f)	RESTRICTION (g)	DISPOSAL AUTHORITY (Schedule and item number) (h)	DISPOSAL DATE (i)	COMPLETED BY RECORDS CENTER			
RG (a)	FY (b)	NUMBER (c)							LOCATION (j)	SHELF PLAN (k)	CONTAINER (l)	AUTO DISP (m)
			3.020	1	Folder Title: Travel Vouchers - June File Name: Office temporary duty travel 7/26/2009 9:28:26 PM - 7/28/2009 10:06:12 AM  092127282126070923		1hh		Fort Belvoir-INSCOM Records Ctr			A

**Figure 74. Manage – Printable SF-135 Form**

- Once you have printed the SF-135 Form, click the **Close** button and you are returned back to the Create Box Barcode Label screen.
- Back at the Create Box Barcode Label page, click the **Print Labels** button, which will produce the printable label. For more information on the options available for printing barcode labels, see Section 5.4.4.6, Printing Folder Labels.

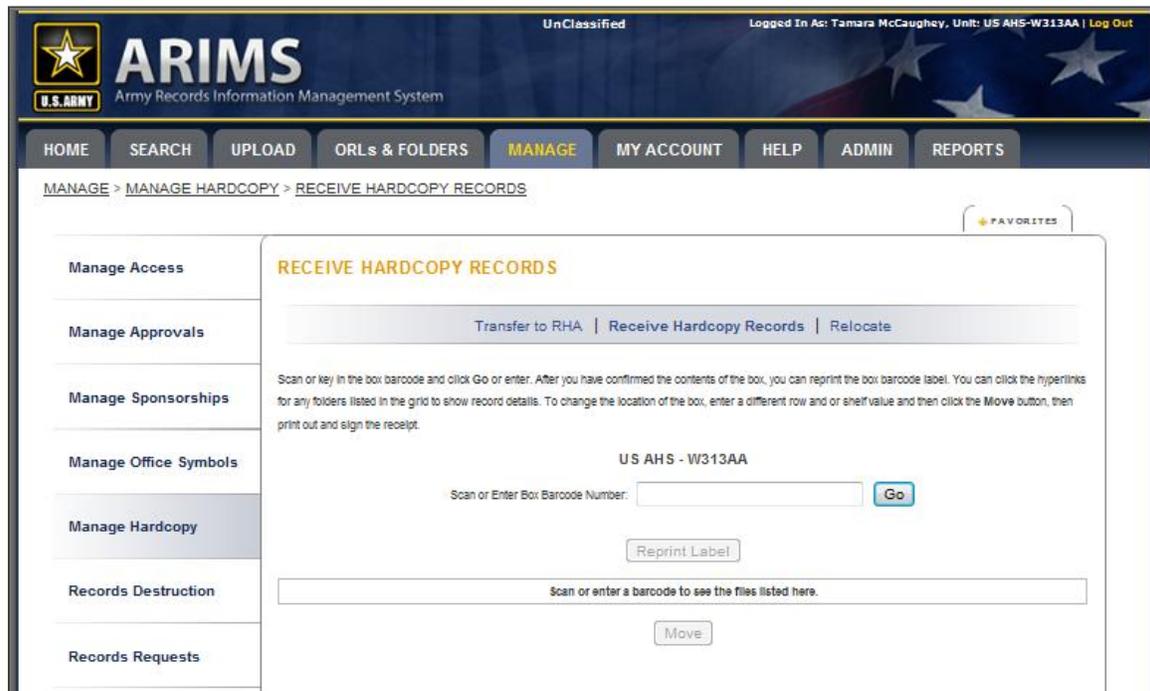
**Note: Barcode labels are formatted for Avery 5161 folder labels. Make sure you have the correct label in your printer before you begin printing!**

- To print the box labels, click the **Print** button. After the label has been printed, click the **Close** button to exit the page.

#### 5.5.5.2 Receiving Hardcopy Records

The Receive Hardcopy Records function gives RHAM-RM and RHAM the ability to replace folders that were pulled from a box (in response to a records request) that are being returned to the original box. To receive hardcopy records:

- From the **Manage** tab, select Manage Hardcopy in the left menu, then click **Receive Hardcopy Records** in the blue navigation bar. The Receive Hardcopy Records page appears, as shown in Figure 75.



**Figure 75. Manage – Receive Hardcopy Records**

2. Since you are returning the folder to its original box, you only need to scan the folder barcode label ID and then click the **Go** button. (If you do not have a barcode scanner, key in the number.) This causes the Office Symbol and ORL fields to be filled in, and provides spaces for you to enter shelf and row information, as shown in.
3. Next, type in a description for the folder, select the media type, and select the restriction if applicable. If you need to reprint a label for the box, click the **Reprint Label** button.  
To see details about the folder, click on the folder title.
4. When you are finished reviewing the details, click Close Detailed View to return to the Receive Hardcopy Records page. Click the Received button to mark the folder as received into the records holding facility.
5. When you dismiss this message, the Receive Receipt screen is displayed.

### 5.5.5.3 Relocate Folders Between Boxes

*Note: Relocate Folders is only available to RHAM users and RHAM-RM users.*

Use the Relocate Folders Between Boxes function to move folders between boxes within a records holding facility. This may be needed if you are reorganizing a records facility and are consolidating boxes.

1. First, if you have the proper permissions (RHAM or RHAM-RM), from the **Manage** page, click **Manage Hardcopy** in the left menu, then click **Relocate** in the blue navigation bar. The page for Relocate Folders Between Boxes appears; see Figure 76 for an example.



**Figure 76. Manage – Relocate Folders Between Boxes**

2. Next, scan or key in the box barcode into the upper “Scan or Enter Box Barcode Number to Move From:” text box and click **Go**. Files in the box are then displayed on the screen, as shown in Figure 77.
3. You may create a new box for the records to be moved to by clicking the **Create Box** button, as shown in Figure 77.

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**ARIMS**  
Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS **MANAGE** MY ACCOUNT HELP ADMIN REPORTS

MANAGE > MANAGE HARDCOPY > RELOCATE > RELOCATE FOLDERS BETWEEN BOXES

**RELOCATE FOLDERS BETWEEN BOXES**

Transfer to RHA | Receive Hardcopy Records | Relocate

Relocate Folders between Boxes | Relocate Boxes Between Locations in RHA  
Relocate Boxes between RHAs | Relocate Boxes to National Archives

Scan or key in the relocate from box barcode and click Go or press enter. Click the **Create Box** button to create a new box in a pop-up window and print the new Box Barcode. Scan or key in the relocate to box barcode (from Create Box or otherwise) and click Go or press enter. To move folders from the top to the bottom box, click the check boxes in the top box, then click the **Move Down** button. To move folders from the bottom to the top box, click the check boxes in the bottom box, then click the **Move Up** button.

Scan or Enter Box Barcode Number to Move From: 09055118140802134 | Go

<input type="checkbox"/>	Folder Title	Record Instruction Number	Special Collection	Checked In	Folder Barcode
<input type="checkbox"/>	HardCopy Folder (1/5)	1881		No	029027141408021376
<input type="checkbox"/>	HardCopy Folder (2/5)	1881		No	033727141408021376

Move Down

Create Box

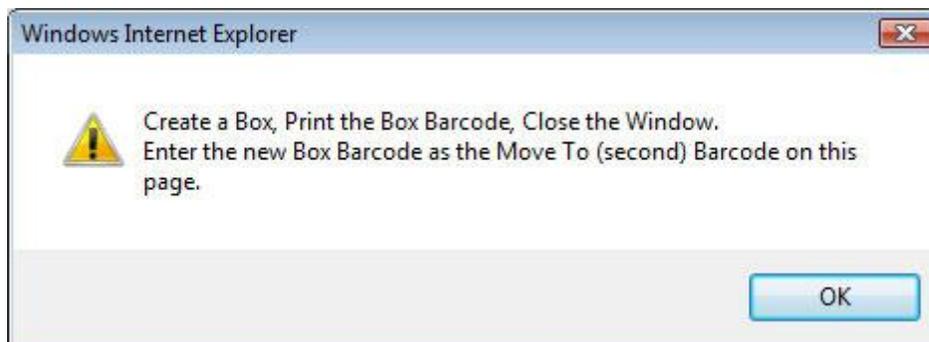
Scan or Enter Box Barcode Number to Move To: | Go

Move Up

Scan or enter a barcode to see the files listed here.

**Figure 77. Manage – Relocate Folders – Box Contents**

- If you create a new box, an informational message appears, as shown in Figure 78.



**Figure 78. Manage – Relocate Folders – Create Box Pop-up**

5. Next, scan or key in the box barcode into the lower “Scan or Enter Box Barcode Number to Move From:” text box and click Go. Files in the box are then displayed on the screen, as shown in Figure 79.
6. Click **OK** to go to the **Print Box Barcode** page to print your barcode.
7. When you have printed the barcode, close the window to return to the Relocate Folders Between Boxes page.

The screenshot shows the ARIMS interface for 'RELOCATE FOLDERS BETWEEN BOXES'. The page includes a navigation menu on the left with options like 'Manage Access', 'Manage Approvals', 'Manage Sponsorships', 'Manage Office Symbols', 'Manage Hardcopy', 'Records Destruction', and 'Records Requests'. The main content area features a table with the following data:

<input type="checkbox"/>	Folder Title	Record Instruction Number	Special Collection	Checked In	Folder Barcode
<input type="checkbox"/>	HardCopy Folder (1/5)	1aa1		No	029027141408021376
<input type="checkbox"/>	HardCopy Folder (2/5)	1aa1		No	033727141408021376

Below the table are buttons for 'Move Down', 'Create Box', and 'Move Up'. There are also input fields for 'Scan or Enter Box Barcode Number to Move From:' (containing '09055116140802134') and 'Scan or Enter Box Barcode Number to Move To:'. A 'Go' button is next to each input field. At the bottom, there is a text box with the prompt 'Scan or enter a barcode to see the files listed here.'

