

805C-42A-3015
Establish Records Using the Army Records Information Management System (ARIMS)
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: You are an HR NCO and are responsible for ensuring files for your office are prepared and maintained properly. You have access to AR 25-400-2 (The Army Records Information Management System (ARIMS)), ARIMS website, and office automation equipment. This task should not be trained in MOPP 4.

Standards: Determine the type of record with 100% accuracy and ensure it is correctly labeled without error to include record code, disposition and classification.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to establish and maintain files for your section.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Determine Recordkeeping requirements.

- a. Unscheduled records.
- b. Contractor records.

2. Determine Electronic Recordkeeping Requirements.

- a. Ensure documentation on all Information Systems that produce, use, or store electronic records are kept in accordance with technical bulletins and standards.
- b. Ensure protection and safeguarding of electronic media.
- c. Perform proper labeling and disposition of CD-ROMS used to store records.

3. Determine Micrographic Records requirements.

- a. Retain microform documents as the record copy.
- b. Conduct inspections on permanent, unscheduled and temporary microform records.
- c. Verify disposition of microforms and source information.

4. Establish proper filing procedures.

- a. Maintain records electronically when possible.
- b. Examine records prior to filing to ensure all cover sheets are removed before filing and hardcopy documents are stapled (if possible).
- c. Create guides to divide records and to identify subdivisions to ease filing and retrieval.
- d. Create folders to consolidate, retrieve, and protect the records.
- e. Stamp or mark folders per AR 380-5 (Department of the Army Information Security Program).
- f. Arrange records in a manner that best suits the business or reference needs of the office.
 - g. File classified and unclassified documents separately except when the volume of the classified material is small and it is more advantageous to use otherwise empty space for unclassified material and/or the record of an action consists of both classified and unclassified documents and reference needs require that both be filed together.
- h. Maintain records for multiple organizations separately.
- i. Prepare Office Records List (ORLs) using the Records Management Assistance (RM-Assist) module in ARIMS.

5. Perform proper labeling procedures.

- a. Label all folders and containers used to store official records, including records in electronic form, IAW Army standards.
 - b. Affix labels on folders, disks, tapes, drawers, containers, and so on, in a place that is suitable and visible for easy identification and retrieval of records.

6. Enforce proper disposition instructions and standards.

- a. Transfer (T) records.
- b. Keep (K) records.

7. Identify Reference Procedures.

a. Maintain master index of retired records on the ARIMS.

b. Employ the search tool in ARIMS to seek, locate, request, and retrieve records stored in the Army Electronic Archive (AEA), Records Holding Area (RHA), or Federal Records Center (FRC).

8. Perform Records Transfer and Retirement Procedures.

a. Provide Transfer (T) records to activity records managers upon request.

b. Transmit Transfer (T) records monthly and at the end of a deployment to parent unit (when deployed).

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined Recordkeeping requirements.			
a. Unscheduled records.			
b. Contractor records.			
2. Determined Electronic Recordkeeping Requirements.			
a. Ensured documentation on all Information Systems that produced, used, or stored electronic records were kept in accordance with technical bulletins and standards.			
b. Ensured protection and safeguarding of electronic media.			
c. Performed proper labeling and disposition of CD-ROMS used to store records.			
3. Determined Micrographic Records requirements.			
a. Retained microform documents as the record copy.			
b. Conducted inspections on permanent, unscheduled and temporary microform records.			
c. Verified disposition of microforms and source information.			
4. Established proper filing procedures.			
a. Maintained records electronically when possible.			
b. Examined records prior to filing to ensure all cover sheets were removed before filing and hardcopy documents were stapled (if possible).			
c. Created guides to divide records and to identify subdivisions to ease filing and retrieval.			
d. Created folders to consolidate, retrieve, and protect the records.			
e. Stamped or marked folders per AR 380-5.			
f. Arranged records in a manner that best suited the business or reference needs of the office.			
g. Filed classified and unclassified documents separately except when the volume of the classified material was small and it is more advantageous to use otherwise empty space for unclassified material and/or the record of an action consists of both classified and unclassified documents and reference needs required both be filed together.			
h. Maintained records for multiple organizations separately.			
i. Prepared ORLs using the RM-Assist module in ARIMS.			
5. Followed proper labeling procedures.			
a. Labeled all folders and containers used to store official records, including records in electronic form, IAW Army standards.			
b. Affixed labels on folders, disks, tapes, drawers, containers, etc., in a place that was suitable and visible for easy identification and retrieval of records.			
6. Followed disposition instructions and standards.			
a. Transfer (T) records.			
b. Keep (K) records.			
7. Identified Reference Procedures.			
a. Maintained master index of retired records on the ARIMS.			
b. Employed the search tool in ARIMS to seek, locate, request, and retrieve records stored in the AEA, RHA, or FRC.			
8. Followed Records Transfer and Retirement Procedures.			
a. Provided Transfer (T) records to activity records managers upon request.			
b. Transmitted Transfer (T) records monthly and at the end of a deployment to parent unit (when deployed).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-400-2	THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)	Yes	Yes
	AR 380-5	DEPARTMENT OF THE ARMY INFORMATION SECURITY PROGRAM	Yes	No

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI