

What is a Records Manager?

A records manager (RM) is appointed in writing at every HQ USAREUR staff office and at each brigade and battalion to serve as the organization POC for the Army Records Information Management System (ARIMS). The number of appointed records managers is based on organizational best practices; but at the least one primary and one alternate RM must be appointed. An RM has ARIMS oversight of and approval authority for associated units. The RM is the POC for access to and release of the organization's stored records. ARIMS applies to paper and electronic information in any media and any format. The RM is responsible for the following:

- Ensuring that the organization properly categorizes, labels, maintains, stores, and destroys applicable records.
- Requesting access to all applicable organization UICs in ARIMS.
- Conducting ARIMS training for action officers and records coordinators (RCs) at the subordinate level.
- Conducting annual inspections of unit or office records management programs according to AE Regulation 25-400-2.
- Reviewing and approving proposed office record lists (ORLs).
- Reviewing and approving ARIMS users requests for unit access and role changes.
- Reviewing user access to office symbols and validate correct office symbols.
- Migrating ORLs to new office symbols.

What is an Action Officer?

Every Army employee is an action officer (AO). An AO is responsible for the information he or she creates, receives, uses, and maintains based on Army regulations and business rules.

The AO uses ARIMS to create a draft or proposed ORL and identify how ARIMS applies to the created information. The AO identifies records eligible for transfer to the Army in Europe Records Holding Area (RHA) or the Army Electronic Archive (AEA) and communicates with the RC, if applicable, to coordinate secure long-term storage.

What is a Records Coordinator?

An RC is appointed in writing and acts as the liaison between AOs and the servicing RM. The RC prepares ORLs, coordinates the transfer of long-term and permanent records to the RHA or AEA, and serves as the POC for access to and release of office or unit records stored in the system for which the RC is responsible.

Records Management Inspections

All offices and units under the purview of the RM must be inspected annually. The RM will use the Records Management Checklist at https://aepubs.army.mil/pdfpubs/AER25-400-2_1004053!.pdf to evaluate the records management program in each office or unit (AE Reg 25-400-2, app D).

References

- **AR 25-1**, Army Knowledge Management and Information Technology
- **AR 25-400-2**, The Army Records Information Management System (ARIMS)
- **DA Pamphlet 25-403**, Guide to Record-keeping in the Army
- **AE Regulation 25-400-2**, Army in Europe Record Information Management



USAREUR RECORDS MANAGEMENT

A Guide for Records Managers

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TIPS FOR RECORDS MANAGERS

Log on to the Army Records Information Management System (ARIMS) at <http://www.arims.army.mil> to apply the following tips:

How to Request Access to One or More UICs

1. Go into the *Manage* tab > *Manage Access Request* > *Unit Access Request*.
2. Verify the correct ACOM/ASCC/DRU and select the correct unit and unit identification code (UIC) combination and office symbol from the drop-down menus.
3. Select *Records Manager* (RM) from the *Role* drop-down menu.
4. Type "RM on orders" in *Reason for Request*.
5. Click *Submit*.
6. Repeat for each UIC. If more than 10 UICs are required, upload an MS Excel list of UICs and submit it to the ARIMS Online Help Desk.

NOTE: The USAREUR Records Administrator will approve requests only if RM appointment orders are on file.

How to Create an Office Symbol

1. Go into the *Manage* tab > *Manage Office Symbol* > *Create Office Symbol*.
2. Select the correct organization, unit, and enter a correct office symbol (all caps, no numbers, no more than two dashes).
3. Click *Submit*.

How to Approve an ORL

1. From the *Home* tab and under *Alerts*, click the hyperlink preceding *ORLs Need your Approval*.
2. All the proposed ORLs under your area purview are listed.
3. Click on a hyperlinked ORL name to view a list of record titles.
4. Review the ORL sub-series by clicking the hyperlinked record title.
5. Check the boxes corresponding to the sub-series; to select all, check the box next to *Record Sub-series*.
6. Click *Close*.
7. All record sub-series are approved.
8. The ORL is no longer in the list of proposed ORLs.

NOTE: An e-mail message will be sent to the originator to say that the ORL is approved.

How to Review Role-Change Requests

1. Go into the *Manage* tab > *Manage Approvals* > *Role Change Approval*.
2. Users requesting role changes will be displayed.
3. Check the box and click *Approve* or *Disapprove* for the requested role.
4. Click *Submit* and the requester will receive a notification.

NOTE: An appointment memorandum needs to be submitted to the USAREUR Records Administrator before a role change to Records Coordinator or Records Manager can be approved in ARIMS.

How to Move an ORL to a New Office Symbol

1. Go into the *ORLs & Folders* tab > *Office Records List* > *Reorganize ORLs* > *Move ORL to New Office Symbol*.
2. Review the unit.
3. Select the old office symbol.
4. Type in the new office symbol (all caps, no numbers, no more than two dashes).
5. Click *Submit*.

How to Review Unit Access Requests

1. Go into the *Manage* tab > *Manage Approval* > *Unit Access Request*. Users requesting unit access will be displayed.
2. Check the box and click *Approve* or *Deny* for the requested access.
3. The default role is *Action Officer* unless an appointment memorandum for a different role is on file.
4. Click *Submit* and the requester will receive a notification e-mail message.



For further assistance, contact the USAREUR Records Administrator at—

DSN: 370-8804, fax: 370-8889

E-mail: usarmy.badenwur.usareur.mbx.g6-arims-itra@mail.mil

HQ USAREUR (AEIM-R),
Unit 29351, APO AE 09014-9351