**Figure 79. Manage – Relocate Folders – Create Box**

8. Enter the new barcode in the second “Scan or Enter Box Barcode Number to Move To:” to place folders into the new box.
9. To move folders from the top box to the bottom box, click the check boxes in the top box, and then click the **Move Down** button, as shown in Figure 80.

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**ARIMS**  
U.S. ARMY Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS **MANAGE** MY ACCOUNT HELP ADMIN REPORTS

MANAGE > MANAGE HARDCOPY > RELOCATE > RELOCATE FOLDERS BETWEEN BOXES

FAVORITES

**RELOCATE FOLDERS BETWEEN BOXES**

Transfer to RHA | Receive Hardcopy Records | Relocate

Relocate Folders between Boxes | Relocate Boxes Between Locations in RHA  
Relocate Boxes between RHAs | Relocate Boxes to National Archives

Scan or key in the relocate from box barcode and click Go or press enter. Click the **Create Box** button to create a new box in a pop-up window and print the new Box Barcode. Scan or key in the relocate to box barcode (from Create Box or otherwise) and click Go or press enter. To move folders from the top to the bottom box, click the check boxes in the top box, then click the **Move Down** button. To move folders from the bottom to the top box, click the check boxes in the bottom box, then click the **Move Up** button.

Scan or Enter Box Barcode Number to Move From: 09055118140802134 Go

<input type="checkbox"/>	Folder Title	Record Instruction Number	Special Collection	Checked In	Folder Barcode
<input type="checkbox"/>	HardCopy Folder (1/5)	1aa1		No	029027141408021376
<input type="checkbox"/>	HardCopy Folder (2/5)	1aa1		No	033727141408021376

Move Down

Create Box

Scan or Enter Box Barcode Number to Move To: 02791422140802131 Go

Move Up

<input type="checkbox"/>	Folder Title	Record Instruction Number	Special Collection	Checked In	Folder Barcode
<input type="checkbox"/>	710-2a Property book and supporting documents : General Logistics, Equipment, Supplies	700A		No	NA

**Figure 80. Manage – Relocate Folders – Move Folders Up or Down**

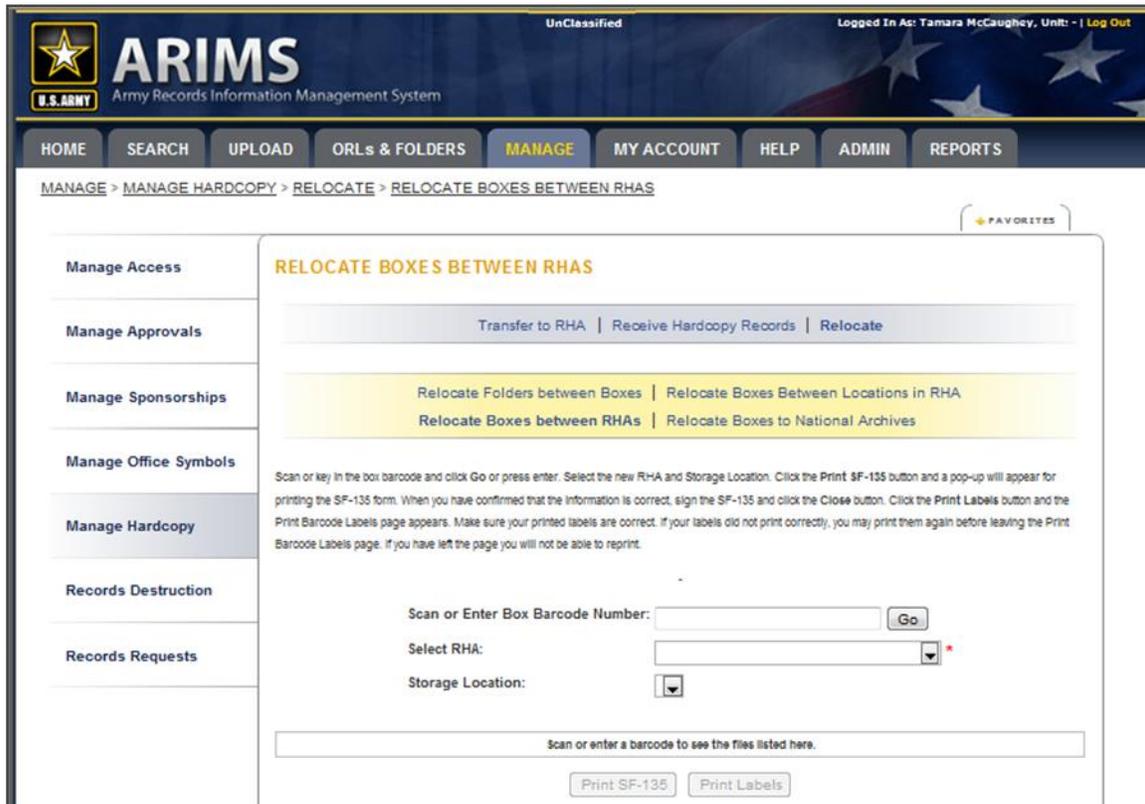
- To move folders from the bottom box to the top box, select any of the the check boxes from below the **Move Up** button. Click the **Move Up** button and the items you had selected have been moved.
- When you have finished moving folders into new boxes, you can select the **Home** tab, or any other menu tab from the upper navigation menu, to exit the screen.

#### 5.5.5.4 Relocate Boxes Between RHAs

Boxes may be relocated from one storage facility (RHA) to another.

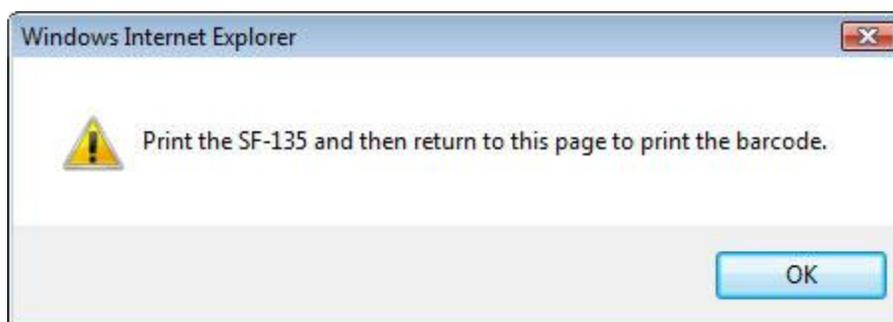
- Select the **Manage** tab on the upper navigation menu , then click **Manage Hardcopy** in the left menu. Click **Relocate** in the blue navigation bar, then click

**Relocate Boxes between RHAs** in the yellow navigation bar. The Relocate Boxes between RHAs page appears, as shown in Figure 81.



**Figure 81. Manage – Relocate Boxes Between RHAs**

2. Scan the box barcode or enter the box barcode using the keyboard, and then select the new RHA and storage location. Click the **Go** button to save your transfer. When the barcode has been verified by the system, the **Print SF-135** button becomes active.
3. When the information is complete, click the **Print SF-135** button to generate the SF-135 form needed for the box. A message, shown as Figure 82, appears.



**Figure 82. Manage – Print SF-135 Message**

- Click **OK** to dismiss the message, at which point the SF-135 form is displayed, as shown in Figure 83.

ARIMS SF 135 Form Use Landscape mode for correct printing. Print Close

<b>RECORDS TRANSMITTAL AND RECEIPT</b>		Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records.		Page	Total Pages							
1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150.) Knox (TRADOC) ATZK-IMO-RH, Building 482 FORT KNOX, KY 40121-5000		5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address) W313AA										
2. AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (Signature and title)	DATE	User Username 7701 Telegraph, Casey Bldg. RM 138 Alexandria, VA 22315									
3. AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL (name, office and telephone no.) User Username 703-555-1212											
4. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and title)	DATE										
RECORDS DATA												
ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	RESTRICTION	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG (a)	FY (b)	NUMBER (c)	(d)	(e)	(f)	(g)	(h)	(i)	LOCATION (j)	SHELF PLAN (k)	CONTAINER (l)	AUTO DISP (m)
			3.020	1	Folder Title: Travel vouchers - June File Name: office temporary duty travel 7/26/2009 9:28:26 PM - 7/28/2009 10:06:12 AM  062127282126070823		1hh		Knox (TRADOC)			A

Figure 83. Manage – Printable SF-135 Form

- When you have printed the SF-135 form, click the **Close** button to return to the Relocate Boxes between RHAs page.
- Click the **Print Label** button, which will produce a printable label, as shown in Figure 84.

**PRINT LABELS**

This page shows the layout of the labels for your selected folders. The labels are formatted for 1"x4" labels, 20 to a sheet (Avery 5161 or equivalent). Note that the label borders shown on this page will not print, they are just there to aid in visualizing the label layout. When you click the "Print" button, a PDF file will be generated and displayed. From the PDF viewer, select the Printer icon to print your label pages. **Ensure that the Page Scaling option in the print window is set to "None" before clicking OK to print your labels.** Select a starting row greater than one to print on a partially used page of labels. After printing, check your labels. The format of the labels on this web browser screen may not exactly match how the labels will be formatted on your printer. If they did not print correctly, you may adjust settings and then print them again before leaving this page. If you have left the page you will not be able to reprint without reselecting your list of folders.

Use the Advanced Options button to indicate whether or not you want to show the ACRS Instruction Title and/or the User-entered Folder Name for the labels to be printed. Note: Folder titles are limited to the first two lines. Titles exceeding the two line limit will be cutoff and not display on the labels.

Print Close Start at Row #:  Advanced Options >>

700B aadfg :Transportation & Travel, Surface Transportation, Motor Transportation & Air Travel  
PA:NA (14)  
Keep in CFA until , TRF RHA.



