

**805C-42A-1043**  
**Maintain Records Using the Army Records Information Management System (ARIMS)**  
**Status: Approved**

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**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 Specialist and must properly maintain hard-copy and digital records for your unit from creation to final disposition. You have access to AR 25-400-2 (The Army Records Information Management System (ARIMS)), ARIMS website, a computer with internet access, and standard office supplies and equipment. This task should not be trained in MOPP 4.

**Standards:** Determine correct record keeping authority and policies for hard-copy and digital records; develop and maintain Office Records List (ORL); create records folders (hard-copy and digital) and ensure records are properly labeled based on type of record to include record code, disposition, and classification; transfer records to Records Holding Area (RHA), when required.

**Special Conditions:** None

**Safety Risk:** Low

**MOPP 4:** Never

**Task Statements**

**Cue:** You are required to maintain records for your unit and determine proper disposition.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Define ARIMS regulations and policies.
  - a. Determine proper record keeping authority and procedures for hard-copy and digital records.
    - (1) Federal Records Act of 1950.
    - (2) United States Code (USC).
    - (3) Paperwork Reduction Act.
  - b. Develop Office Records List (ORL).
    - (1) Logon to ARIMS website and create ORL.
    - (2) List specific numbers describing records generated in your office.
    - (3) Prepare ORL for each element where records are accumulated or generated.
    - (4) Coordinate with Installation / Unit Records Manager for ORL approval.
  - c. Apply ARIMS record keeping policies.
    - (1) Process Unclassified Army records (including For Official Use Only (FOUO)).
    - (2) Process Classified Army records through SECRET.
    - (3) Perform records management.
      - (a) Process long-term and permanent records.
      - (b) Process short-term records.
    - (4) Administer ARIMS record keeping principles.
      - (a) Shift retention and disposition to Record Holding Areas (RHAs), when applicable.
      - (b) Ensure no unauthorized destruction, damage, or removal of records.
      - (c) Process unscheduled records, as needed.
2. Determine Filing Procedures.
  - a. Determine correct disposition based on type and classification of record.
  - b. Verify correct method(s) for labeling records.
  - c. Establish files for electronic / digital records and prepare labels.
  - d. Establish files for hardcopy / paper records and prepare labels.
  - e. File records according to disposition instructions.
3. Identify records requiring transfer.
  - a. Determine records transfer and retirement requirements.
  - b. Identify authorized Records Holding Areas (RHA) and Federal Centers for transfer.

c. Determine correct records disposition instructions.

(1) Verify Transfer (T) records.

(2) Verify Keep (K) records.

d. Transfer records, as required.

(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. Defined ARIMS regulations and policies.			
a. Determined proper record keeping authority for hard-copy and digital records.			
b. Developed Office Records List (ORL).			
c. Applied ARIMS record keeping policies.			
2. Determined Filing Procedures.			
a. Determined correct disposition based on type and classification of record.			
b. Verified correct method(s) for labeling records.			
c. Established files for electronic / digital records and prepared labels.			
d. Established files for hardcopy / paper records and prepared labels.			
e. Filed records according to disposition instructions.			
3. Identified records requiring transfer.			
a. Determined records transfer and retirement requirements.			
b. Identified authorized Records Holding Areas (RHA) and Federal Centers for transfer.			
c. Determined correct records disposition instructions.			
d. Transferred records, as required.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-400-2	THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)	Yes	Yes

**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
	7010-01-480-4355	Z39781	Army Human Resources Workstation	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 :**

Task Number	Title	Proponent	Status
805C-42A-1002	Prepare Correspondence	805C - Adjutant General (Individual)	Approved

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL1	Enlisted	MOS: 42A, Skill Level: SL1, Duty Pos: UQH