088443441226031382

Figure 84. Manage – Printable Barcode Screen

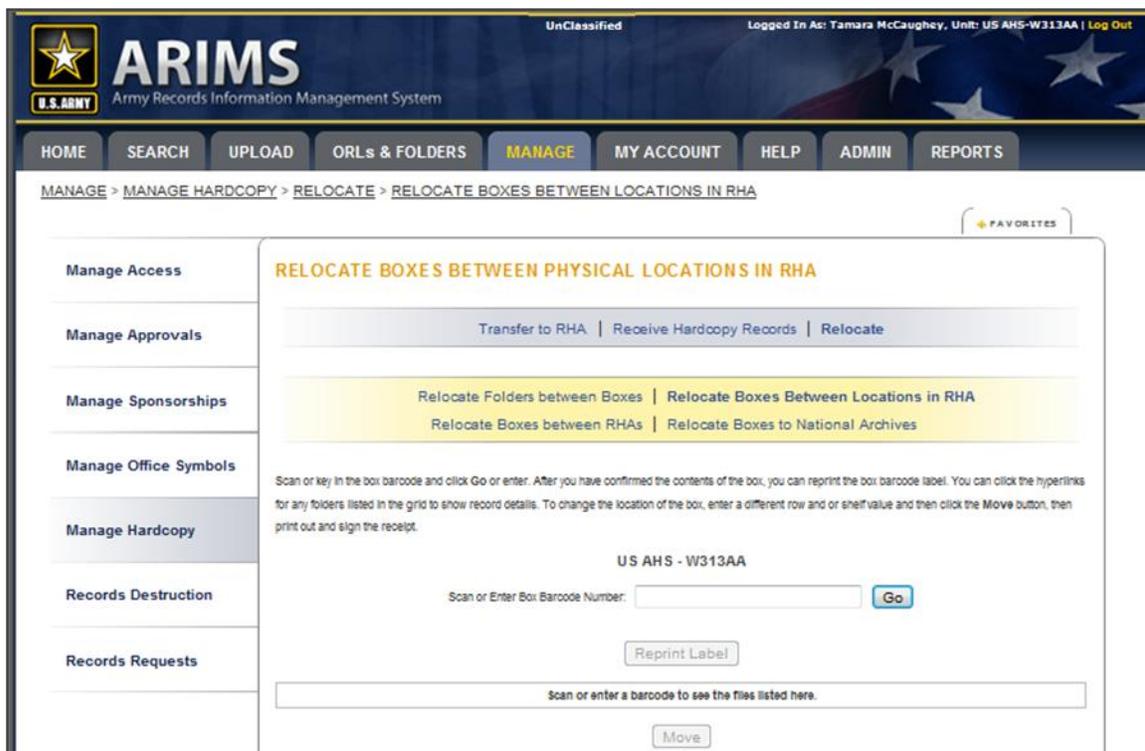
**Note: Barcode labels are formatted for Avery 5161 folder labels. Make sure you have the correct label in your printer before you begin printing!**

- To print the box label, click the **Print** button. After the label has been printed, click the **Close** button to exit the page.

#### 5.5.5.5 Relocate Boxes Between Physical Locations in an RHA

RHAMs and RHAM-RMs may move boxes from one physical location to another within an RHA.

- From the Manage page, click **Manage Hardcopy** in the left menu, then click **Relocate** in the blue navigation bar, then click **Relocate Boxes between Locations in RHA** in the yellow navigation bar. The Relocate Boxes Between Locations in RHA page appears, as shown in Figure 85.



**Figure 85. Manage – Relocate Boxes Between Physical Locations**

- Scan or enter the box barcode number, and then click **Go**. You will then see information about the box, as shown in Figure 86.

US AHS - W313AA

Scan or Enter Box Barcode Number:

Office Symbol: AAHS-TES-TNG  
Office Records List: 2006 - ContractorsTest

Shelf:

Row:

Description:  
Media Type: Hardcopy  
Restriction: National Archives General Rest

Folder Title	Record Instruction Number	Special Collection	Checked In	Folder Barcode
HardCopy Folder (1/5)	1aa1		No	029027141408021376
HardCopy Folder (2/5)	1aa1		No	033727141408021376

**Figure 86. Manage – Relocate Box Information**

3. This screen allows you to reprint the box label if necessary. Enter the new shelf and row where the box will be placed, and click **Move** when you are ready. When completed, a message box is displayed confirming that the move was successful
4. You may reprint the label by clicking the **Reprint Label** button.
5. Click **OK** to dismiss the message, at which time the **Receive Receipt** page appears.
6. You can use the **Print** button to print a copy, or click **Home** to return to the ARIMS/ARIMS-C main page.

### 5.5.5.6 Relocate Boxes to National Archives

Only the Division Chief RMD can approve sending records to the National Archives. When an RHAM or RHAM-RM, with the appropriate records official, determines that a record should be sent to the National Archives, ARIMS/ARIMS-C will generate the information required for the SF-258 Agreement to Transfer Records to the National Archives of the United States needed to transfer a record to the National Archives.

Once the records are transferred, the location information will be updated to indicate that the record is in the National Archives. Since only permanent records are transferred to the National Archives, the metadata will be left intact and the record will remain searchable.

1. From the **Manage Hardcopy** page, click **Relocate** in the blue navigation bar, then **Relocate Boxes to National Archives** in the yellow navigation bar. The Relocate Boxes to National Archives screen appears.
2. Click the check box next to any folder title you wish to relocate to the National Archives, and then click **Prepare SF-258**.
3. The Relocate Boxes to National Archives Details screen is displayed with information required for a SF-258 form. Click **Close** when you are finished.

## 5.5.6 Records Destruction

Disposition, or the final destruction of hardcopy records, is handled by RHAM/RHAM-RMs. The RHAM/ RHAM-RM first requests destruction, and then certifies that it has been done. Other users may generate a Disposition Report that shows the eligible destruction date for the records.

Records officials will check the Disposition Report once or twice a year (after the end of FY or CY). It is during those Disposition Report checks when records officials will then approve or apply a freeze code for the deletion of e-records in the ARIMS AEA. This process is performed via the **Manage > Records Destruction > Request Destruction of Records** functionality which is described below.

### 5.5.6.1 Request Destruction of Records

RHAM/RHAM-RMs can review a list of records located within his/her RHA that are ready for destruction. From this list, the RHAM/RHAM-RM selects the records to be destroyed.

1. To request destruction of records, select the **Manage** tab on the upper navigation menu, then click **Request Destruction** in the left menu, then **Request Destruction of Records** in the blue navigation bar. The Request Destruction page is displayed, as shown in Figure 87.

The screenshot shows the ARIMS interface for 'Request Destruction of Records'. The top navigation bar includes 'HOME', 'SEARCH', 'UPLOAD', 'ORLs & FOLDERS', 'MANAGE', 'MY ACCOUNT', 'HELP', 'ADMIN', and 'REPORTS'. The 'MANAGE' tab is active, and the breadcrumb trail is 'MANAGE > RECORDS DESTRUCTION > REQUEST DESTRUCTION OF RECORDS'. The left sidebar menu has 'Records Destruction' selected. The main content area is titled 'REQUEST DESTRUCTION OF RECORDS' and contains a table of records for selection.

<input type="checkbox"/>	Folder Title	ORL Year	Sub-series Number	Sub-series Title	Location Notes	Originator/Sender	Freeze Code
<input type="checkbox"/>	08 Office Supervisory or Manager Records- Employee Transfer	2008	1aa2	Office supervisory or manager employee records - Employee transferred	AEA	John Doe	<input type="text"/>
<input type="checkbox"/>	11	2009	750-8j1	Calibration data cards - Master File	AEA	John Doe	<input type="text"/>
<input type="checkbox"/>	1aa1 Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.	2009	1aa1	Office supervisory or manager employee records - Employees separated to enter military service who have restoration rights.	AEA	John Doe	<input type="text"/>
<input type="checkbox"/>	1aa1 Office supervisory or manager employee records - Employees separated to	2005	1aa1	Office supervisory or manager employee records - Employees separated to	AEA	John Doe	<input type="text"/>

**Figure 87. Manage – Request Destruction**

2. Use the check boxes to select records for destruction, and then click **Submit**.

The records are then removed from the Request Destruction list and will appear on the Certify Destruction of Records screen.

#### 5.5.6.2 Certify Destruction

An RHAM/RHAM-RM must indicate that the records have been completely destroyed in an appropriate manner for the type of material upon which the data resides. Once the RHAM/RHAM-RMs has indicated that the records have been destroyed beyond recoverability, the metadata will be removed from the ARIMS/ARIMS-C system.

1. To certify destruction of records, click **Records Destruction** in the left menu, then click **Certify Destruction** in the blue navigation bar. The Certify Destruction of Records page is displayed, as shown in Figure 88.

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**ARIMS**  
Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS **MANAGE** MY ACCOUNT HELP ADMIN REPORTS

MANAGE > RECORDS DESTRUCTION > CERTIFY DESTRUCTION

FAVORITES

Manage Access

Manage Approvals

Manage Sponsorships

Manage Office Symbols

Manage Hardcopy

**Records Destruction**

Records Requests

**CERTIFY DESTRUCTION OF RECORDS**

Request Destruction of Records | Certify Destruction

Select records that were approved for destruction to permanently remove them, the metadata, and index information from the system.

**CAUTION: This action is irreversible!**

<input type="checkbox"/>	Folder Title	ORL Year	Record Number	Instruction Title	Location Notes	Originator/Sender
<input checked="" type="checkbox"/>	11	2009	750-3j1	Calibration data cards - Master File	AEA	Angel Almaguer

Submit

**Figure 88. Manage – Certify Destruction**

2. When the records have been completely destroyed, click the check boxes to select records to certify, and then click **Submit**. The records are then removed from the ARIMS/ARIMS-C system.

### 5.5.7 Records Requests

1. To see the items that you have requested at any time, click the **Manage** tab and then select **Records Requests** in the left menu, and then **Requests for Records I Have Made**. The list is displayed on the screen, as shown in Figure 89.

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**ARIMS**  
Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS **MANAGE** MY ACCOUNT HELP ADMIN REPORTS

MANAGE > RECORDS REQUESTS > REQUESTS FOR RECORDS I HAVE MADE

Manage Access

Manage Approvals

Manage Sponsorships

Manage Office Symbols

Manage Hardcopy

Records Destruction

Records Requests

**MY REQUESTED RECORDS**

Requests for Records I Have Made | Records Requested of Me by Others

Below are the records to which you have requested access. Once access has been granted, the name will become a clickable link allowing you to see the record details. The Clean Requests button will remove all expired and denied requests.

Status	Record Subject	Folder Owner	Request Date	Record Type
No Action	asdfg	John Doe	2/4/2013 11:18:33 AM	Hardcopy

Clean Requests

**Figure 89. Manage – My Requested Records**

2. When access has been granted, the Record Subject will become a clickable link allowing you to see the record details.
3. Use the **Clean Requests** button to remove all expired and denied requests.

#### 5.5.7.1 Records Requested of Me by Others

1. To see the items that that other users have requested you to authorize, click the **Manage** tab and then select **Records Requests** in the left menu and then **Records Requested of Me by Others**, as shown in Figure 90.

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

ARIMS Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS **MANAGE** MY ACCOUNT HELP ADMIN REPORTS

MANAGE > RECORDS REQUESTS > RECORDS REQUESTED OF ME BY OTHERS

Manage Access

Manage Approvals

Manage Sponsorships

Manage Office Symbols

Manage Hardcopy

Records Destruction

Records Requests

**RECORDS REQUESTED OF ME**

Requests for Records I Have Made | Records Requested of Me by Others

View all for my Unit

Approve	Deny	Record Subject	Requested By	Request Date	Record Type	Request Expires
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Army-wide Coordination of Army Regulation 25-XX, Army Authorized Abbreviations, Brevity Codes, and Acronyms	John.doe	2/19/2010 9:33:17 AM	Email	2/28/2010 12:00:00 AM
<input type="checkbox"/>	<input type="checkbox"/>	Test1	John.doe	9/21/2011 12:18:24 AM	Electronic	9/22/2011 12:00:00 AM
<input type="checkbox"/>	<input type="checkbox"/>	Test2	John.doe	9/21/2011 12:18:24 AM	Electronic	9/22/2011 12:00:00 AM
<input type="checkbox"/>	<input type="checkbox"/>	Test3	John.doe	2/4/2013 11:18:33 AM	Hardcopy	

Submit

**Figure 90. Manage – Records Requested of Me by Others**

- The screen opens with the requests made directly to you. Use the **View all for My Unit** link to see all the requested records for the Unit, as shown in Figure 91. To return to your own records, click the **Return to my view** link.



# ARIMS

Army Records Information Management System

Unclassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | [Log Out](#)

HOME
SEARCH
UPLOAD
ORLs & FOLDERS
MANAGE
MY ACCOUNT
HELP
ADMIN
REPORTS

[MANAGE](#) > [RECORDS REQUESTS](#) > [RECORDS REQUESTED OF ME BY OTHERS](#)

+ FAVORITES

Manage Access

Manage Approvals

Manage Sponsorships

Manage Office Symbols

Manage Hardcopy

Records Destruction

Records Requests

## RECORDS REQUESTED OF ME

[Requests for Records I Have Made](#) | [Records Requested of Me by Others](#)

US AHS - W313AA

[Return to my view](#)

Approve	Deny	Record Subject	Requested By	Request Date	Record Type	Request Expires
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Army-wide Coordination of Army Regulation 25-XX, Army Authorized Abbreviations, Brevity Codes, and Acronyms	John.doe	2/19/2010 9:33:17 AM	Email	2/28/2010 12:00:00 AM
<input type="checkbox"/>	<input type="checkbox"/>	Test1	John.doe	9/21/2011 12:18:24 AM	Electronic	9/22/2011 12:00:00 AM
<input type="checkbox"/>	<input type="checkbox"/>	Test2	John.doe	9/21/2011 12:18:24 AM	Electronic	9/22/2011 12:00:00 AM
<input type="checkbox"/>	<input type="checkbox"/>	Test3	John.doe	2/4/2013 11:18:33 AM	Hardcopy	

Submit

**Figure 91. Manage – Records Requested of Me (Unit)**

3. To approve or deny a request, use the check boxes to the left of the items. You can sort the items by clicking on the column titles.

## 5.6 My Account

### 5.6.1 User Profile

The User Profile page, as seen in Figure 92 allows you to update your profile information: office symbol, phone, DSN, and fax number and provides contact information on your organization's records officials. When contacting your records officer, start at the Records Manager level and then go to the Records Administrator level as necessary.

*Note: it is important to verify that your email address is current in AKO/AKO-S. Your e-mail address is used for a variety of activities including record transfer/destruction notifications, dispositional changes to your records, profile changes, and ARIMS/ARIMS-C enhancements. **IF YOUR ORGANIZATIONAL E-MAIL ADDRESS CHANGES, UPDATE YOUR E-MAIL ADDRESS IN AKO/AKO-S ASAP.** This will ensure that your records are being serviced properly and accurately.*

To view your User Profile:

1. Select the **My Account** tab from the upper navigation menu, then click **My Account Overview**. Your User Profile will be displayed, as shown in Figure 92.

Figure 92. My Account – User Profile

### 5.6.1.1 Instructions for Requesting a New Sponsor

If you would like to request a New Sponsor before your current sponsorship expires, click on the **Request New Sponsor** button on the User Profile page. You are then taken to the ARIMS Sponsorship page, as shown in Figure 93.

**Figure 93. My Account – ARIMS Sponsorship – New Sponsor Request**

1. Enter the Sponsor's AKO username and click the **Submit** button
2. At this point, you will need to wait for the new ARIMS Sponsorship to be approved for your account.

## 5.7 Help

ARIMS/ARIMS-C includes an online help area dedicated to assisting users with questions about functionality. The Help area contains seven sections: FAQs, References, Online Video Tutorials, Glossary, User Roles, Help Desk, and Useful Links.

### 5.7.1 ARIMS/ARIMS-C FAQs

The ARIMS FAQs provides answers to some common questions users have about ARIMS/ARIMS-C. This area provides general information about the system, how to gain access to the system, what to do about forgotten passwords, and similar information, as shown in Figure 94.

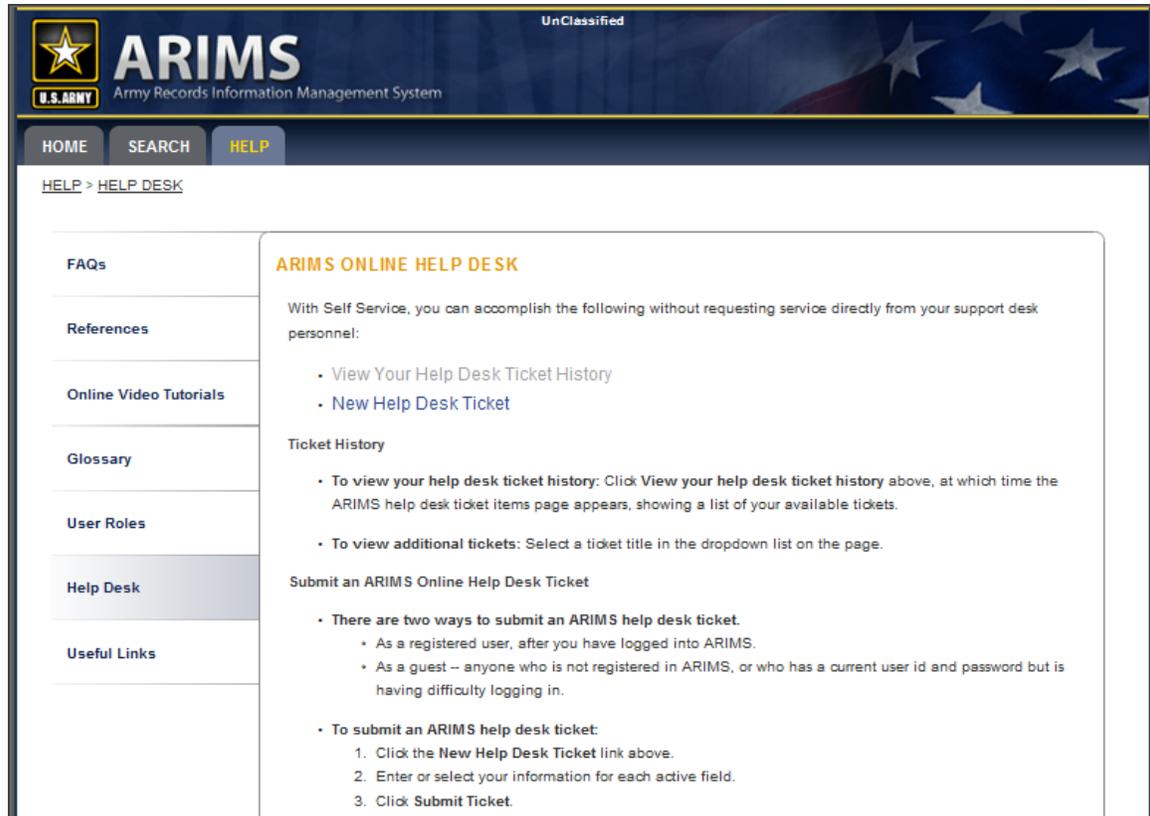


Figure 94. Help – FAQ

## 5.7.2 Help Desk

The Help Desk, as shown in Figure 95 **Error! Reference source not found. Error! Reference source not found. Error! Reference source not found.**, allows users to submit and track tickets they have submitted to the Help Desk.

You can submit an ARIMS Online Help Desk ticket either as a guest, or as a logged-in user. A guest is anyone not registered in ARIMS or who is having difficulty logging in with his/her CAC card. ARIMS-C users must use the unclassified ARIMS to submit a help desk ticket and use unclassified terms to submit their inquiry or to describe their issue.



**Figure 95. Help – Online Help Desk**

### 5.7.2.1 Submitting a New Help Desk Ticket

To submit an ARIMS/ARIMS-C Online Help Desk ticket as shown in Figure 96 below:

1. Click the **Help Tab**, then click **Help Desk** in left menu bar, then click the **New Help Desk Ticket** hyperlink to access the form needed to complete your request.
2. The New Request form is displayed in a new window. Enter or select the appropriate information for each block.
3. After completing the request, click **Submit Ticket**, as shown in Figure 96.

**SUBMIT AN ARIMS ONLINE HELP DESK TICKET**

Please enter your contact information if you are a guest/non-registered user.

First Name: John \* Last Name: Doe \*

Phone: 703-555-1212 UIC: W3133AA

Email Address: john.doe@us.army.mil \* Office Symbol: AAHS-CH

User Role: ACOM: HQDA

Please enter your ticket information

Ticket Type: Folders \*  
Date Submitted: 4/4/2013

Upload File: Browse...

Issue Description: Unable to create folders \*

Submit Ticket Cancel

\* Required Field

**Figure 96. Help – Online Help Desk New Request**

### 5.7.3 Glossary

The Glossary contains a list of terms and acronyms for ARIMS/ ARIMS-C, as shown in Figure 97. You may skip down to a section of the Glossary by clicking on the corresponding letter in the row of links underneath the header.

UnClassified

**ARIMS**  
Army Records Information Management System

U.S. ARMY

HOME SEARCH **HELP**

HELP > GLOSSARY

**FAQs**

References

Online Video Tutorials

**Glossary**

User Roles

Help Desk

Useful Links

**GLOSSARY**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

**A**

ACOM Army Command (formerly MACOM - Major Army Command)

Action Officer An AO creates and maintains official records on behalf of the Army at the Unit/Office level of business operations. See Section 3 of this document for more information on roles and responsibilities.

AEA Army Electronic Archive

AIS Automated Information System

AKO Army Knowledge Online

AKO-S see Army Knowledge Online-SIPRNET

AO see Action Officer

ARIMS Army Records Information Management System

ARIMS-C Army Records Information Management System-Classified

Army Knowledge Online Portal to online information for soldiers and Army employees (DA civilians). AKO-S is AKO on the SIPRNET.

ASCC Army Service Component Command

Authorized Individual A Records Manager or other person specifically designated by the Records Manager as responsible for managing various aspects of an organization's records.

[Return to Top]

**Figure 97. Help – Glossary**

### 5.7.4 User Roles

The User Roles page in the Help area provides the definitions of each type of registered user in ARIMS/ARIMS-C. The definitions include information about each role's access and capabilities within ARIMS, as shown in Figure 98.

UnClassified

**ARIMS**  
Army Records Information Management System

U.S. ARMY

HOME SEARCH HELP

HELP > USER ROLES

FAQs	<b>USER ROLES</b> User roles determine access and capabilities within ARIMS.
References	<b>AO = Action Officer</b> Manages the records he/she creates and/or receives on behalf of the Army used for office/unit level business ops. An AO can use ARIMS/ARIMS-C to create a draft or proposed Office Records List (ORL) to categorize records created in his/her office, and then use the list to identify records sent to the AEA or to an RHA for secure long-term storage. This is the lowest level of user access.
Online Video Tutorials	<b>RC = Records Coordinator</b> An RC serves one or more office/unit and usually acts as liaison between the office/unit and the servicing RM and/or RHAM, prepares ORLs, coordinates the transfer of long-term/permanent records to the AEA/RHA, resolves indexing problems, and serves as POC for access and release of the office/unit records stored in the system for which he/she is responsible.
Glossary	<b>RHAM = Records Holding Area Manager</b> An RHAM manages and directs the operations of an RHA facility. An RHAM may also perform the same duties and have the same access privileges as an RM if approved by the ACOM/ASCC/DRU RA.
User Roles	<b>RM = Records Manager</b> An RM is appointed in writing and serves at the subordinate command level or on the Installation garrison staff with command-wide or garrison-wide records management responsibilities. An RM has approval authority for AOs requesting RC privileges. An RM also approves proposed ORLs and serves as POC for the access and release of stored records for which he/she is responsible. RMs have an extra tab and have extra user capabilities to create Office Symbols and approve User Role Change requests, for Individual units within the ACOM.
Help Desk	
Useful Links	

**Figure 98. Help – User Roles**

### 5.7.5 References

The References page contains a list of guides and instructions. The displayed links provide access to documents that provide instructions for different functions and tools, as shown in Figure 99.



Figure 99. Help – References

### 5.7.6 Online Video Tutorials

The Online Video Tutorials page, as shown in Figure 100 **Error! Reference source not found. Error! Reference source not found. Error! Reference source not found.** provides, links to a step-by-step instructions on how to use the most commonly-used features of the ARIMS system. These video tutorials comprise a collection of video tutorial modules, each of which is focused on explaining and instructing the user on a specific part of the ARIMS/ARIMS-C system. Users can work through the video tutorial modules in any order they like, and can repeat going through any video tutorial as often as necessary.

As a follow-up to utilizing the Online Video Tutorials and to engaging in practice on the ARIMS Training Site, (<https://train.arims.army.mil>) users may elect to take the Quiz, as shown in Figure 100, which provides an optional certificate of completion of ARIMS functionality.

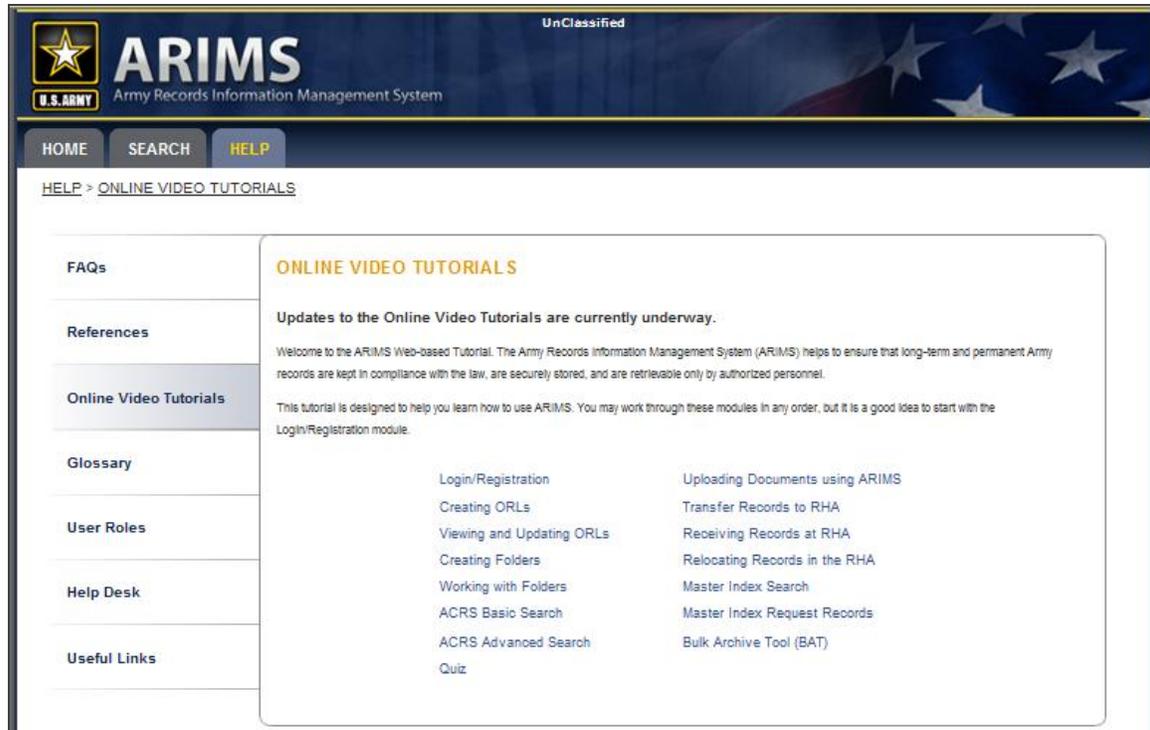


Figure 100. ARIMS Online Video Tutorials and Optional ARIMS Quiz

## 5.7.7 Useful Links

The Useful Links item in the Help area provides links to more information on various topics. Clicking on a link will take you to a page in a new window.

### 5.7.7.1 ARIMS Training Site

The ARIMS Training Site is located at <https://train.arims.army.mil>. The ARIMS Training Site is for records officials who wish to use it to conduct hands-on training sessions with their users or for others who may simply want a place to practice before finalizing their information and transferring records in the live site. The ARIMS Training Site mirrors the functionality of the live ARIMS site and will be kept up-to-date with the latest major changes, except that no email notifications will be sent out and no records that have been uploaded will be stored in the ARIMS AEA. The ARIMS Training Site can be found by clicking on the **ARIMS Training Site** link at the bottom of every page of the ARIMS site.

## 5.8 Admin (SA)

### 5.8.1 Records Admin

#### 5.8.1.1 Create Special Collections

Special Collections are groups of records that have historical significance to the Army. Examples of Special Collections are operational records: Operation Desert Storm, Operation Enduring Freedom.

Only SAs have the authority to add to or modify the Special Collection list. If you are indexing records for a Special Collection that does not appear on the list, contact the ARIMS/ARIMS-C Online Help Desk to begin the process to have it added.

1. To create a Special Collection, select **the Admin** tab from the upper navigation menu, then click **Records Admin** in the left menu. Then click **Special Collections** in the blue navigation bar, and then **Create Collection** in the yellow navigation bar. ARIMS/ARIMS-C displays the Create Special Collection page, as shown in Figure 101.

The screenshot shows the ARIMS web interface. At the top, there is a navigation bar with tabs: HOME, SEARCH, UPLOAD, ORLs & FOLDERS, MANAGE, MY ACCOUNT, HELP, ADMIN, and REPORTS. Below this is a breadcrumb trail: ADMIN > RECORDS ADMIN > SPECIAL COLLECTIONS > CREATE COLLECTION. The main content area is titled 'CREATE SPECIAL COLLECTION' and contains a form with the following fields:

- Special Collection Name:  \*
- Special Collection Description:
- Active:  Yes  No

At the bottom of the form are 'Submit' and 'Cancel' buttons.

**Figure 101. Admin – Create Special Collection**

2. Enter a name for the Special Collection. You may also enter a description, though it is not required. Select the state (active or not), and then click **Submit**.

### 5.8.1.2 List Special Collections

1. To list special collections, select **the Admin** tab from the upper navigation menu, then click **Records Admin** in the left menu. Then click **Special Collections** in the blue navigation bar, and then **List Collections** in the yellow navigation bar. ARIMS/ARIMS-C then displays the List Special Collection page, as shown in Figure 102.

The screenshot shows the ARIMS (Army Records Information Management System) interface. The top navigation bar includes 'HOME', 'SEARCH', 'UPLOAD', 'ORLs & FOLDERS', 'MANAGE', 'MY ACCOUNT', 'HELP', 'ADMIN' (highlighted), and 'REPORTS'. The left sidebar has 'Records Admin', 'Retrieve AKO Schema', and 'Help Desk Admin'. The main content area is titled 'LIST SPECIAL COLLECTIONS' and features a table of special collections.

Special Collection Name	Special Collection Description	Permanent	Allow K Records	Active
Commanders Policy Letter		Yes	Yes	No
Commanders Policy Memo		Yes	Yes	No
DWH	Deepwater Horizon	Yes	Yes	Yes
Far East District Policy Letter		Yes	Yes	No
Far East District Requisition		Yes	Yes	No
Far East District SOP		Yes	Yes	No
FHB	Fehrenbach v. Department of the Air Force	Yes	Yes	Yes
JTF 160 (JTF-GTMO)	JTF 160 (JTF-GTMO)	Yes	Yes	Yes
JTF PROVIDE REFUGE	JTF PROVIDE REFUGE	Yes	Yes	Yes

**Figure 102. Admin – List Special Collections**

2. Click on the title of a Special Collection that you would like to view or edit. The View Special Collection page then appears, as shown in Figure 103.

**VIEW SPECIAL COLLECTION**

To print Special Collection Details, change your print preferences to print by Landscape.

collection_id	50
collection_name	Commanders Policy Memo
collection_desc	
collection_destruct_dt	
collection_disposition_date	
creation_date	3/20/2009 3:45:28 PM
Permanent	<input checked="" type="checkbox"/>
allowKrecords	1
status	2
type	1
Special Collection Name	Commanders Policy Memo
Special Collection Description	
Permanent Special Collection?	Yes
Allow K Records?	Yes
Active	No

**Figure 103. Admin – View Special Collection**

3. Click **Edit** to change any of the information shown: name, description, or active state, as shown in Figure 104. Then click **Submit**.

**EDIT SPECIAL COLLECTION**

To edit a special collection, change the description for the special collection. Change the value for status.

Special Collection Name:  \*

Special Collection Description:

Active:  Yes  No

**Figure 104. Admin – Edit Special Collection**

### 5.8.1.3 Freeze Codes

Freezing is the suspension or extension of the disposition of temporary records that cannot be destroyed on schedule because of special circumstances, such as a court order or an investigation. Records that have been frozen will not appear on the Pending Destruction List. When all freezes on a record have been lifted, the record will be eligible for destruction. Records officials are reminded (via an alert box) to periodically review all frozen records to allow the timely release for destruction of unneeded records.

#### 5.8.1.3.1 Create Freeze Code

System Administrators and Database Administrators can create freeze codes by specifying a code name and description. These codes will be available for records officials to use when viewing the pending destruction list.

1. To create a Freeze Code, select **the Admin** tab, then click **Records Admin**, click **Freeze Codes** in the blue navigation bar, and then click **Create Freeze Code** in the yellow navigation bar. ARIMS/ARIMS-C then displays the Create Freeze Code page, as shown in Figure 105.

The screenshot shows the ARIMS (Army Records Information Management System) interface. At the top, there is a header with the ARIMS logo, the text 'U.S. ARMY Army Records Information Management System', and user information: 'UnClassified' and 'Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out'. Below the header is a navigation bar with tabs: HOME, SEARCH, UPLOAD, ORLs & FOLDERS, MANAGE, MY ACCOUNT, HELP, ADMIN (highlighted in yellow), and REPORTS. The main content area has a breadcrumb trail: ADMIN > RECORDS ADMIN > FREEZE CODES > CREATE FREEZE CODE. On the left, there is a sidebar with 'Records Admin' selected. The main content area is titled 'CREATE FREEZE CODES' and has sub-navigation: 'Special Collections | Freeze Codes'. Below that, there is a yellow bar with 'Create Freeze Code | Lift Freeze'. A text block explains: 'SA users may create freeze codes as needed by the Army. This function is available only to SA users. These freeze codes will be applied to folders during the disposition phase to prevent the records from being disposed of before freeze is lifted. Enter the Name and Description for a Freeze Code you wish to create, then click the Create Freeze Code button.' There are two input fields: 'Freeze Code' and 'Description', both with red asterisks indicating required fields. A 'Create Freeze Code' button is at the bottom.

**Figure 105. Admin – Create Freeze Code**

2. Enter a new freeze code and a description; there can be no special characters used in the code and description, only numbers and letters. Then click **Create Freeze Code**.

### 5.8.1.3.2 Lift Freeze Code

When a freeze is lifted, the SA should release the appropriate freeze codes from ARIMS/ARIMS-C. This release will allow all frozen records to be added to the pending destruction list, if no other freeze codes that have been applied to the record.

1. To lift a Freeze Code from the Admin page, click Records Admin in the left menu, then click **Freeze Codes** in the blue navigation bar, and then **Lift Freeze**. ARIMS/ARIMS-C displays the Lift Freeze Code page, as shown in Figure 106.

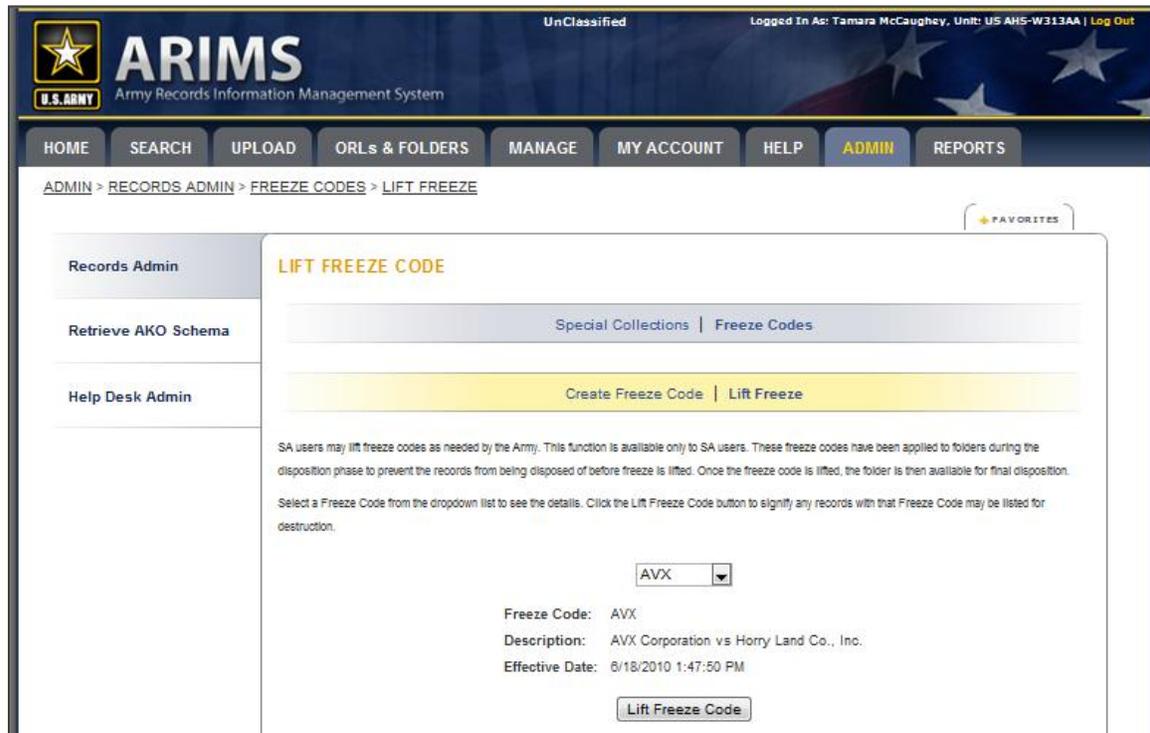


Figure 106. Admin – Lift Freeze Code

2. Use the pull-down to select the freeze code to be terminated. Then click **Lift Freeze Code**.

## 5.8.2 Retrieve AKO/AKO-S Schema (SA Only)

Systems Administrators may retrieve the AKO/AKO-S Schema (or Profile) of users.

1. To retrieve the AKO/AKO-S Schema for a particular user from the Admin page, **Retrieve AKO/AKO-S Schema** in the left menu. The Retrieve AKO Schema page will be displayed, as shown in Figure 107.

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

**ARIMS**  
Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

ADMIN > RETRIEVE AKO SCHEMA > RETRIEVE AKO SCHEMA

Records Admin

Retrieve AKO Schema

Help Desk Admin

**RETRIEVE AKO SCHEMA**

Retrieve AKO Schema

Please enter AKO Username:  \* @us.army.mil

Retrieve AKO Schema

**Figure 107. Admin – Retrieve AKO/AKO-S Schema**

2. Enter the AKO/AKO-S username for the person whose AKO/AKO-S Schema you wish to retrieve. The profile information for that user is then displayed, as shown in Figure 108. Error! Reference source not found. Error! Reference source not found. Error! Reference source not found.

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

**ARIMS**  
Army Records Information Management System

HOME SEARCH UPLOAD ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

ADMIN > RETRIEVE AKO SCHEMA > RETRIEVE AKO SCHEMA

Records Admin

Retrieve AKO Schema

Help Desk Admin

**RETRIEVE AKO SCHEMA**

Retrieve AKO Schema

Please enter AKO Username: john.smith \* @us.army.mil

Retrieve AKO Schema

Name	Value
Username	john.smith
Army Account Type	CO
UIC	
Sponsor	
Last Name	Smith
Middle Name	
First Name	John
AKO Email	
Postal	
Email	john.smith22@us.army.mil
Army Phone No.	
Army State	
Army Organizational Unit	
Fax	

**Figure 108. Admin – AKO/AKO-S Schema Displayed**

## 5.9 Reports (RM, RA, SA Only)

Several types of reports can be generated by accessing the Reports tab: Disposition Report, Folder List Report, and ORL Report. These reports can be generated by clicking on the **Reports** tab and then the respective link on the Reports page, as shown in Figure 111.

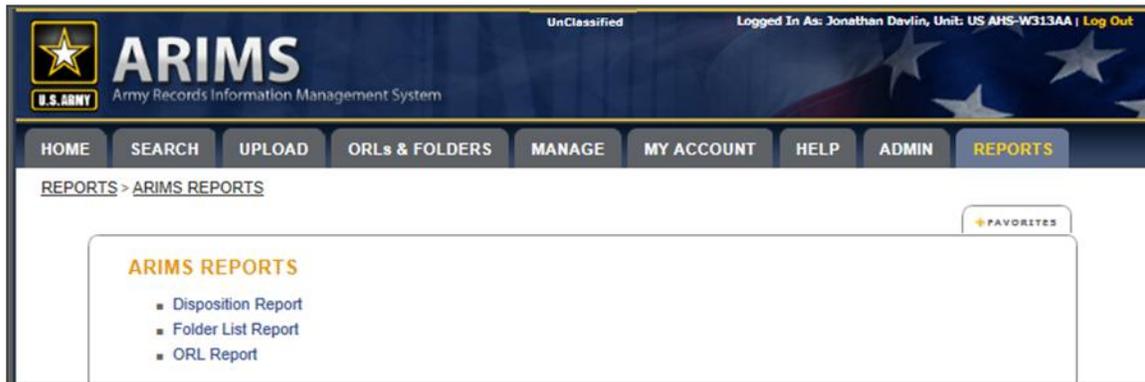


Figure 109. Reports Page

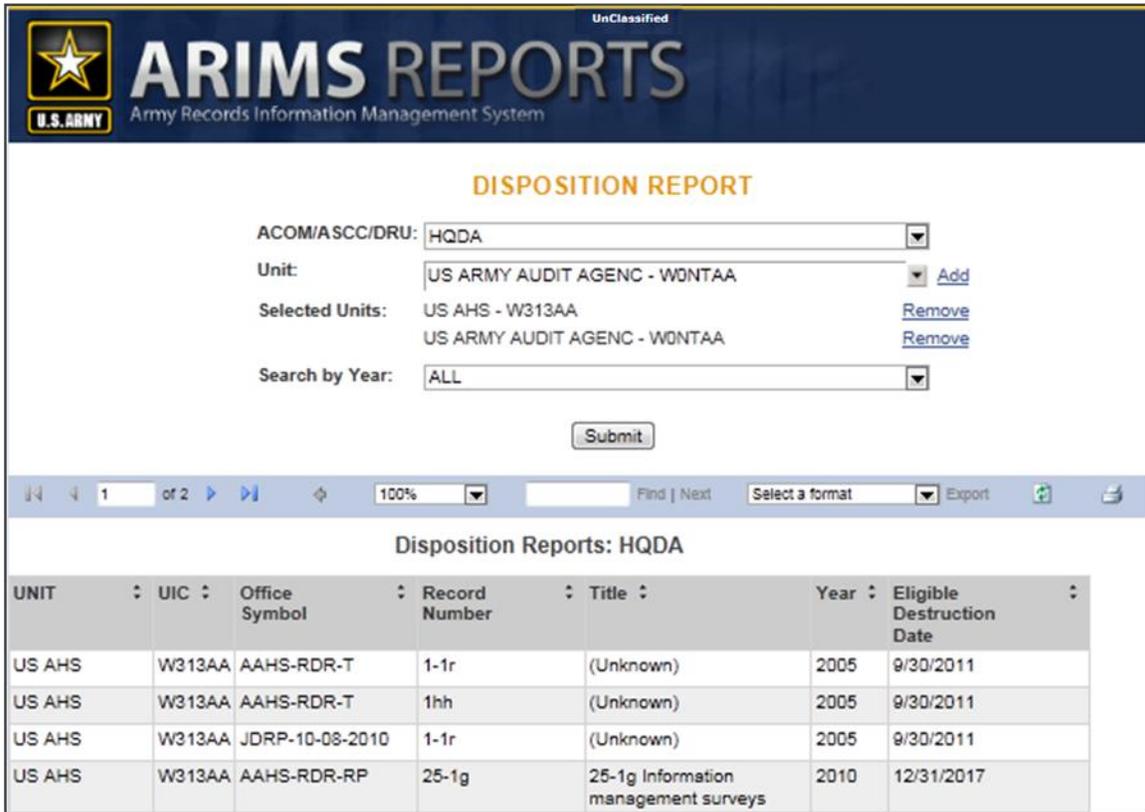
### 5.9.1 Disposition Report

Users can generate a Disposition Report based on the ACOM/ASCC/DRU, Unit, and Year. The Eligible Destruction Date is shown at the far right of each record.

1. To create a Disposition Report from the Reports page, click the **Disposition Report** link. The Disposition Report page is displayed in a new browser tab, as shown in Figure 112.

Figure 110. Reports – Disposition Report

2. Select any combination of **ACOM/ASCC/DRU**, **Unit**, or **Year**, from the drop-down lists. The values in these lists are based on your role and the organizations you support. Click the **Add** link to add a unit to the list of Selected Units. To remove a unit from your list, click the **Remove** link next to the unit in the list
3. Click the **Submit** button. The report will display the Unit, UIC, Office Symbol, Record Number, Title, Year, and Eligible Destruction Date, as seen in Figure 113.



**ARIMS REPORTS**  
Army Records Information Management System

**DISPOSITION REPORT**

ACOM/ASCC/DRU: HQDA

Unit: US ARMY AUDIT AGENC - WONTAA [Add](#)

Selected Units: US AHS - W313AA [Remove](#)  
US ARMY AUDIT AGENC - WONTAA [Remove](#)

Search by Year: ALL

[Submit](#)

Disposition Reports: HQDA

UNIT	UIC	Office Symbol	Record Number	Title	Year	Eligible Destruction Date
US AHS	W313AA	AAHS-RDR-T	1-1r	(Unknown)	2005	9/30/2011
US AHS	W313AA	AAHS-RDR-T	1hh	(Unknown)	2005	9/30/2011
US AHS	W313AA	JDRP-10-08-2010	1-1r	(Unknown)	2005	9/30/2011
US AHS	W313AA	AAHS-RDR-RP	25-1g	25-1g Information management surveys	2010	12/31/2017

**Figure 111. Reports – Disposition Report Results**

4. Users may click through the results using the arrows, sort, zoom, conduct a Find, export the report, or print the reports using the corresponding buttons in the blue toolbar.

### 5.9.2 Folder List Report

1. To create a Folder List Report from the Reports page, click the **Folder List Report** link. The Folder List Report page is displayed in a new browser tab, as shown in Figure 114.

The screenshot shows the ARIMS Reports interface. At the top, there is a header with the ARIMS logo (a star in a square) and the text 'ARIMS REPORTS' in large letters, with 'Army Records Information Management System' below it. To the left of the logo is the 'U.S. ARMY' logo. The word 'UnClassified' is visible in the top right corner of the header. Below the header, the title 'ORL FOLDER LIST REPORT' is centered. The form contains several fields: 'ACOM/ASCC/DRU:' with a dropdown menu showing 'HQDA'; 'Unit:' with a dropdown menu showing 'US AHS - W313AA' and an 'Add' link; 'Selected Units:' with a dropdown menu showing 'US AHS - W313AA' and a 'Remove' link; 'Folder Type:' with a dropdown menu showing 'ALL'; and 'Search by Year:' with a dropdown menu showing 'ALL'. A 'Submit' button is located at the bottom center of the form.

**Figure 112. Reports – Folder List Report**

2. Select any combination of **ACOM/ASCC/DRU**, **Unit**, **Folder Type**, or **Year**, from the drop-down lists. The values in these lists are based on your role and the organizations you support. Click the **Add** link to add a unit to the list of Selected Units. To remove a unit from your list, click the **Remove** link next to the unit in the list
3. Click the **Submit** button. The report will display the Unit Name, UIC, Office Symbol, Record Number, Folder Title, Disposition, Folder Year, Media Type, and Folder, as seen in Figure 115.

**ORL FOLDER LIST REPORT**

ACOM/ASCC/DRU: HQDA

Unit: US ARMY CYBER COMMA - W8UXD1 [Add](#)

Selected Units: US AHS - W313AA [Remove](#)

Folder Type: ALL

Search by Year: ALL

Folder List By Unit

Unit Name	UIC	Office Symbol	Record Number	Folder Title	Disposition	Folder Year	Media Type	Folder Status
US AHS	W313AA	AAHS-RDR-T	1-1m1	Conferences	PERMANENT. TP. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will transfer to the National Archives when the record is 20 years old.		2004 Hardcopy	Checked Out
US AHS	W313AA	AAHS-RDR-T	1-1r	Budget	TE6.25. Event is close of the fiscal year involved. Keep in CFA until		2004 Hardcopy	Checked Out

**Figure 113. Reports – Folder List Report**

- Users may click through the results using the arrows, sort, zoom, conduct a Find, export the report, or print the reports using the corresponding buttons in the blue toolbar.

### 5.9.3 ORL Report

Users can generate a report that contains a list of ORLs for several units, by ACOM/ASCC/DRU, Unit, Status, and Year.

- To create an ORL Report from the Reports page, click the **ORL Report** link. The **ORL Report** page is displayed in a new browser tab, as shown in Figure 116.



The screenshot shows the ARIMS Reports interface. At the top, there is a header with the U.S. Army logo, the text "ARIMS REPORTS", and "Army Records Information Management System". Below the header, the page is titled "ORL REPORT". The form contains several fields: "ACOM/ASCC/DRU:" with a dropdown menu showing "HQDA"; "Unit:" with a dropdown menu showing "US AHS - W313AA" and an "Add" link; "Selected Units:" with a dropdown menu showing "US AHS - W313AA" and a "Remove" link; "Search by Status:" with a dropdown menu showing "ALL"; and "Search by Year:" with a dropdown menu showing "ALL". A "Submit" button is located at the bottom of the form.

**Figure 114. Reports – ORL Report**

2. Select any combination of **ACOM/ASCC/DRU**, **Unit**, **Status**, or **Year**, from the drop-down lists. The values in these lists are based on your role and the organizations you support. Click the **Add** link to add a unit to the list of Selected Units. To remove a unit from your list, click the **Remove** link next to the unit in the list.
3. Click the **Submit** button. The report will display a list of groups that may be expanded by clicking the “+” next to the Group Name in the list. This will display the ORLs for the group by ORL Name, Year, Office Symbol, Status, and ARIMS User, as seen in Figure 117.

UnClassified



## ARIMS REPORTS

Army Records Information Management System

### ORL REPORT

ACOM/ASCC/DRU:

Unit:  [Add](#)

Selected Units:  [Remove](#)  
 [Remove](#)

Search by Status:

Search by Year:

---

1 of 1    100%    Find | Next

Select a format    Export    

#### ORL List for HQDA

Group1	ORL Name	Year	Office Symbol	Status	ARIMS User	
[-] W313AA						
[-] W8L2AA						
	190-47	2011	DAPM-ACC	Draft	User	<a href="#">View</a>
	W8L2AA	2010	DAPM-ACC	Draft	User	<a href="#">View</a>

**Figure 115. Reports – ORL Report Results**

- Users may click through the results using the arrows, sort, zoom, conduct a Find, export the report, or print the reports using the corresponding buttons in the blue toolbar.

## 6 Glossary

ACOM	Army Command (formerly MACOM – Major Army Command)
ACRS	Army Consolidated Records Schedule. A Record Series and Sub-series system has replaced the RRS-A Record Instruction system. The ACRS system has broader categories with more granular sub-series categories to further refine the categorization of records.
Action Officer	An AO creates and maintains official records on behalf of the Army at the Unit/Office level of business operations. See Section 3 of this document for more information on roles and responsibilities.
AEA	Army Electronic Archive
AIS	Automated Information System
AKO	Army Knowledge Online
AKO-S	Army Knowledge Online-SIPRNET
AO	see Action Officer
ARIMS	Army Records Information Management System
ARIMS-C	Army Records Information Management System-Classified
Army Knowledge Online	Portal to online information for soldiers and Army employees (DA civilians). AKO-S is AKO on the SIPRNET.
ASCC	Army Service Component Command
Authorized Individual	A Records Manager or other person specifically designated by the Records Manager as responsible for managing various aspects of an organization's records.
BAT	see Bulk Archive Tool
Bulk Archive Tool	ARIMS/ARIMS-C application for bulk uploading, or automatically importing data and records.
CFA	Current Files Area
Disposition	A sub-category to a Record Sub-series that is broken down by duration.
Document Management Application	A system used for managing documents that allows users to store, retrieve, and share them with security and version control. A DMA may also be called an Electronic Document Management System (EDMS).
DoD	Department of Defense
DRU	Direct Reporting Unit
Electronic Record	Information recorded in a form that requires a computer or other machine to process it.
Extensible Markup	Simplified subset of Standard Generalized Markup Language

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Language	(SGML), whose primary purpose is to facilitate the sharing of data across different information systems, particularly systems connected via the Internet.
FOIA	Freedom of Information Act
FOIA Officer	An FOIA Officer functions as an AO in almost all aspects. See Section 3 of this document for more information on roles and responsibilities.
FRC	Federal Records Center
Freeze	The suspension or extension of the disposition of temporary records that cannot be destroyed on schedule because of special circumstances, such as a court order or an investigation. A freeze requires a temporary extension of the approved retention period.
Guest	Any unregistered user who has limited access to ARIMS/ARIMS-C.
HTTPS	see Hyper Text Transport Protocol - Secure
Hyper Text Transport Protocol - Secure	Standard internet protocol used to serve web pages and secured by SSL.
Indexer	An indexer functions as an AO in almost all aspects. See Section 3 of this document for more information on roles and responsibilities.
Internet Protocol	Standard network protocol serving as the basis for all communications over the Internet
IP	see Internet Protocol
Life Cycle	The life span of a record from its creation or receipt to its final disposition. It is usually described in three stages: creation, maintenance and use, and final disposition.
Master Index	The master index contains information on all Army records being maintained at RHAs worldwide and in the AEA.
Metadata	Data describing the structure, data elements, interrelationships, and other characteristics of electronic records.
MOA	Memorandum of Agreement
NARA	National Archives and Records Administration
.NET	Microsoft Developer technologies utilizing the Common Language Runtime
NIPRNET	Unclassified but Sensitive Internet Protocol Router Network
OCR	see Optical Character Recognition
Optical Character Recognition	The recognition of printed or written text character by a computer.
ORL	Office Records List
PA	Privacy Act

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PKI	Public Key Infrastructure
RA	see Records Administrator
RC	see Records Coordinator
Record	Information, regardless of medium, detailing business transactions. Records include all books, papers, maps, photographs, machine-readable materials, and other documentary materials, regardless of physical form or characteristics. Records are made or received by an Agency of the United States Government under Federal law or in connection with the transaction of public business.
Record Folder	A record folder is an extension to the file plan either as a static structure or an aggregate gathering of records. It is used to manage case records and to break other records into periods supporting retention and disposition.
Record Instruction	The record number, title, authority number, Privacy Act number (if applicable), description, and disposition make up the complete record instruction.
Record Series	A high-level categorization of records.
Record Sub-series	A categorization under a series that further refines the category.
Records Administrator	An RA serves on the ACOM/ASCC/DRU staff or ARSTAF and has command-wide records management program responsibilities. See Section 3 of this document for more information on roles and responsibilities.
Records Coordinator	An RC provides Records Management services to one or more unit(s)/office symbol(s) and acts as liaison between the unit(s)/office symbol(s) and the servicing RM and RHAM. See Section 3 of this document for more information on roles and responsibilities.
Records Holding Area (RHA)	A facility established to collect and maintain cutoff records until they are either eligible for destruction or retirement to an FRC or other records depository. When located outside of the continental U.S., these facilities are referred to as Overseas Command Records Holding Areas (OCRHAs).
Records Holding Area Manager-Records Manager (RHAM-RM)	An RHAM manages and directs the operations of an RHA facility. An RHAM may also perform the same duties and have the same access privileges as an RM if he/she is approved by the ACOM/ASCC/DRU RA.
Records Input Processing Subsystem	Main entry point for indexing hard copy folders, uploading electronic records in ARIMS/ARIMS-C.
Records Management Application	Software used by an organization to manage its records. An RMA's primary management functions are categorizing and locating records, and identifying records that are due for disposition. RMA software also stores, retrieves, and disposes of the electronic records that are stored in its repository.

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Records Manager	An RM manages records on behalf of the unit. See Section 3 of this document for more information on roles and responsibilities.
Records Retention Schedule – Army	Component of ARIMS/ARIMS-C that allows users to search the Army Records Retention Schedules, which include all National Archives and Records Administration approved retention and disposition information for Army records.
RHA	see Records Holding Area
RHAM	see Records Holding Area Manager
RIPS	see Records Input Processing Subsystem
RM	see Records Manager
RMA	see Records Management Application
RMD	Records Management Division
RMDA	U.S. Army Records Management and Declassification Agency
RRS-A	see Records Retention Schedule – Army
RRS-A System Administrator	A user with System Administration privileges within the RRS-A portion of ARIMS/ARIMS-C. See Section 3 of this document for more information on roles and responsibilities.
SA	see System Administrator
Secure Socket Layer	A system for encrypting data traveling over the internet
SF	Standard Form (Army)
Simple Mail Transport Protocol	Standard internet protocol for sending email
SIPRNET	Secret (formerly Secure) Internet Protocol Router Network
SMTP	see Simple Mail Transport Protocol
SOAP	Simple Object Access Protocol
System Administrator	An SA provides user account support, reference data support, and other miscellaneous support activities to maintain the system. See Section 3 of this document for more information on roles and responsibilities.
UIC	Unit Identification Code. A six-character, alphanumeric code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces.
Vital Records	Essential Agency records needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records) or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).
XML	see Extensible Markup Language

